



Certificate Licensing Training Program (CLTP)

Proposal Submission- Application Form

University/Institution	
Contact Person	
Email Address	
Phone Number	
Total Program Duration/Hours (Minimum 500 hours)	

CLTP program is to be considered as “work”, not school. On the basis of the expectations of the BCM’s mandate, the CLTP goal is to develop and assess trainees in all of the following core practical skills:

- 1) ***Client Care and Management***
- 2) ***Conducting Legal Research, Drafting and Legal Writing***
- 3) ***Case and Transaction Management, including Monitoring & Negotiations***
- 4) ***Advocacy***
- 5) ***Ethics and Professional Responsibility***

The CLTP program is to have a minimum work/internship placement of 75 hours under the supervision of a lawyer with at least 5 years’ experience. Even if the CLTP program is developed strictly in a virtual format, trainees still should be required to meet at the training institution/law faculty 3 times for a week at a time (1 week in the start of the program; 1 week at the middle of the program; and 1 week at the end of the program).

Program Setup & Structure

Operating Mode: *Please specify the percentage of remote vs. in-person delivery, and any specific requirements for in-person sessions (e.g., minimum hours, topics). Describe platforms to be used for remote delivery (e.g., Zoom, MS Teams), ensuring live interaction and security standards.*

**Mode of Delivery**

Remote: _____

In-Person: _____

Practice Groups (Virtual Law Firms - VLFs)

CLTP Program can have as many law firms as needed to accommodate the number of trainees enrolled in the program- The virtual program starts by placing trainees into virtual law firms (VLFs) of approximately four people.

Practice Group	Practice Group 1
Subject Area (e.g.: Criminal Defense Practice, Property Law etc.)	
Number of Trainees per Practice Group /VLF	
Number of Mentors (member of the legal profession with ≥5 years' experience) The Mentors' Roster is to be established by the training provider institution with volunteers from the legal profession. number of SMEs)	
Number of SMEs (Assessors with practical law experience and university/faculty affiliation.) The SME acts as Senior Management Partner for the firm and as Assessor of the performance of trainees in the CLTP training program)	
Mentor Roster (attach with supporting documents including details of Mentor Contact Info, Mentor Experience Years)	



Practice Group	Practice Group 2
Subject Area (e.g.: Criminal Defense Practice, Property Law etc.)	
Number of Trainees per Practice Group /VLF	
Number of Mentors (member of the legal profession with ≥5 years' experience) The Mentors' Roster is to be established by the training provider institution with volunteers from the legal profession. number of SMEs)	
Number of SMEs (Assessors with practical law experience and university/faculty affiliation.) The SME acts as Senior Management Partner for the firm and as Assessor of the performance of trainees in the CLTP training program)	
Mentor Roster (attach with supporting documents including details of Mentor Contact Info, Mentor Experience Years)	
Practice Group	Practice Group 3
Subject Area (e.g.: Criminal Defense Practice, Property Law etc.)	
Number of Trainees per Practice Group /VLF	
Number of Mentors (member of the legal profession with ≥5 years' experience) The Mentors' Roster is to be established by the training provider institution with volunteers from the legal profession. number of SMEs)	
Number of SMEs (Assessors with practical law experience and university/faculty affiliation.) The SME acts as Senior Management Partner for the firm and as Assessor of the performance of trainees in the CLTP training program)	



Mentor Roster <i>(attach with supporting documents including details of Mentor Contact Info, Mentor Experience Years)</i>	
Practice Group	Practice Group 4
Subject Area <i>(e.g.: Criminal Defense Practice, Property Law etc.)</i>	
Number of Trainees per Practice Group /VLF	
Number of Mentors <i>(member of the legal profession with ≥5 years' experience) The Mentors' Roster is to be established by the training provider institution with volunteers from the legal profession. number of SMEs)</i>	
Number of SMEs <i>(Assessors with practical law experience and university/faculty affiliation.) The SME acts as Senior Management Partner for the firm and as Assessor of the performance of trainees in the CLTP training program)</i>	
Mentor Roster <i>(attach with supporting documents including details of Mentor Contact Info, Mentor Experience Years)</i>	

2. Training Activities

Trial Advocacy Program <i>(an Intensive 3-day Trial Advocacy Program should be developed for trainees to participate in during one of the last two of these meetings)</i>
Trial Advocacy Program Proposed Schedule



Proposed Assignments & Activities

Please indicate which of the following assignments are proposed to be included in your program (tick as appropriate)

- ☐ Draft Retainer
- ☐ Conduct Conflict Check
- ☐ Draft Demand Letter
- ☐ Legal Research Memorandum
- ☐ Draft Opinion Letter
- ☐ Draft Letter to Opposing Counsel
- ☐ Draft Agreement of Purchase and Sale
- ☐ Draft Application and Financial Statement
- ☐ Draft Statement of Claim
- ☐ Draft Pleading of Opposite Side
- ☐ Memo for Bail Hearing
- ☐ Search of Title Abstract
- ☐ Draft Requisition Letter (Real Estate)
- ☐ Draft Requisition & Reporting Letters
- ☐ Draft Power of Attorney
- ☐ Contract Drafting (e.g., Share Purchase, Non-Compete)
- ☐ Draft Examination Questions (In-Chief & Cross)
- ☐ File Strategy Discussions
- ☐ Draft Promissory Note
- ☐ Prepare Case Conference Materials
- ☐ Draft Affidavit of Documents
- ☐ Draft Will
- ☐ Client Examination Preparation
- ☐ Submissions to Boards (e.g., Landlord & Tenant)
- ☐ Review Precedents
- ☐ Draft Client Statement of Accounts

Attachments

- Program Curriculum & Schedule *(Please fill according to the format provided)*
- List of Mentors & SMEs *(with contact details)*
- Details on fee allocated for CLTP
- Evidence of Institutional Capacity & Experience

Please submit the completed application form and attachments to: ltip@maldivesbarcouncil.org.



Program Proposal

CLTP Requirements		XX University /College Proposal Findings	
			Page No.
Duration:	500 hours		
Work Placement/ Internship:	75 hours		
Delivery Mode:	<ul style="list-style-type: none"> • Virtual Law Firm (VLF) • Face-to-Face (F2F) 		
Learning Outcomes and Objectives:			
Program Structure			
I. Orientation (5 Hours)	<ul style="list-style-type: none"> • Welcome and program overview • Introduction to legal profession and ethics • Methodology, study, and research approaches used in CLTP • Time management and organization expected in CLTP 		



II. Practical Skills Development based focused on mandated Core Skills (400 hours)	1. Client Care and Management (80 hours) Simulation Exercises: <ul style="list-style-type: none"> • Simulated client interviews to practice active listening and communication skills. • Role-playing scenarios to address difficult client situations. Ethical Dilemma Discussions: <ul style="list-style-type: none"> • Analysis and discussion of ethical issues related to client confidentiality and conflicts of interest. Client File Management: <ul style="list-style-type: none"> • Hands-on experience in organizing and managing client files, including documentation and record-keeping. Client Communication Workshops: <ul style="list-style-type: none"> • Training in effective written and oral communication with clients, including managing expectations and providing updates. • Communicating and working with vulnerable clients 		
	1.1 Client Interviews and Counseling (25 hours) I. Role-Playing Scenarios II. Case Study Analysis III. Client Simulation Exercises		
	1.2 Building Client Relationships (15 hours):		



	I. Client Relationship Workshops II. Ethical Considerations		
	1.3 Managing Client Expectations and Communication (15 hours): I. Effective Communication Skills II. Client Expectation Management III. Client Updates and Reporting		
	1.4 Financial and Billing Management for Law Practitioners (15 hours) I. Billing and Fee Structures II. Financial Responsibility		
	1.5 Networking, Marketing, and Law Practice Development (10 hours): I. Networking Strategies II. Marketing and Branding		
	1.6 Assessment and Practice Integration (5 hours): I. Role-Playing Scenarios II. Case Studies		
	2. Conducting Legal Research, Drafting, and Legal Writing (100 hours) Research Assignments: • Assignments on utilizing various legal databases for research purposes. • Practical exercises on synthesizing and analyzing legal information.		



	Drafting Exercises: <ul style="list-style-type: none"> • Drafting legal documents such as contracts, pleadings, and opinions. • Peer review sessions for constructive feedback. Legal Writing Seminars: <ul style="list-style-type: none"> • Workshops on persuasive legal writing. • Editing and revising exercises to enhance writing skills. 		
Conducting Legal Research (40 hours)	2.1 Advanced Legal Research Methodologies (10 hours): <ol style="list-style-type: none"> Research Planning and Strategy Effective Keyword Searching Advanced Search Platforms 		
	2.2 Online and Library Resources (10 hours) <ol style="list-style-type: none"> Online Legal Databases Library Research Skills Case Law and Statutory Research 		
	2.3 Analyzing Case Law and Statutes (15 hours) <ol style="list-style-type: none"> Case Law Analysis Statutory Interpretation Legal Memorandum and Brief Writing 		
	2.4 Assessment and Practice Integration (5 hours): <ol style="list-style-type: none"> Research Projects Moot Research Scenarios 		



2a. Drafting and Legal Writing (60 hours)	2a.1 Advanced Drafting Skills for Legal Documents (35 hours) <ul style="list-style-type: none"> i. Contract Drafting ii. Pleadings and Litigation Documents iii. Legal Briefs and Memoranda 		
	2a.2 Legal Writing and Analysis (15 hours): <ul style="list-style-type: none"> i. Writing Clarity and Style ii. Legal Analysis and Reasoning 		
	2a.3 Document Review and Editing (5 hours): <ul style="list-style-type: none"> i. Document Organization ii. Editing and Proofreading 		
	2a.4 Assessment and Practice Integration (5 hours): <ul style="list-style-type: none"> i. Drafting Projects ii. Editing and Peer Review 		
	3. Case and Transaction Management, including Monitoring & Negotiations (100 hours) <p>Case Management Simulation:</p> <ul style="list-style-type: none"> • Simulated exercises on managing a case from inception to resolution. • Utilizing case management software for organization and tracking. <p>Negotiation Workshops:</p> <ul style="list-style-type: none"> • Role-playing negotiation scenarios. • Debriefing sessions to discuss negotiation strategies. 		



	Monitoring and Reporting: <ul style="list-style-type: none"> • Training in monitoring legal developments and changes in regulations. • Reporting mechanisms for ongoing cases or transactions. 		
Case and Transaction Management, Monitoring Files & Negotiations (100 hours)	3.1 Case File Organization (25 hours): <ul style="list-style-type: none"> i. Principles of Case File Organization ii. Document Management iii. Electronic Case Management iv. Client Communication Records 		
	3.2 Efficient Case Management (15 hours) <ul style="list-style-type: none"> i. Case Assessment and Strategy ii. Task and Time Management iii. Client Updates and Reporting iv. Conflict Resolution 		
	3.3 Transactional Practice and Record-keeping (20 hours): <ul style="list-style-type: none"> i. Transactional Practice ii. Record-keeping and Compliance iii. Financial Record-keeping iv. Ethical Considerations 		
	3.4 Assessment and Practice Integration (10 hours): <ul style="list-style-type: none"> i. Case File Audit ii. Case Simulation Exercises 		



	3.5 Negotiation Techniques and Strategies (30 hours)		
	4. Advocacy (80 hours) <ul style="list-style-type: none"> • Moot Court Exercises: <ul style="list-style-type: none"> • Participating in moot court competitions. • Constructive feedback sessions from experienced practitioners. • Mock Trials: <ul style="list-style-type: none"> • Simulated trial scenarios with a focus on courtroom procedures. • Cross-examination and witness handling exercises. • Oral Advocacy Seminars: <ul style="list-style-type: none"> • Workshops on effective oral advocacy techniques. • Video-recorded sessions with self-assessment and feedback. 		
4. Advocacy (80 hours-Breakdown)	4.1 Mock Trial Exercises and Simulations (35 hours): <ul style="list-style-type: none"> i. Case Analysis and Strategy ii. Witness Examination iii. Opening Statements iv. Closing Argument 		
	4.2 Courtroom Advocacy Skills (30 hours) <ul style="list-style-type: none"> i. Courtroom Etiquette and Procedures ii. Extemporaneous Speaking iii. Motion Practice iv. Evidence Handling 		



	4.3 Oral and Written Advocacy Skills (10 hours) <ul style="list-style-type: none"> i. Persuasive Speaking ii. Legal Writing for Advocacy 		
	1.4 Assessment and Practice Integration (5 hours) <ul style="list-style-type: none"> i. Mock Trial Competition ii. Oral and Written Advocacy Assignments 		
	5. Ethics and Professional Responsibility (40 hours) <ul style="list-style-type: none"> • Professionalism Seminars: <ul style="list-style-type: none"> • Interactive seminars on the legal profession's standards and expectations. Discussion and understanding of the BCM's Code of Conduct for lawyers. • Discussions on the lawyer's role in upholding the rule of law. • Case Studies: <ul style="list-style-type: none"> Analysis of real-world cases involving ethical challenges. • Group discussions on potential resolutions. • Ethics Assessments: <ul style="list-style-type: none"> • Assessments of ethical decision-making skills. • Review sessions to understand correct responses and reasoning. <p>Additional Considerations for application in carrying out above trainings:</p> <ul style="list-style-type: none"> • Guest lectures by legal professionals • Mock trials and simulations • Courthouse and Tribunal visits 		



	<ul style="list-style-type: none"> • Ethical dilemmas and discussions • Legal writing workshops • Workshops on legal technology tools • Exposure to In-House Counsel Working Places and Work • Exposure to Government Lawyers' Working Places and Work (including A-G and Prosecutor-General Offices). 		
Ethics and Professional Responsibility (40 hours-Breakdown)	5.1 In-Depth Study of Legal Ethics and Professional Conduct (15 hours) <ul style="list-style-type: none"> i. Legal Ethics Overview ii. Rules of Professional Conduct iii. Professional Responsibility and Accountability 		
	5.2 Maintaining Client Confidentiality (10 hours): <ul style="list-style-type: none"> i. Client Confidentiality ii. Ethical Considerations in Communication 		
	5.3 Conflict of Interest (10 hours) <ul style="list-style-type: none"> i. Types of Conflicts ii. Managing Conflicts 		
	5.4 Handling Ethical Dilemmas and Conflict of Interest (5 hours) <ul style="list-style-type: none"> i. Case Studies and Scenarios ii. Ethical Decision-Making Framework 		
	5.5 Assessment and Practice Integration (5 hours): <ul style="list-style-type: none"> i. Ethical Dilemma Exercises ii. Conflict of Interest Role-Playing 		



III. Assessment, Evaluation and Certification (20 hours)	<ul style="list-style-type: none"> • Regular quizzes and assignments to gauge understanding • Practical assessments for skills-based assignments • Student and instructor feedback mechanisms • Mock trials and moot court exercises • Professional development and career planning 		
IV. Work Placement/Internship (75 hours)	<ul style="list-style-type: none"> • Practical experience with law firms or legal organizations • Supervised by experienced lawyers • Real-world application of learned skills 		
V. Graduation and Post-Program Support	<ul style="list-style-type: none"> • Graduation ceremony • Alumni network and ongoing professional development • Career counseling and job placement assistance 		