



Law Society of Ireland

Professional Practice Course I September 2010

PPC I 2010 Information Page

- 1. Important Dates**
- 2. Timetable Information**
- 3. Course Materials**
- 4. Attendance**
- 5. Locker Information**
- 6. Student ID Cards**

1. Important Dates:

Cork Start Date:	21st September 2010.
Christmas Vacation:	20th December 2010 to 5th January 2011 Inclusive.
PPCI Examinations:	22nd March to the 31st March 2011.

2. Timetable Information:

FAQs

- *When will my timetable be made available?*
- *How do I know my start and finish times?*
- *Can I start at a specific time?*
- *What are my hours?*

We will be posting a draft version of the timetable on our website over the coming weeks. We aim to make this available by the end of July, however please keep an eye on the website (www.lawsociety.ie) in the meantime as we may be in a position to get this information to you before then. As already indicated, this is a draft version and is subject to change before and during the course, due to certain circumstances that may be beyond our control. You will always be notified of any changes made.

We are also auto-assigning people to tutorial and skills groups this year. Your group allocation and therefore your start times will only be available one week before the course commences. We can only assign students to their groups once you have achieved a "registered" status. No individual information will be known or given before then.

This is a full-time course scheduled Monday to Friday, between 09.00 and 18.00 each day. While it may be the case that you will not be required to attend the 8.5 hours each day, you do have to make yourself available during these hours. Attendance will be strictly monitored.

3. Course Materials

FAQ.

- *Do I need to study before commencing the PPCI?*
- *Will I get my books before the course starts?*
- *What books, if any, do I need to purchase?*
- *When do I collect my materials?*
- *How will I know when to pick up my books?*
- *What happens if I miss a collection?*

You will not be receiving any course materials in advance of the course. All course reading and study material is included in your fees and you will not be required to purchase any books. We will be distributing a large bundle of material on the first day of the course, so please bring a suitable carry bag or case to transport them, as they will be quite cumbersome. There will be several more distributions during the course and whilst we try and ensure that all materials are available to you well in advance, it may be the case that updates only become available prior to a lecture or tutorial. You will be notified of each distribution by text (if you provide your mobile number), on Moodle (our student intranet), by e-mail. There is no excuse for not collecting materials at the designated time. If you do miss a distribution then you will be subject to paying the €5.00 late collection fee (per booklet). This could prove costly so it is in your best interests to arrive at the correct time. You will be required to sign for all course materials.

4. Attendance.

FAQs.

- *Will my attendance be monitored?*
- *What happens if I can't attend a particular lecture or tutorial?*
- *What happens if I'm absent for a period of time?*

Attendance at all lectures and tutorials is mandatory. Tutors monitor attendance at tutorials. Students who fail to attend 7 tutorials will be asked to meet with Katherine Kane. Trainees who fail to attend 9 tutorials will be asked to meet with T P Kennedy, and at that stage the training solicitors will be notified. Attendance at Skills sessions is compulsory.

5. Locker Information.

FAQs

- *Is everyone issued with a locker?*
- *How do I apply for a locker?*
- *What are the advantages of renting a locker?*
- *What is the cost?*
- *When do I get my key?*

A limited number of lockers are available during the course and are allocated on a first come, first served basis. .

You can request an application form – **Locker Application Form** - on 21st September, 2010 from a member of staff.

A total cost of €50.00 must be made payable and submitted with the application form. A locker will only be allocated to you once the application form and fee are both issued. A €10.00 replacement fee will be applicable if you lose or misplace your key and all property is left at the owners risk.

Your locker key will be issued on receipt of full payment.

6. Student ID Cards.

FAQs

- *Do I need a student card?*
- *How do I obtain my student card?*
- *When do I receive my student card?*

Students MUST carry a valid student ID card at ALL TIMES.

In order to receive your STUDENT ID CARD we require all students to submit a suitable digital (.jpeg) passport type photography.

Students who submit a digital photograph to the below email address by the 3rd September will receive their student cards at the orientation tutorial, which will take during the first 2 days of the course. All photographs received thereafter will available for collection 5 working days after receipt of same.

Save your picture using your student number (it must be saved with 8 digits e.g. 00500123.jpeg)

Please email your digital picture to t.murphy@lawsociety.ie <mailto:t.murphy@lawsociety.ie> with the following information in the subject line - Your Student Name and Student Number (Trainee No). For example:

To: t.murphy@lawsociety.ie <mailto:t.murphy@lawsociety.ie>
Subject: Student ID Card - Joe Bloggs 12345678
Attachments: 12345678.jpeg

If you have any queries about the above course please do not hesitate to email Trina Murphy - t.murphy@lawsociety.ie