

SINGAPORE CORPORATE COUNSEL ASSOCIATION
- VOLUNTARY CONTINUING LEGAL EDUCATION POLICY

Introduction

From the Constitution of the Singapore Corporate Counsel Association (“SCCA”) are found the following two objects:

- To co-ordinate and promote educational training opportunities either from the Association's own resources or by outside providers.
- To develop and provide continuing programmes for the sharing and exchange of local and foreign knowledge and experience among members.

In support of these objectives, SCCA is proud to announce a new Policy to promote continuing legal education for corporate counsel through the award of Continuing Legal Education Hours (“CLE Hours”).

Participation in this Policy is entirely voluntary and participation shall mean the acceptance without qualification of all the terms and conditions of this Policy.

Eligible Programmes

Generally, training opportunities in the form of programmes, seminars, conferences, workshops, lectures, discussion groups and other training activities for or which include corporate counsel and which fulfill all of the following criteria will be considered eligible for CLE Hours (“Programmes”):

1. The Programme is relevant to the development of a corporate counsel;
2. The Programme has theoretical and/or practical content; and,
3. The Programme substantially relates to the corporate counsel’s practice of law or has general and/or specific applications in the field of a legal professional

(“General Eligibility Criteria”).

For the avoidance of doubt, Programmes do not have to be (co)run by SCCA to fulfill the General Eligibility Criteria. Programmes entirely run by parties external to SCCA can also qualify for CLE Hours if they fulfill the General Eligibility Criteria and other criteria as hereinafter specified.

Once it is determined that a Programme has fulfilled all General Eligibility Criteria, the Programme further requires to be evaluated as to whether it has fulfilled all of the following specific eligibility criteria in order that CLE Hours may be assigned for such Programme (“Specific Eligibility Criteria”):

1. The Programme must be at least one (1) hour in duration, excluding all breaks;

2. The Programme cannot have as its sole or material objective the promotion or marketing of any product, service and/or organisation;
3. The Programme must have clear learning objectives;
4. The Programme must be organised, structured and effective as a learning activity;
5. The Programme must be planned and executed by persons qualified and who have expertise in the subject matter thereof.

Award and Computation of CLE Hours

Where a Programme has fulfilled all requirements of the General Eligibility Criteria and the Specific Eligibility Criteria, such Programme will be assigned CLE Hours. A participant of such Programme is a corporate counsel who is attending, participating in, preparing for, speaking at, presenting in, chairing, moderating, researching for, facilitating or otherwise contributing toward the execution of such Programme in a material and substantial way (“Participant”). A Participant will be deemed to have been awarded the following CLE Hours in the following circumstances:

1. One (1) CLE Hour for every one (1) hour of attendance (excluding all breaks);
2. One (1) CLE Hour for every one (1) hour of preparing or researching for or otherwise contributing toward the preparation of such Programme in a material and substantial way (excluding all breaks);
3. Two (2) CLE Hours for every one (1) hour of speaking at, presenting in, chairing, moderating and/or otherwise facilitating the execution of such Programme in a material and substantial way (excluding all breaks).

With regard to any one eligible Programme, a Participant may claim for CLE Hours for both items 1 and 2 above or for both items 2 and 3 above, in either case if s/he met all relevant criteria. However, a Participant cannot under any circumstances claim for CLE Hours for the same Programme for all of items 1 to 3 above nor for both items 1 and 3 above.

For the purposes of computing the CLE Hours deemed awarded, a Participant - who must not be speaking at, presenting in, chairing, moderating and/or otherwise facilitating the execution of such Programme in a material and substantial way - is allowed a maximum grace period of half an hour for late arrival for an eligible Programme which is at least one (1) hour long (excluding all breaks). For the avoidance of doubt, such Participant will not be awarded CLE Hours if s/he arrives later than the aforementioned grace period or who is absent from the Programme, strictly regardless of the reasons. In the event the Programme runs over a number of days or longer, the late arrival grace period will be computed on a daily basis such that there is a late arrival grace period for each day the Programme is held.

CLE Hours shall be awarded in minimum blocks of half an hour always rounded down to the last hour or half hour as the case may be e.g. if an eligible Programme’s duration is one hour and forty-five minutes (excluding breaks), the CLE Hours assigned will be 1.5

CLE Hours, and if another eligible Programme's duration is four hours and fifteen minutes (excluding breaks), the CLE Hours assigned will be 4 CLE Hours.

Administration

SCCA, through its Singapore Education and Development Subcommittee and/or any other designated (sub)committee(s), shall have the sole and absolute discretion as to whether or not to deem a Programme eligible for the assignment of CLE Hours or whether or not a Participant has fulfilled the number of CLE Hours claimed, in either case in accordance with this Policy, including to revoke or withdraw previous decisions or approvals. SCCA will, in the event of any doubt, have reference to the then-prevailing Voluntary Minimum Continuing Professional Development Scheme (or equivalent) of the Law Society of Singapore as a guideline only, when evaluating whether a particular Programme or Participant qualifies for CLE Hours.

Parties external to SCCA who wish to apply for the assignment of CLE Hours for eligible Programmes may apply to SCCA through its Secretariat whose contact details are as follows:

Singapore Corporate Counsel Association
8 Robinson Road
#10-00 ASO Building
Singapore 048544
Tel: +65 6236 2848
Email: secretariat@scca.org.sg

Upon the payment of a nominal fee of S\$10 by a Participant, SCCA will certify the number of CLE Hours deemed awarded in a particular calendar year to such Participant against SCCA's own records of eligible Programmes up to the date of such request. SCCA's decision on the number of hours deemed awarded shall be final, and the aforementioned fee may be reviewed by SCCA from time to time. SCCA shall at all times not be obliged to keep such records for longer than the two (2) preceding calendar years.

Disclaimers

Notwithstanding anything to the contrary in this Policy:

1. Nothing in this Policy shall oblige SCCA to follow, strictly or otherwise, the said Voluntary Minimum Continuing Professional Development Scheme (or equivalent) of the Law Society of Singapore.
2. SCCA shall at all times be entitled to amend, change, vary, revoke or otherwise alter any portion or all of this Policy without having to give advance notice.
3. SCCA shall not under any circumstances be liable to any person for any loss or inaccuracy of records of participation herein, for any loss and/or damage due to or arising from SCCA's actions or omissions herein, nor for any other loss or damage in connection with this Policy.

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4. Assignment of CLE Hours to eligible Programmes herein shall not be deemed an endorsement or warranty by SCCA as to the suitability and/or quality of any particular Programme, and SCCA hereby disclaims any and all warranties, whether express or implied, including, without limitation, any implied warranties of fitness for a particular purpose, merchantability and non-infringement of intellectual property rights.

Conclusion

SCCA has no immediate plans at the moment to accredit approved Programme providers. This is not to say that such plans won't be made in the future but for the time being, SCCA will review all requests by third parties for CLE Hours to be assigned to their proposed Programmes on a case by case basis.

SCCA recommends that a corporate counsel aim to achieve at least ten (10) CLE Hours per calendar year. In this way, SCCA hopes that corporate counsel will participate in this Policy wholeheartedly and enhance their own standing and skillsets through this CLE Hours scheme.