



Certificate in Paralegal Skills



Module 1: 21 September 2017, Thursday
Module 2: 28 September 2017, Thursday
Module 3: 5 October 2017, Thursday
Module 4: 12 October 2017, Thursday
Module 5: 25 October 2017, Wednesday

1.00pm – 6.00pm



Module 1, 2, & 5: The Law Society of Singapore
Module 3: Temasek Polytechnic
Module 4: 137 Cecil Street, Level 3

SkillsFuture is only applicable for those who **attend and complete all 5 modules**. To submit a claim using SkillsFuture, please visit <http://www.skillsfuture.sg/credit/submit-a-claim>.

ABOUT SKILLSFUTURE CREDIT

SkillsFuture is a national movement to provide Singaporeans, 25 years and above, and is a self-sponsored individual, the opportunities to develop their fullest potential throughout life, regardless of their starting points. Individuals who attend this programme may apply their S\$500.00 SkillsFuture credit (or any part thereof) to offset the cost of attending the programme. For more information, please refer to www.skillsfuture.sg.

About this Course

No law practice or legal department can operate effectively without paralegals and legal support staff. In recognition of the important support role they play, the Law Society of Singapore and Temasek Polytechnic have jointly developed a foundational certificate course on various aspects of Procedural and Substantive Law and Practice Management specifically designed for these stakeholders. This course has also been enhanced to cover more aspects of Law Practice and the Legal environment. 3 new modules on **Elements of Accounting for Legal Executives, Company Secretarial Practice and Management of Law Office and Court Technology** have been introduced in 2016.

Each aspect of this Course, from its content to structure to duration, has been crafted based on the valuable feedback we have received from key users of paralegal services, including Managing Partners/Directors of law practices and Heads of Legal Departments. This ensures the unsurpassed quality and relevance of this Course.

Each Module is conducted using a combination of lectureries, case studies, exercises and concluding with a simple written test.

Participants who attend each Module in full and pass the written test at the end of each Module will be awarded a joint **Certificate of Completion** for the Module by the Law Society of Singapore and Temasek Polytechnic.

Who Should Attend

- Paralegals and legal support staff from local law practices
- Support staff of corporate legal departments
- Support staff from foreign law practices, corporate secretarial and support services providers who wish to gain greater understanding of the Singapore legal system, and processes relevant to their work.

***No minimum entry requirement.**

Course Outline

Module 1: 21 September 2017 - Elements of Accounting for Legal Executives

(Note: Limited to 30 places, to be conducted at The Law Society of Singapore)

12.30pm – 1.00pm	Registration
1.00pm – 2.00pm	Basic Accounting Concepts & Processes
2.00pm – 3.00pm	Double Entry System of Bookkeeping
3.00pm – 3.30pm	Solicitors' Account
3.30pm – 3.45pm	Tea Break
3.45pm – 4.15pm	Solicitors' Account
4.15pm – 5.15pm	Bank Reconciliation
5.15pm – 5.30pm	Question & Answer Session
5.30pm – 6.00pm	Written Test

Module 2: 28 September 2017 - Basic Principles Of Drafting Pleadings In A Civil Action

(Note: Limited to 30 places, to be conducted at The Law Society of Singapore)

12.30pm – 1.00pm	Registration
1.00pm – 2.00pm	Principles of Pleadings
2.00pm – 3.30pm	Statement of Claim / Practice
3.30pm – 3.45pm	Tea break
3.45pm – 5.15pm	Defence and Reply / Practice
5.15pm – 6.00pm	Assessment

Module 3: 5 October 2017- Drafting Transactional Documents in Conveyancing Transactions

(Note: Limited to 25 places, to be conducted at Temasek Polytechnic, School of Business)

12.30pm – 1.00pm	Registration
1.00pm – 2.00pm	Overview of the Conveyancing Process
2.00pm – 3.00pm	Terms of an Option & Caveat
3.00pm – 3.30pm	Drafting of a Transfer
3.30pm – 3.45pm	Tea Break
3.45pm – 5.15pm	Drafting of a Mortgage & Completion
5.15pm – 5.30pm	Question & Answer Session
5.30pm – 6.00pm	Written Test

Module 4: 12 October 2017 - Company Secretarial Practice*(Note: Limited to 30 places, to be conducted at 137 Cecil Street, Level 3)*

12.30pm – 1.00pm	Registration
1.00pm – 2.00pm	Incorporation/Registration and the Constitution
2.00pm – 3.00pm	Officers of the Company
3.00pm – 3.30pm	Registers
3.30pm – 3.45pm	Tea Break
3.45pm – 5.15pm	Meetings and Resolutions
5.15pm – 5.30pm	Question & Answer Session
5.30pm – 6.00pm	Written Test

Module 5: 25 October 2017 - Management of Law Office and Court Technology*(Note: Limited to 30 places, to be conducted at The Law Society of Singapore)*

12.30pm – 1.00pm	Registration
1.00pm – 3.00pm	Recruitment, Hiring, Orientation and Remuneration
3.00pm – 3.30pm	Marketing the Law Firm (Part 1)
3.30pm – 3.45pm	Tea break
3.45pm – 5.15pm	Marketing the Law Firm (Part 2)
5.15pm – 5.30pm	Question & Answer Session
5.30pm – 6.00pm	Written Test

Course Leaders' Profiles

Goh Yan Peng (Module 1) – Elements of Accounting for Legal Executives

Goh Yan Peng graduated with a Bachelor of Accountancy (First Class Honours) from Nanyang Technological University and a Postgraduate Diploma in Education (with merit).

Upon graduation from NTU, Yan Peng worked as an audit assistant in Ernst & Young. She later joined the Ministry of Education and after obtaining the Postgraduate Diploma in Education from the National Institute of Education, she taught Principles of Accounting in Saint Andrew's Junior College for five years. Thereafter in 1999, she joined TP as a full-time accounting & finance lecturer in the School of Business. She has taught Accounting to different courses including the Diploma in Law & Management.

Wong Khai Leng (Module 2) – Basic Principles Of Drafting Pleadings In A Civil Action

Khai Leng graduated with LLB (Hons) from the National University of Singapore and was called to the Singapore Bar in 1992. For the next 20 years, he served in active legal practice as an Advocate and Solicitor of the Singapore Bar. As a practitioner in civil litigation, he has been actively involved in cases in areas of Banking, Shipping, Land Law, Building and Construction and various areas in Commercial and Contract Law. He has also been involved in landmark reported cases in Banking Law, Trust and Equity, Family Law and Civil Procedure. He subsequently ventured into other areas of practice, among them Probates and Administration, Insolvency, Corporate and Retail Conveyancing practice.

He joined the Law team in Temasek Polytechnic in October 2012 bringing with him his many years of expertise and experience in the varied areas of law and practice. As a senior lecturer, he has taught many areas of law, including Contract Law, Conveyancing, Civil Procedure, Family Law and Probate and Administration.

Cynthia Rodrigo (Module 3) – Drafting Transactional Documents in Conveyancing Transactions

Cynthia Rodrigo started her career as a litigation lawyer specializing in Intellectual Property litigation. She then joined the legal department in a big four bank where she honed her legal skills in Conveyancing and Corporate Law. After several years, she re-joined the legal profession, this time, specializing in Corporate and Retail Real-Estate Law.

She then went on to join a statutory board as its legal counsel and after several years, she joined the legal department of a public-listed company where she concentrated on Corporate and Mergers and Acquisitions.

She joined Temasek Polytechnic as a lecturer in 2010.

Pang Kin Woon (Module 4) – Company Secretarial Practice


Kin Woon graduated from the National University of Singapore with a Bachelor of Laws degree. After being called to the Singapore bar, he started his legal career as a corporate lawyer practising mainly in the area of Corporate Finance.

He subsequently joined a listed local company as in-house legal counsel and was involved in mergers and acquisitions (M&A) and joint venture work, as well as operational aspects of the business. He later joined a European MNC where he was involved in regional legal work and was eventually appointed as General Counsel, ASEAN. At Temasek Polytechnic, Kin Woon teaches Corporate Law subjects.

Andrew Chia (Module 5) – Management of Law Office and Court Technology

Andrew Chia is presently the Subject Leader and in charge of the subject "Management of Law Office and Court Technology" and has been teaching the subject for at least 10 years. Prior to joining the Polytechnic, he has been in private practice for 14 years and was last a partner of a law firm.

Registration Fees

Date / Module	Venue	Fees (SGD) for Members of Law Society (inclusive of 7% GST and course materials)		Others
		Small Singapore Law Practice	Other Singapore Law Practice	
21 September 2017, Thursday Module 1 – Elements of Accounting for Legal Executives	The Law Society of Singapore	235.40	258.60	299.60
28 September 2017, Thursday Module 2 – Basic Principles of Drafting Pleadings in a Civil Action	The Law Society of Singapore	235.40	258.60	299.60
5 October 2017, Thursday Module 3 – Drafting Transactional Documents in Conveyancing Transactions	Temasek Polytechnic	235.40	258.60	299.60
12 October 2017, Thursday Module 4 – Company Secretarial Practice	137 Cecil Street, Level 3	235.40	258.60	299.60
25 October 2017, Wednesday Module 5 – Management of Law Office and Court Technology	The Law Society of Singapore	235.40	258.60	299.60
All 5 Modules (10% discount)		1,059.30	1,163.70	1,348.20

To register, please visit our website at: <http://www.lawsoc.org.sg/en-gb/events.aspx>.

Terms and Conditions

- Allocation of seats is on a first-come-first-serve basis.
- Registration closes on

Module	Closing Date
Module 1	14 September 2017, Thursday (6.00pm)
Module 2	21 September 2017, Thursday (6.00pm)
Module 3	28 September 2017, Thursday (6.00pm)
Module 4	5 October 2017, Thursday (6.00pm)
Module 5	19 October 2017, Thursday (6.00pm)

- The registration fee is due and payable upon registration and must be received prior to the event. Payment must be made by the closing date stated. Registration will only be confirmed upon receipt of full payment.
- The Law Society reserves the right to refuse to register or admit any participant, and to cancel or postpone the course or seminar.
- If you are unable to attend, a substitute delegate is welcomed, provided that the Law Society is notified in writing of the name and particulars of the substitute delegate at least 3 working days before the course or seminar.

Cancellation and Refund of Fees

- Allocation of seats is on a first-come-first-served basis and limited seats for each seminar. Registration closes on

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Module 1	14 September 2017, Thursday (6.00pm)
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- Participant who cancels their registration before the commencement date shall be liable to pay the percentage of the seminar fee set out as follows:
 - 20 days before commencement date: 25% of seminar fee.
 - 19 to 8 days before commencement date: 50% of seminar fee.
 - 7 days or less before commencement date: 100% of seminar fee.
- Participant who is unable to attend the seminar due to medical exigencies will be subjected to a cancellation fee of 50% of seminar fee.

For enquiries, please contact us at cpd@lawsoc.org.sg or 6530 0211.

In the course of the workshops, seminar, conferences or events, photographs of participants/videos or interviews of the participants could be conducted by the Society, or its appointed vendors, for the purpose of post event publicity of the respective workshops, seminar, conferences or events, either in the Society's official publication/website or any third party's publication/website approved by the Society.