



## **Guidelines for the fellowship examination**

### **Introduction**

The examination is designed to test the candidate's knowledge and ability to research and analyse a chosen subject within the Legal Profession. The guidelines provided within this document are considered to be sufficient in order to achieve a pass. Once the project has been completed it should be submitted to the Education and Training Sub-Committee at Institute of Legal Cashiers for marking, using the official submission form (see Appendix 1).

### **Task**

The project should be completed on single sided A4 paper and presented in a plastic folder/wallet and clipped securely together. There is no specific requirement on line spacing or font however the Institutes preference is Times New Roman, font size 12. The project should be between 10,000 and 15,000 words and should be laid out in the following order:

#### **Introduction**

- ❖ Topic chosen and its context
- ❖ Aim and objectives of your project

#### **Information**

- ❖ Sources of information used
- ❖ Description of methods used to gather information
- ❖ Details of any interviews/surveys carried out

#### **Analysis**

- ❖ Analysis of information
- ❖ Presentation of findings

#### **Conclusion**

- ❖ What the project has shown in relation to the aims and objectives provided at the introduction

The word count for the project should be inserted on the front sheet and should not include the contents page or appendices or the bibliography. Any spreadsheets included must also be printed out reflecting any formulae's used.

## Cheating

Students undertaking the project should be fully aware that the Institute will discipline any students who are caught cheating. Cheating can be described as a deliberate intention to use trickery, deceit or dishonesty. Students should be aware that duplication of previous work, substitution of other people's work or falsification of data are all classed as cheating for the purpose of this project.

## Plagiarism

This arises when you take or use another person's thoughts, writings or inventions and present them as though they were your own. This is not allowed and any students found to have presented a project that contains plagiarism will be subject to disciplinary action by the Institute.

## Referencing

Whenever you are directly quoting or referring to one of your sources of information, you should acknowledge this in the text as you go along. References should be clearly set out with a bibliography at the end of your project.

## Assessment

In order to achieve a pass you must obtain a mark of 50% or more, a pass with merit requires a mark of 65% or more and finally a pass with distinction requires a mark of 80% or more.

We are unable to provide you with the weighting's of the marking scheme but you should consider the following when completing your project:

- ❖ Spelling, Grammar and Punctuation
- ❖ Style and Presentation
- ❖ Quality of Content and relevance to title
- ❖ Evidence that sufficient research and analysis has been carried out
- ❖ Conclusion

## Recommended Topics

1. How the provision of a legal service will be affected by the Legal Services Act 2007.
2. The introduction of a time costing and/or billing system.
3. Time management in the legal practice.
4. Banking Services available and their effective use in a legal practice.
5. Personnel management for a legal practice.
6. Practice and procedures for the trainee legal cashier or administrator.
7. Taxation for a law practice.
8. What a Human Resources role means in a modern day legal practice.
9. The computerised debt collection department.
10. Accounting for trusts, wills and probate work.
11. The effects of an impending piece of legislation on a legal practice.
12. Training & Development in a legal practice.
13. Areas in which profitability could be improved in your legal practice.
14. How to account for Legal Services Commission funds.

Alternative project topics may be chosen upon approval of the ILCA, although permission must be sought **prior** to the submission of the project.



## FELLOWSHIP - SUBMISSION OF WORK

Your work must be sent to Education and Training Sub-Committee at Institute of Legal Cashiers, 2<sup>nd</sup> Floor, Marlowe House, 109 Station Road, Sidcup, Kent DA15 7ET, or DX 31711 SIDCUP

### Section A

ILCA Membership No:

Student Surname:

Student First name:

Student Address:

Student e-mail address

*(only complete this if you would like to receive your results by e-mail)*

Date of submission:

### Section B

Project topic number chosen

Word Count

*(alternative project topics use AA and enclose a copy of the letter authorising the chosen topic)*

I declare that the attached project is all my own work. I agree that I shall be bound by the rules of the Institute of Legal Cashiers & Administrators.

Signed

Date

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### For Office Use

Received

Sent to Tutor (1)

Marks awarded

Tutor (2)

Marks awarded

Overall mark awarded

Fail / Pass / Merit / Distinction