



CI Arb
evolving to resolve

TRAINING
BROCHURE
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Contents

Who we are.....	4	Construction Adjudication Pathway	20
What is Alternative Dispute Resolution (ADR).....	5	Introduction to Construction Adjudication	21
Why train with us.....	6	Introduction to Alternative Dispute Resolution.....	22
Arbitration.....	7	Module 1 Law, Practice and Procedure	
Arbitration Pathway	8	Construction Adjudication.....	23
Introduction to Domestic Arbitration	9	Module 2 Law of Obligation	24
Introduction to International Arbitration.....	10	Module 3 Drafting, Evidence and Decision Writing	
Introduction to Alternative Dispute Resolution (ADR)		Construction Adjudication.....	25
Module 1 Law Practice and Procedure (Domestic)	12	Mediation.....	26
Module 1 Law Practice and Procedure (International)	13	Mediation Pathway	27
Module 2 Law of Obligations	14	Introduction to Mediation	28
Module 3 Evidence, Decision Making and Award Writing (Domestic).....	15	Introduction to Alternative Dispute Resolution (ADR) 29	
Module 3 Evidence, Decision Making and Award Writing (International)	16	Module 1 Commercial Mediation Training and Assessment	30-31
Diploma in International Commercial Arbitration . 17-18		Module 2 Law of Obligations	32
Construction Adjudication	19	Module 3 Mediation Theory and Practice.....	33
		Accelerated Route Assessments to Membership and Fellowship	34
		Accelerated Route to Membership Assessment	35
		Accelerated Route to Fellowship Assessment.....	36
		Education Courses	37
		Introduction to Expert Witness	38
		Introduction to Workplace Mediation.....	39
		Tribunal Secretaries Course	40
		The Fundamentals of Negotiations	41
		Other CIARB Services	42
		Resolve to evolve your carer	43
		CIARB Pathway Training Diary	44-45



Who we are

The Chartered Institute of Arbitrators (CI Arb) is the professional home of dispute resolvers. As an international not-for-profit organisation, our mission is to promote the use of Alternative Dispute Resolution (ADR) as the preferred means of resolving disputes throughout the world.

With over 15,000 members working in sectors as diverse as finance, construction, oil and gas and agriculture in over 133 countries worldwide, we pride ourselves on being a truly global network. Many of our members are active ADR professionals, while others choose to become members for personal development or to enhance their careers.

We offer support to our international membership through a range of benefits and activities. With nearly 40 branches worldwide, we can ensure that all of our members have access to CI Arb training and benefits, wherever they are in the world. Most importantly, CI Arb's international reputation and academic rigour provides our members with a powerful mark of quality assurance to help open doors.



CI Arb
evolving to resolve

What is Alternative Dispute Resolution (ADR)

Whenever a dispute arises either in a professional or personal environment, both parties are generally advised to seek professional help to enable them to resolve the dispute.

Whether it's a dispute between companies or a couple seeking a divorce, going to court is usually the first option that comes to mind. However, while litigation has its advantages, it can also be expensive, inflexible and highly time-consuming. That's why more and more disputes are now being resolved out of court using Alternative Dispute Resolution (ADR) methods.

The most commonly practised forms of Alternative Dispute Resolution are:

- Arbitration
- Adjudication
- Mediation

In most cases ADR methods are faster, cheaper, less formal and more flexible than litigation. It's therefore no surprise that these alternative forms of dispute resolution are becoming increasingly important to individuals, companies and organisations across the world. With the growing use of ADR, there has never been a better time to train with the world's only dedicated global professional institute for dispute resolvers.





Why train with us

Whether you're new to ADR and keen to find out more or an experienced practitioner looking for career-enhancing training, CI Arb has a course and qualification to fit your needs.

Our Pathways programmes – ranging from Introductory Certificate to Advanced Certificate and Diploma – will give you the specialist knowledge and skills you need to get ahead in ADR, whilst also qualifying you for membership of CI Arb.

Our training features include:

- High quality training facilities
 - A high level of candidate satisfaction through word of mouth recommendation
 - An experienced education team to help with deciding which course is right for you
- Worldwide reputation for excellence and service
 - Expert tutors who are leading practitioners and academics in the field of ADR
 - High quality training and workbooks designed by experts in the field
 - Courses that are suitable for all levels of experience
 - Fast-track courses for experienced professionals
 - Flexible and tailored training options with courses delivered worldwide
 - A tiered programme to support career progression
 - Rigorous teaching and assessment standards

Arbitration

What is arbitration?

Arbitration is a formal, private and binding process where disputes are resolved by a final award made by one or more independent Arbitrators. The process of Arbitration is a faster, simpler and less expensive alternative to litigation. The parties involved in a dispute must consent to Arbitration, and the Arbitrator(s) to be used may be agreed on by the parties or nominated by an independent body.

Who can become an Arbitrator?

Anyone can become an Arbitrator. While many Arbitrators work in the legal profession, many do not and come from various professional and technical backgrounds; Arbitration is a secondary profession. The Arbitrator has a judicial role in listening to the facts and evidence presented by the parties, applying the relevant law and issuing a final award. Parties will often seek someone who has the core skills required for an Arbitrator and has experience in the area of business that the dispute has arisen in, thereby understanding its complexities.

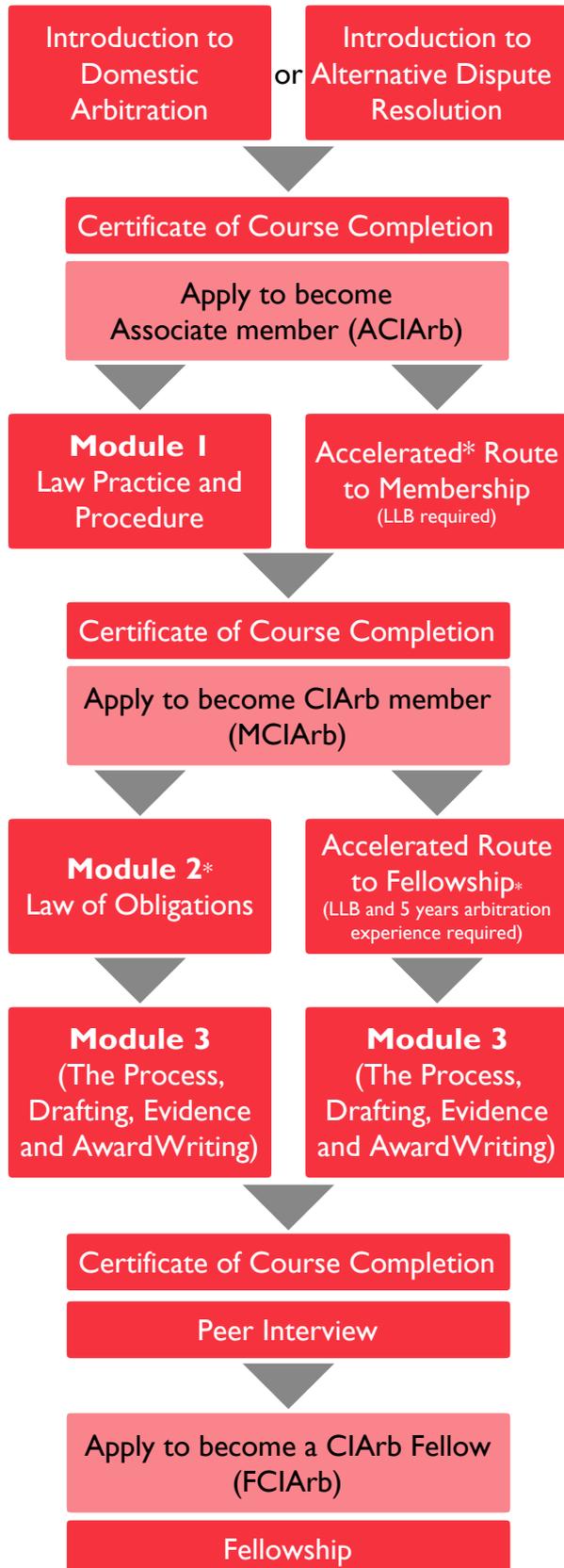
How can I become an Arbitrator?

The first step to becoming an Arbitrator is to undertake training courses. CI Arb has a Pathways Programme in Domestic Arbitration and International Arbitration which covers the law of obligations, the law of Arbitration, Arbitration practice and procedure and award writing. Fast track assessment programmes are available for legal professionals with experience in Arbitration. Further information on CI Arb's courses is available at: www.ciarb.org/training

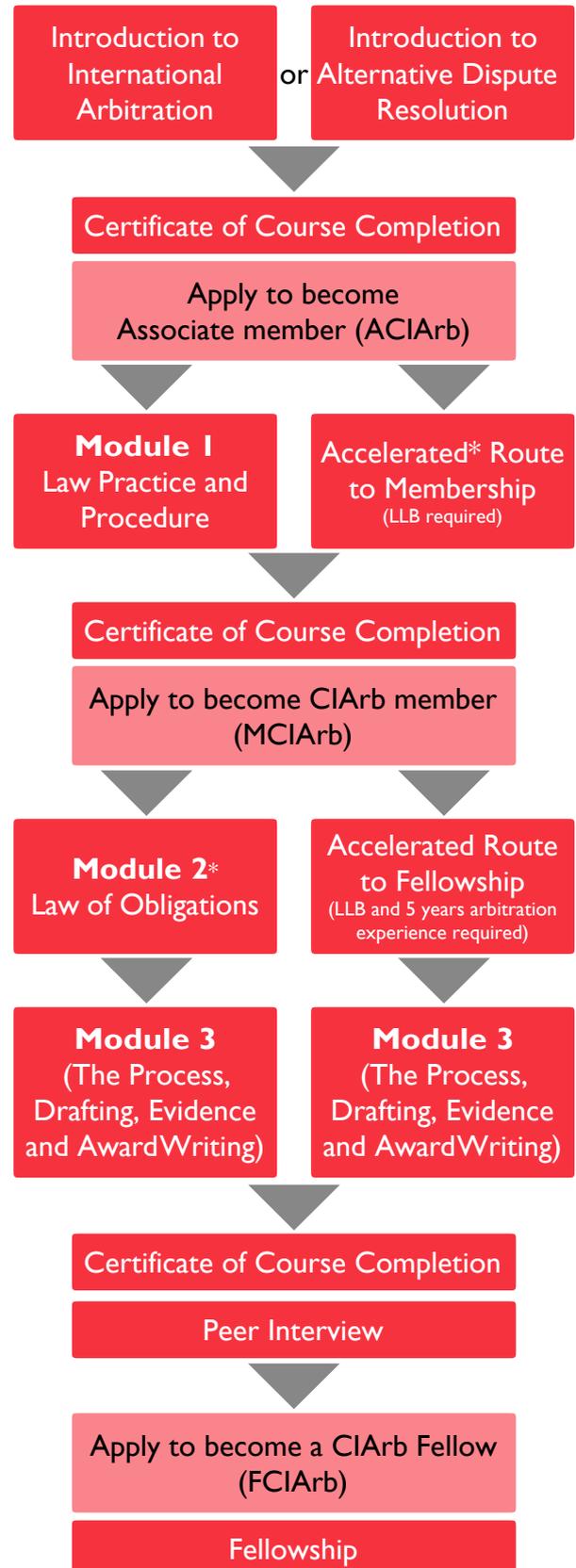


Arbitration Pathway

Domestic Arbitration



International Arbitration



* Accelerated route to membership candidates will be required to pass a prerequisite online knowledge test

* Candidates applying for an exemption for Module 2 are required to pass the Module 2 online knowledge test



Introduction to Domestic Arbitration

What is the aim of the course?

To provide an understanding of the general principles of Domestic (i.e. non-International) Arbitration and its relationship to other dispute resolution processes. The course will provide candidates with an introduction to the legal framework of, and good practice and procedure in, Domestic Arbitration in their jurisdiction.

What are the entry requirements?

There are no entry requirements. This course is intended for any candidates who:

- Are new to the field of Domestic Arbitration.
- Wish to learn more about Domestic Arbitration and its benefits to users.
- Wish to become an Associate member of CI Arb.

What is covered within the course?

- Comparison of dispute resolution procedures.
- Fundamental principles of the arbitration process.
- The Arbitration Act 1996.
- Arbitration rules.
- Arbitration procedures.
- The Arbitration agreement.
- Commencement of the Arbitration.
- An Arbitrator's jurisdiction and powers.
- The Arbitration process.
- Managing the Arbitration process documents.
- Presenting the claim and the defense
- Procedure at a typical hearing.
- Costs and interest.
- Essentials of an enforceable award.

What are the learning outcomes?

On successful completion of this course, candidates will be able to:

- Explain the background to Domestic Arbitration;
- Describe the process and procedure of Domestic Arbitration;
- Apply Domestic Arbitration in the context of other forms of Alternative Dispute Resolution

How is the course delivered?

- The course is delivered face to face. The duration of the course is 1 day.

How will I be assessed?

Assessment for this course is completed through an online multiple choice test. Candidates must achieve a minimum overall mark of 55% to pass the course.



Introduction to International Arbitration

What is the aim of the course?

To provide an understanding of the general principles of International (i.e. non-Domestic) Arbitration and its relationship to other dispute resolution processes. The course will provide candidates with an introduction to the legal framework of, and good practice and procedure in, international Arbitration in their jurisdiction.

What are the entry requirements?

There are no entry requirements. The course is intended for candidates who:

- Are new to the field of International Arbitration.
- Wish to learn more about International Arbitration and its benefits to users.
- Wish to become an Associate member of CI Arb.

What is covered within the course?

- Comparison of dispute resolution procedures.
- Fundamental principles of the International Arbitration process.
- The UNCITRAL Model Law and Arbitration rules.
- Arbitration procedures.
- The legal framework.
- The Arbitration agreement.
- Commencement of the Arbitration.
- An Arbitrator's jurisdiction and powers.
- The Arbitration process.
- Managing the Arbitration process.
- Presenting the claim and the defence.
- Costs and interest.
- Essentials of an enforceable award.

What are the learning outcomes?

On successful completion of this course, candidates will be able to:

- Explain the background to International Arbitration;
- Describe the process and procedure of International Arbitration;
- Apply International Arbitration in the context of other forms of Alternative Dispute Resolution.

How is the course delivered?

- The course is delivered face to face. The duration of the course is 1 day.

How will I be assessed?

Assessment for this course is completed through an online multiple choice test. Candidates must achieve a minimum overall mark of 55% to pass the course.



Introduction to Alternative Dispute Resolution (ADR)

What is the aim of the course?

To provide a general understanding of the various methods of dispute resolution which are alternatives to court proceedings, known as Alternative Dispute Resolution (ADR).

What are the entry requirements?

There are no entry requirements. The course is intended for candidates who:

- Are new to the field of ADR.
- Wish to learn more about ADR and its benefits to users.
- Wish to become an Associate member of CI Arb.

What is covered within the course?

- Arbitration.
- Conciliation.
- Construction Adjudication.
- Early Neutral Evaluation.
- Expert Determination.
- MED-ARB.
- Mediation.
- Mini-Trial.
- Negotiation.
- Neutral Expert Fact-Finding.
- Ombudsman.
- Online Dispute Resolution.
- Private Judging.
- Summary Jury Trial.

What are the learning outcomes?

On successful completion of this course, candidates will be able to:

- Explain the background to Alternative Dispute Resolution (ADR);
- Describe the processes and procedures of various forms of alternative dispute resolution;
- Understand how ADR can be used to support dispute cases.

How is the course delivered?

The course is delivered by either face to face or online e-learning. Duration of the face to face course is 1 day and the e-learning 3.5 hours.

How will I be assessed?

Assessment for this course is completed through an online multiple choice test. Candidates must achieve a minimum overall mark of 55% to pass the course.

Module 1

Law Practice and Procedure (Domestic)

What is the aim of the course?

To provide candidates with a detailed knowledge of the law underpinning Arbitration and the procedural elements of a Domestic (i.e. non-International) Arbitration, and to enable them to understand and participate in such proceedings.

The course focuses on legal principles, process, practice and procedure in Domestic Arbitration. It is therefore valuable for anyone wishing to understand this topic generally, for example as a party, party representative or witness. It is also an essential requirement for qualification as a Fellow of CI Arb, and for those who aim to practice as a Domestic Arbitrator.

What are the entry requirements?

There are no pre-requisite entry requirements for this course.

English Language Competence - CI Arb training and assessment is carried out in English it is therefore essential that candidates are proficient in both written and spoken English.

Where English is not a candidate's first language, it is recommended that they have achieved a standard that is, as a minimum, equivalent to the International English Language Testing System (IELTS) level 7 or a score of 94-101 in the Test of English as a Foreign Language (TOEFL) system.

CI Arb issues this advice as a guideline and, while it will not require any evidence of this standard prior to enrolment on a course, candidates who do not have this standard of English may be disadvantaged.

What is covered within the course?

- The nature and purpose of Arbitration within ADR.
- The Arbitration Act 1996.
- Choices available to parties
- The Arbitration agreement and Commencement.
- Appointment of an Arbitral Tribunal.
- Arbitral Tribunal.
- Pre-Hearing Procedures.
- Pleadings, Documents and Evidence.
- Pre-Hearing Procedures.
- Remedies, Costs, Interest and Currency.
- Awards.
- The Role of the Court.
- Drafting.

What are the learning outcomes?

On successful completion of this course, candidates will be able to demonstrate sound conceptual, technical and/or practical knowledge of:

- The principles and practicalities of Arbitration;
- Application of the Arbitration process in England and Wales;
- The Arbitrator's jurisdiction and powers;
- Outcomes, remedies and Awards;
- Understanding the role of the State Court

How is the course delivered?

The course is delivered over a period of three months, with a combination of private study and attendance of the three face-to-face tutorials.

How will I be assessed?

Assessment of this course is split into two parts:

Part one is a case study exercise with a number of questions that candidates will be required to answer. Available marks: 40% of the marks.

Part two will consist of five questions, candidates will be required to select and answer three. Available marks: 60% (20% per question).

- Candidates must achieve a minimum overall mark of 55% to pass the course.

Module 1

Law Practice and Procedure (International)



What is the aim of the course?

To provide candidates with a detailed knowledge of the procedural elements of an International (i.e. non-Domestic) Arbitration, using legislation based on the United Nations Commission on International Trade Law (UNCITRAL) Model Law, regional Arbitration law, and the UNCITRAL Arbitration Rules to enable them to understand and participate in such proceedings.

The course focuses on legal principles, practice and procedure in International Arbitration. It is suitable for anyone wishing to understand this topic generally, for example as a party representative or witness. It is also an essential requirement for qualification as a Fellow of CI Arb, and for those who aim to practise as an International Arbitrator.

What are the entry requirements?

There are no pre-requisite entry requirements for this course.

English Language Competence - CI Arb training and assessment is carried out in English it is therefore essential that candidates are proficient in both written and spoken English.

Where English is not a candidate's first language it is recommended that they have achieved a standard that is, as a minimum, equivalent to the International English Language Testing System (IELTS) level 7 or a score of 94-101 in the Test of English as a Foreign Language (TOEFL) system.

CI Arb issues this advice as a guideline and, while it will not require any evidence of this standard prior to enrolment on a course, candidates who do not have this standard of English may be disadvantaged.

What is covered within the course?

- The nature and purpose of Arbitration.
- International Arbitration Acts (e.g. United Nations and UNCITRAL).
- The Arbitration agreement and Commencement.
- Appointment of an Arbitral Tribunal.
- Arbitral Tribunal.
- Pre-Hearing Procedures.
- Pleadings, Documents and Evidence.
- The Hearing.
- Remedies, Costs, Interest and Currency.
- Awards.
- The Role of the Court.
- Drafting.

What are the learning outcomes?

On successful completion of this course, candidates will be able to demonstrate sound conceptual, technical and/or practical knowledge of:

- The principles and practicalities of Arbitration;
- International Arbitration Acts;
- Application of the Arbitration process in an International context;
- The Arbitrator's jurisdiction and powers;
- Outcomes, remedies and Awards;
- The role of the Court in regards to International Arbitration;

How is the course delivered?

The course is delivered over a period of three months, with a combination of private study and attendance of the three face-to-face tutorials.

How will I be assessed?

The final examination for this course is a 3 hour closed book exam. Split into two parts:

Part one is a case study exercise with a number of questions that candidates will be required to answer.

- Available marks 40%.

Part two will consist of five questions, candidates will be required to select and answer three. Available marks:

- 60% (20% per question).
- Candidates must achieve a minimum overall mark of 55% to pass the course.

Module 2

Law of Obligations

What is the aim of the course?

To provide an understanding of the relevant principles in the law of tort and the law of contract in the context of how disputes may arise and be resolved. This course is designed to consider both common and civil law jurisdictional principles to give a solid grounding to all practitioners.

This course is intended for individuals who may not have studied law previously and wish to gain an understanding of the elements of the law of obligations that affect matters in civil and commercial disputes in a variety of different jurisdictions. It is suitable for anyone with a general interest in dispute resolution and is essential for individuals who wish to go on to become qualified Arbitrators, Adjudicators or Mediators. It is also suitable for those from either system of law wishing to improve or refresh their knowledge of the more unfamiliar system of law.

What are the entry requirements?

To register for the course, candidates must have successfully completed or be able to demonstrate:

- Successfully passed and completed Module 1 on any pathway.
- Applicants who have a recognised law degree or practicing law certificate, may be eligible for the Module 2 online exemption test. * Refer to exemption page 42.
- Applicants who have successfully completed the Accelerated Route to Membership Assessment.

What is covered within the course?

Contract:

- Types of contract
- Formation of a valid contract
- Content of contract
- Vitiating factors
- Privity and third parties
- Discharge of a contract
- Limitations
- Agency
- Disputes

Tort:

- Primary and vicarious liability.
- Negligence.
- Damage.
- Occupiers' liability.
- Direct and indirect interference.
- Defences.
- Limitations.
- Remedies: damages, injunctions.

What are the learning outcomes?

- On successful completion of this course, candidates will be able to demonstrate sound conceptual, technical and/or practical knowledge of:
- The sources of law and demonstrate how these are used in a common/civil law;
- The nature and significance of the different types of obligations;
- The ability to evaluate and apply contractual and tortious remedies;
- Analytical skills on problems using the law of contract and the law of tort.

How is the course delivered?

The course is delivered over a period of six months, with a combination of private study and attendance of the five face-to-face tutorials.

How will I be assessed?

Assessment of this course is split into two parts:

Contract: This will be a 2.5 hour closed book examination (65% of the overall mark).

Tort: This will be a 1.5 hour closed-book examination (35% of the overall mark).

- Candidates must achieve a minimum overall mark of 55% to pass the course.

Module 3

Evidence, Decision Making and Award Writing (Domestic)

What is the aim of the course?

This module provides candidates with the knowledge required to understand and consider evidence, to weigh it up and analyse submissions, arrive at a conclusion and write a final, reasoned and enforceable Arbitration Award in compliance with the Arbitration Act 1996.

This course focuses on the processes followed by an Arbitrator in defining the issues that have to be decided by an Award, dealing with the submissions made by the parties, analysing the appropriate law, evaluating the evidence, applying the law to that evidence, arriving at a conclusion and then writing a final, reasoned and enforceable Award.

What are the entry requirements?

To register for the course, candidates must have successfully completed:

- Successfully passed and completed Module 2, or
- Have a law degree, and/or legal practice certificate and have successfully passed the CIArb Module 2 online exemption test.

What is covered within the course?

- Basic Concepts & Types of Evidence.
- The Burden and Standard of Proof;
- Hearsay.
- Privilege.
- Written Evidence and Disclosure of Documents.
- Witnesses.
- Expert Witnesses.
- Introduction: The Purpose of the Award.
- The Need for Plain Language;
- Legal and Substantive Requirements;
- Identifying the Issues for Determination.
- Reasoning and Decision Making.
- Structure of an Award.
- The Form of the Award.
- Publishing the Award.

What are the learning outcomes?

On successful completion of this course, candidates will be able to demonstrate sound conceptual, technical and/or practical knowledge of:

- Recognising and evaluating evidence;
- Issues from the parties' submissions;
- Being able to create structure and deal with all the issues that arise.
- Deciding matters in dispute logically and in accordance with the law.
- The skills required to write Awards correctly.
- The discursive and operative parts of the Award;
- Being able to deal with the parties; costs and interest of an Award.
- Allocate Arbitrator's fees and expenses.
- Compliance with the legal and other requirements for an enforceable Award.

How will I be assessed?

Assessment of this course is 4.5 hour Award writing exercise. Additional information is provided on the day of the assessment in the form of the Arbitrator's notebook.

The examination is split into two parts.

Stage 1 is provided on-line 10 days before the formal examination.

Stage 2 is the 4.5 hour open book examination.

- Candidates must achieve a minimum overall mark of 70% to pass the course.

Module 3

Evidence, Decision Making and Award Writing (International)

What is the aim of the course?

This module provides candidates with the knowledge required to understand and consider evidence, to weigh it up and analyse submissions, arrive at a conclusion and write a final, reasoned and enforceable Arbitration Award in compliance with UNCITRAL Model Law.

This course focuses on the processes followed by an Arbitrator in defining the issues that have to be decided by an Award, dealing with the submissions made by the parties, analysing the appropriate law, evaluating the evidence, applying the law to that evidence, arriving at a conclusion and then writing a final, reasoned and enforceable Award.

What are the entry requirements?

To register for the course, candidates must have successfully completed

- Successfully passed and completed Module 2, or
- Have a law degree, and/or legal practice certificate and have successfully passed the CI Arb Module 2 online exemption test

What is covered within the course?

- Basic Concepts & Types of Evidence.
- The Burden and Standard of Proof;
- Hearsay.
- Privilege.
- Written Evidence and Disclosure of Documents.
- Witnesses.
- Expert Witnesses.
- Introduction: The Purpose of the Award.
- The Need for Plain Language;
- Legal and Substantive Requirements;
- Identifying the Issues for Determination.
- Reasoning and Decision Making.
- Structure of an Award.
- The Form of the Award.
- Publishing the Award.

What are the learning outcomes?

On successful completion of this course candidates, will be able to demonstrate sound conceptual, technical and/or practical knowledge of:

- Recognising and evaluating evidence;
- The issues that arise from the parties' submissions;
- Being able to create structure and deal with all the issues that arise.

- Deciding matters in dispute logically and in accordance with the law.
- The skills required to write Awards correctly.
- The discursive and operative parts of the Award;
- Being able to deal with the parties' costs and interest of an Award.
- Allocating Arbitrator's fees and expenses;
- Demonstrating compliance with the legal and other requirements for an enforceable Award

How is the course delivered?

The course is delivered over a period of three months, with a combination of private study and attendance of the three face-to-face tutorials.

How will I be assessed?

Assessment of this course is 4.5 hour Award Writing exercise. Additional information is provided on the day of the assessment in the form of the Arbitrator's notebook.

The examination is split into two parts.

Stage 1 is provided on-line 10 days before the formal examination.

Stage 2 is the 4.5 hour open book examination.

- Candidates must achieve a minimum overall mark of 70% to pass the course.



Diploma in International Commercial Arbitration

What is the aim of the course?

The Diploma in International Arbitration is a nine day structured residential training course. Delivered in the serene and world renowned location in Oxford University, this intensive senior education programme has been designed to provide candidates with a thorough understanding of the law, practice and procedure of international commercial arbitration, and the process of drafting evidence and award writing.

This renowned Diploma attracts candidates from a large number of International jurisdictions, including Asia Pacific, Europe, United Arab Emirates, Americas, and Africa. This course delivers a comprehensive International Commercial Arbitration education, using the best International lecturers and course tutors.

What are the entry requirements?

As this is a senior education programme, applicants must submit their Curriculum Vitae (CV) for vetting, in order to meet the below minimum requirements:

- Have a legal qualification;
- A minimum of two years' experience in International Arbitration;
- Clear understanding of the legal framework in relation to International Arbitration

What is covered within the course?

- Arbitration distinguished from other forms of dispute resolution;
- Nature and limits of arbitration and its treatment by various legal systems;
- Privacy, loyalty, confidentiality and secrecy;
- Legal systems and the hierarchy of norms;
- The Role of state courts in support of the arbitral process;
- Arbitration agreements;
- The legal framework;
- The use and adoption by State entities of the UNCITRAL Model Law;
- The UNIDROIT Principles of International Commercial Contracts;
- Types of Arbitration;
- Commencement of the arbitration, terms of reference;
- The arbitrator's terms and conditions of appointment;
- Obligations of the tribunal, responsibilities and obligations of the parties;
- An arbitrator's jurisdiction and powers;

- Challenges to jurisdiction, conflicts of interest;
- Security for costs;
- Presenting the claim and the defence;
- Preparation for and procedure at a typical hearing;
- Essentials of an enforceable award;
- Costs, offers and interest; alternative approaches in different jurisdictions;
- Technology in arbitrations;
- Construction industry arbitrations;
- Arbitration in Russia

What are the learning outcomes?

On successful completion of this course, candidates will be able to demonstrate sound conceptual, technical and/or practical knowledge of:

- Being able to identify and explain in depth all the key elements of the International Arbitration process;
- Evaluation techniques to support issues and apply the principles of the UNCITRAL Model Law appropriately;



Diploma in International Commercial Arbitration cont.

- The practical skill required in carrying out the tasks required in preparing for and progressing an International Arbitration;
- Being able to control an International Arbitration, communicating effectively with the parties, applying the UNCITRAL Arbitration Rules and adopting appropriate procedures.

How is the course delivered?

The Diploma is a nine day residential course. Candidates will be required to attend structured lessons and lectures each day, which incorporate exercises and plenary discussions to deliver the core training syllabus.

How will I be assessed?

The Diploma assessment is split into two parts.

Candidates who enrol in Part 1 only will be required to complete the exam below in order to be eligible for Member Grade:

- 3 hour closed book examination on the topic of Law, Practice and Procedure. Candidates will be permitted to bring the CI Arb approved legislative reference books into the examination.
- Candidates must achieve a minimum overall mark of 55% to pass the course.

Candidates who enrol on Part 1 and 2 will be required to complete the exam above and below in order to achieve the Diploma in International Commercial Arbitration and be eligible for Fellowship Grade.

Part 2 includes enrolment and access to Module 3 - Evidence, Decision Making and Award Writing.

- Assessment for this course is 4.5 hour Award Writing exercise. Additional information is provided on the day of the assessment in the form of the Arbitrator's notebook.
- The examination is split into two parts.
Stage 1 - Is provided on-line 10 days before the formal examination.
Stage 2 - Is the 4.5 hour open book examination.
- Candidates must achieve a minimum overall mark of 70% to pass the course.

Construction Adjudication

What is construction adjudication?

Construction Adjudication is a formal, private and binding process where construction related disputes are resolved by a decision made by an Adjudicator. The process of Adjudication is a faster, simpler and less expensive alternative to litigation. Construction Adjudication in the UK is governed by statute and is available as a right where disputes arise on construction projects. The Adjudicator to be used may be agreed by the parties or nominated by an independent body.

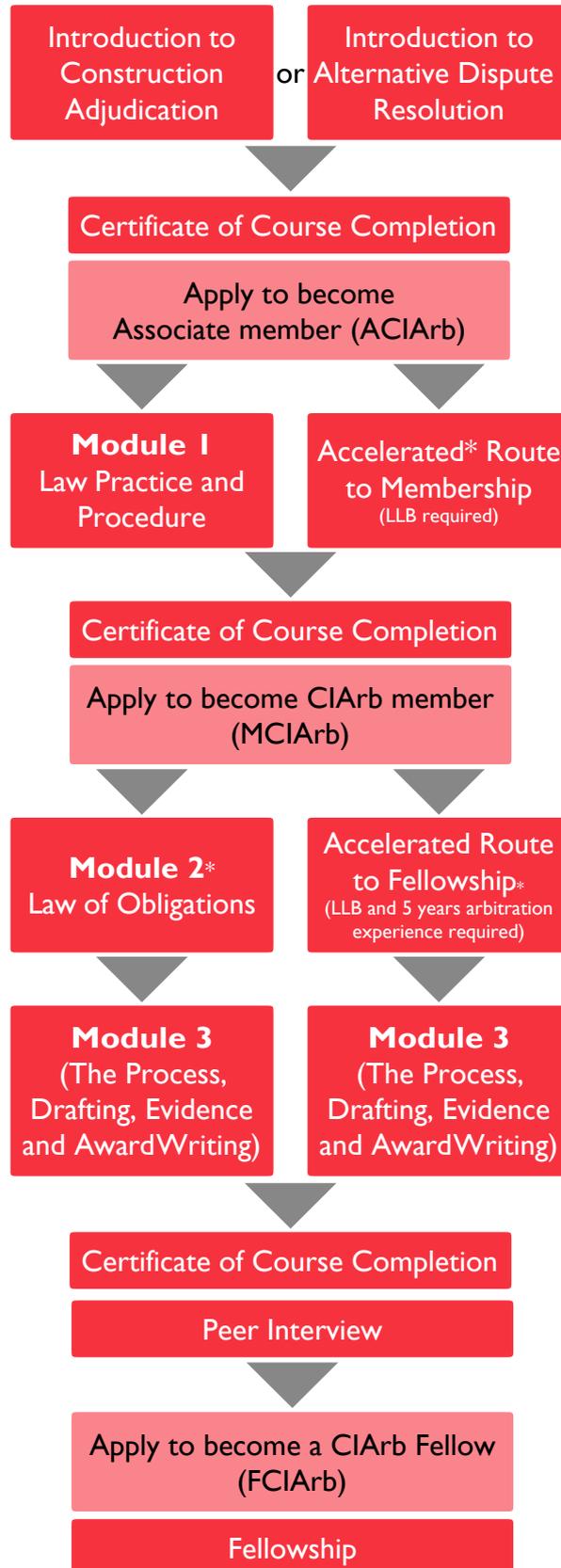
Who can become a construction adjudicator?

Many Adjudicators have a legal, architectural, engineering or surveying background. The Adjudicator has a judicial role in listening to the facts and evidence presented by the parties, applying the relevant law and issuing a decision. Parties will often seek someone who has the core skills required of an Adjudicator and experience in the construction industry, thereby understanding its complexities.

How can I become a construction adjudicator?

The first step to becoming a Construction Adjudicator is to undertake training courses. CIARB has a Pathways Programme in Construction Adjudication which covers the law of obligations, the law of Adjudication, Adjudication practice and procedure and decision writing. Fast track assessment programmes are available for legal professionals with experience in Adjudication. Further information on CIARB's courses is available at: www.ciarb.org/training

Construction Adjudication Pathway



* Accelerated route to membership candidates will be required to pass a prerequisite online knowledge test

* Candidates applying for an exemption for Module 2 are required to pass the Module 2 online knowledge test



Introduction to Construction Adjudication

What is the aim of the course?

To provide an understanding of the general principles of Construction Adjudication and its relationship to other dispute resolution processes. The course will provide candidates with an introduction to the legal framework of, and good practice and procedure in, Construction Adjudication.

What are the entry requirements?

There are no entry requirements. This course is intended for any candidates who:

- Are new to the field of Construction Adjudication.
- Wish to learn more about Construction Adjudication and its benefits to users.
- Wish to become an Associate member of CI Arb.

What is covered within the course?

- Comparison of dispute resolution procedures;
- Principles of the construction Adjudication process.
- Housing Grants, Construction and Regeneration Act 1996.
- Construction Contracts (England and Wales) Regulations 1998;
- Local Democracy, Economic Development and Construction Act 2009;
- Scheme for Construction Contracts (Amendment) Regulations 2011;
- The Adjudication process: natural justice, timetable, submissions and meetings;
- Decision types, requirements and enforcement.
- What are the learning outcomes?
- On successful completion of this course candidates will be able to:
- Explain the statutory background to Construction Adjudication;
- Describe the process and procedure of Construction Adjudication;
- Explain Construction Adjudication in the context of other forms of dispute resolution.

How is the course delivered?

The course is delivered face to face. The duration of both courses are 1 day.

How will I be assessed?

Assessment for this course is completed through an online multiple choice test.

- Candidates must achieve a minimum overall mark of 55% to pass the course.



Introduction to ADR (Alternative Dispute Resolution)

What is the aim of the course?

To provide a general understanding of the various methods of dispute resolution which are alternatives to court proceedings, known as Alternative Dispute Resolution (ADR).

What are the entry requirements?

There are no entry requirements. The course is intended for candidates who:

- Are new to the field of ADR.
- Wish to learn more about ADR and its benefits to users.
- Wish to become an Associate member of CI Arb.

What is covered within the course?

- Arbitration;
- Conciliation;
- Construction Adjudication;
- Early Neutral Evaluation;
- Expert Determination;
- MED-ARB;
- Mediation;
- Mini-Trial;
- Negotiation;
- Neutral Expert Fact-Finding;
- Ombudsman;
- Online Dispute Resolution;
- Private Judging;
- Summary Jury Trial

What are the learning outcomes?

On successful completion of this course, candidates will be able to:

- Explain the background to Alternative Dispute Resolution;
- Describe the processes and procedures of various forms of Alternative Dispute Resolution.

How is the course delivered?

The course is delivered by either face to face or online e-learning. Duration of the face to face course is 1 day and the e-learning 3.5 hours.

How will I be assessed?

Assessment for this course is completed through an online multiple choice test.

- Candidates must achieve a minimum overall mark of 55% to pass the course.

Module 1

Law, Practice and Procedure Construction Adjudication

What is the aim of the course?

The aim of this course is to provide students with an in-depth knowledge and understanding of the law and principles of Construction Adjudication. Module 3 will cover decision making, drafting and evidence.

The course is suitable for people who are interested in Adjudication as advisors to parties in dispute, and provides the basis on which those wanting to become an Adjudicator can proceed to Fellowship of CI Arb.

What are the entry requirements?

There are no pre-requisite entry requirements for this course.

English Language Competence - CI Arb training and assessment is carried out in English it is therefore essential that candidates are proficient in both written and spoken English.

Where English is not a candidate's first language it is recommended that they have achieved a standard that is, as a minimum, equivalent to the International English Language Testing System (IELTS) level 7 or a score of 94-101 in the Test of English as a Foreign Language (TOEFL) system.

CI Arb issues this advice as a guideline and, while it will not require any evidence of this standard prior to enrolment on a course, candidates who do not have this standard of English may be disadvantaged.

What is covered within the course?

- The nature and purpose of Adjudication within the ADR landscape.
- Adjudication systems around the world.
- Specific relevant substantive and procedural principles that govern the process; natural justice; human rights
- The Adjudication process: commencement to Decision; jurisdiction; natural justice.
- The role of the Adjudicator: obligations, powers, immunity, jurisdiction.
- Principles of natural justice: current law; in Adjudication; conflicts of interest; pre-determination of issues; delegation and decision making
- Principles of Construction law: parties to a contract; formation; relevant relationships; obligations; variations; termination; remedies.

What are the learning outcomes?

By the end of this course, candidates will be able to demonstrate sound conceptual, technical and/or practical knowledge of:

- The principles and practicalities of Construction Adjudication.
- Relevant local legislative and jurisdictional Adjudication framework.
- General principles of construction law.
- The role, powers and responsibilities

How is the course delivered?

The course is delivered over a period of three months, with a combination of private study and attendance of the three face-to-face tutorials.

How will I be assessed?

The final examination for this course is a 3 hour closed book exam. Split into two parts:

Part one is a case study exercise with a number of questions that candidates will be required to answer.

- Available marks 40%.

Part two will consist of five questions, candidates will be required to select and answer three. Available marks:

- 60% (20% per question).
- Candidates must achieve a minimum overall mark of 55% to pass the course.

Module 2

Law of Obligations

What is the aim of the course?

To provide an understanding of the relevant principles in the law of tort and the law of contract in the context of how disputes may arise and be resolved. This course is designed to consider both common and civil law jurisdictional principles to give a solid grounding to all practitioners.

This course is intended for individuals who may not have studied law previously and wish to gain an understanding of the elements of the law of obligations that affect matters in civil and commercial disputes in a variety of different jurisdictions. It is suitable for anyone with a general interest in dispute resolution and is essential for individuals who wish to go on to become qualified Arbitrators, Adjudicators or Mediators. It is also suitable for those from either system of law wishing to improve or refresh their knowledge of the more unfamiliar system of law

What are the entry requirements?

To register for the course, candidates must have successfully completed or be able to demonstrate:

- Successfully passed and completed Module 1 on any pathway.
- Applicants who have a recognised law degree or practicing law certificate, may be eligible for the Module 2 online exemption test. * Refer to exemption page 42.
- Applicants who have successfully completed the Accelerated Route to Membership Assessment.

What is covered within the course?

Contract:

- Types of contract.
- Formation of a valid contract.
- Content of contract.
- Vitiating factors.
- Privity and third parties.
- Discharge of a contract.
- Limitations.
- Agency.
- Disputes.

Tort:

- Primary and vicarious liability.
- Negligence.
- Damage.
- Occupiers' liability.
- Direct and indirect interference.
- Defences.
- Limitations.
- Remedies: damages, injunctions.

What are the learning outcomes?

On successful completion of this course, candidates will be able to demonstrate sound conceptual, technical and/or practical knowledge of:

- The sources of law and demonstrate how these are used in a common/civil law;
- The nature and significance of the different types of obligations;
- The ability to evaluate and apply contractual and tortious remedies;
- Analytical skills on problems using the law of contract and the law of tort

How is the course delivered?

The course is delivered over a period of six months, with a combination of private study and attendance of the five face-to-face tutorials.

How will I be assessed?

Assessment of this course is split into two parts:

Contract: This will be a 2.5 hour closed book examination (65% of the overall mark).

Tort: This will be a 1.5 hour closed-book examination (35% of the overall mark).

- Candidates must achieve a minimum overall mark of 55% to pass the course.

Module 3

Drafting, Evidence and Decision Writing Construction Adjudication

What is the aim of the course?

This module provides candidates with the knowledge of the main procedural elements of Construction Adjudication to enable them to understand and participate in such proceedings.

This course focuses on the process, key documents and procedures in Construction Adjudication, with the exception of writing a reasoned decision. It is therefore valuable for anyone wishing to understand the practice and procedure of Construction Adjudication generally, whether as a party, party representative or witness. It is also an essential requirement for qualification as a Fellow and for those who aim to practice as a Construction Adjudicator.

What are the entry requirements?

To register for the course, candidates must have successfully completed or be able to demonstrate:

- Successfully passed and completed Module 2, or
- Have a law degree, and/or legal practice certificate and have successfully passed the CI Arb Module 2 online exemption test.

What is covered within the course?

- The Adjudication process in detail.
- Issues in Adjudication.
- Core and relevant principles of the law of Evidence.
- Rules of evidence in Adjudication.
- Rules of evidence in common and civil law jurisdictions.
- Legal and substantive requirements.
- Reasoning and decision making.
- Structure and form of the decision.
- Publishing the Decision.

What are the learning outcomes?

On successful completion of this course, candidates will be able to demonstrate sound conceptual, technical and/or practical knowledge of:

- Recognising and evaluating evidence;
- The issues that arise from the parties' submissions;
- Being able to create, structure and deal with all the issues that arise.

- Deciding matters in dispute logically and in accordance with the law.
- The skills required to write Decisions correctly.
- The discursive and operative parts of the Adjudication Decision;
- Being able to deal with the parties' costs and interest of a Decision.

How is the course delivered?

The course is delivered over a period of three months, with a combination of private study and attendance of the three face-to-face tutorials.

How will I be assessed?

Assessment for this course is 4.5 hour Decision Writing exercise. Additional information is provided on the day of the assessment in the form of the Adjudicators notebook.

The examination is split into two parts.

Stage 1 is provided on-line 10 days before the formal examination.

Stage 2 is the 4.5 hour open book examination.

- Candidates must achieve a minimum overall mark of 70% to pass the course.

Mediation

What is mediation?

Mediation is an informal and private process where disputes are resolved by an independent and impartial mediator assisting parties to reach an agreement. The process of mediation is a faster, flexible and less expensive alternative to litigation. The parties involved in a dispute must consent to mediation and the mediator to be used may be agreed by the parties or nominated by an independent body.

Who can become a mediator?

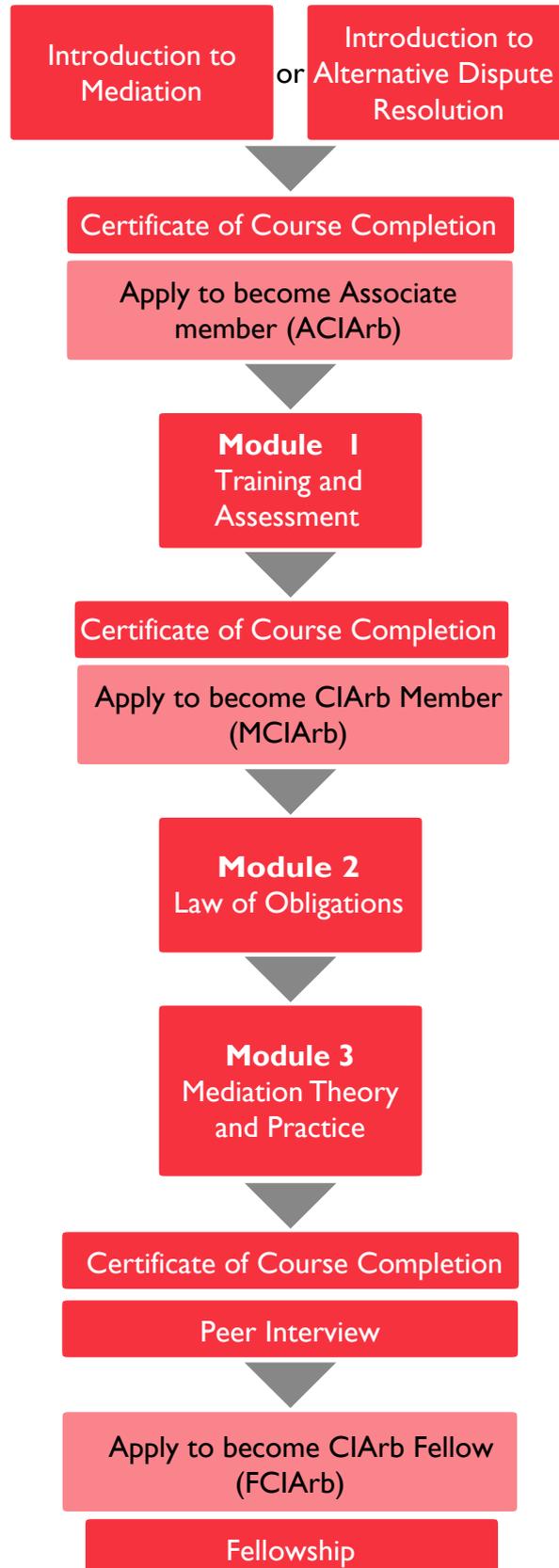
Anyone can become a mediator. While many mediators work in the legal profession, many do not and come from various professional and technical backgrounds; mediation is a secondary profession.

The mediator has a facilitator role to develop effective negotiations and communications between parties and work towards a resolution agreeable by both parties, who will often seek someone who has the core skills required for a mediator and knows the area of business that the dispute has arisen in thereby understanding its complexities.

How can I become a mediator?

The first step to becoming a mediator is to undertake training courses. CI Arb has a Pathways Programme in Mediation which covers the basic principles of mediation, skills based training, law of obligations and mediation theory. Further information on CI Arb's courses is available at: www.ciarb.org/training

Mediation Pathway





Introduction to Mediation

What is the aim of the course?

To provide an understanding of the general principles of Mediation and its relationship to other dispute resolution processes. The course will provide candidates with an introduction to the legal position of, and good practice and procedure in, Mediation.

What are the entry requirements?

There are no entry requirements. The course is intended for candidates who:

- Are new to the field of ADR.
- Wish to learn more about ADR and its benefits to users.
- Wish to become an Associate member of CI Arb.

What is covered within the course?

- The nature of conflict.
- How mediation differs from other forms of conflict resolution.
- The principles of Mediation.
- The Models of Mediation.
- The core skills of a Mediator.
- The structure of a Mediation meeting

What are the learning outcomes?

On successful completion of this course, candidates will be able to:

- Understand the background to Mediation;
- Describe the process and procedure of Mediation;
- Understand Mediation in the context of other forms of dispute resolution.

How is the course delivered?

The course is delivered face to face. The duration of the course is 1 day.

How will I be assessed?

- Assessment for this course is completed through an online multiple choice test.
- Candidates must achieve a minimum overall mark of 55% to pass the course.



Introduction to Alternative Dispute Resolution (ADR)

What is the aim of the course?

To provide a general understanding of the various methods of dispute resolution, which are alternatives to court proceedings, known as Alternative Dispute Resolution (ADR).

What are the entry requirements?

There are no entry requirements. The course is intended for candidates who:

- Are new to the field of ADR.
- Wish to learn more about ADR and its benefits to users.
- Wish to become an Associate member of CI Arb.

What is covered within the course?

- Arbitration;
- Conciliation;
- Construction Adjudication;
- Early Neutral Evaluation;
- Expert Determination;
- MED-ARB;
- Mediation;
- Mini-Trial;
- Negotiation;
- Neutral Expert Fact-Finding;
- Ombudsman;
- Online Dispute Resolution;
- Private Judging;
- Summary Jury Trial

What are the learning outcomes?

On successful completion of this course candidates will be able to:

- Explain the background to Alternative Dispute Resolution;
- Describe the processes and procedures of various forms of alternative dispute resolution.

How is the course delivered?

The course is delivered by either face to face or online e-learning. The duration of both courses are 1 day.

How will I be assessed?

- Assessment for this course is completed through an online multiple choice test.
- Candidates must achieve a minimum overall mark of 55% to pass the course.

Module 1

Commercial Mediation Training and Assessment



What is the aim of the course?

The course is aimed at candidates who wish to become a CI Arb Member and Accredited Mediator. It is also of benefit to those who wish to use mediation skills in their current profession.

The course comprises 6 full days of skills-based learning delivered by experienced practicing mediators, who are also qualified trainers. Mediation has been shown to be an effective method of solving complex commercial disputes. The process engages skills that can have a positive impact on personal relationships. It is, therefore, suitable for:

- Individuals seeking to improve their communication skills;
- Arbitrators/Adjudicators looking to broaden their ADR practice;
- Conflict resolution professionals;
- Aspiring mediators.

What are the entry requirements?

There are no pre-requisite entry requirements for this course.

English Language Competence - CI Arb training and assessment is carried out in English it is therefore essential that candidates are proficient in both written and spoken English.

Where English is not a candidate's first language it is recommended that they have achieved a standard that is, as a minimum, equivalent to the International English Language Testing System (IELTS) level 7 or a score of 94-101 in the Test of English as a Foreign Language (TOEFL) system.

CI Arb issues this advice as a guideline and while it will not require any evidence of this standard prior to enrolment on a course, candidates who do not have this standard of English may be disadvantaged.

What is covered within the course?

Through the use of case studies, you will learn and gain practical experience of the skills and techniques required to manage a mediation from initial instruction to conclusion including:

- The core skills;
- Preparing stage – setting it up;
- Opening stage – parties telling their stories
- Exploring stage – establishing parties needs and drivers
- Negotiating stage
- Concluding stage;
- Setting up a mediation practice

What are the learning outcomes?

On successful completion of this course, candidates will be able to:

- Define mediation and explain its place in the context of other forms of dispute resolution;
- Explain the process, procedure, its advantages and disadvantages;
- Demonstrate competence in the mediator's core skills;
- Demonstrate that they can manage a mediation.

How is the course delivered?

The course is delivered over a period of 6 days. Days 1-5 are run consecutively. They are training and practice days and combine discussion, skills exercises and role play practice.

Day 6 is the Assessment day.

Module 1

Commercial Mediation Training and Assessment cont.

How will I be assessed?

- Candidates will participate as a Mediator in two mock-mediations of one-hour duration and may be involved in role-playing as clients.
- Candidates will be assessed in three categories: people skills, process skills and the management of the mediation.

People Skills: This category concerns the relationship between the mediator and the participants in the mediation. Building a trusting relationship is essential for an effective mediator. Being competent in this category is mandatory in both role plays.

Process Skills: This category concerns the mediator's ability to use the skills and techniques emphasised on the training course. Competent mediators use a variety of appropriate skills to establish parties' needs and help them towards settlement.

Management Skills: This category concerns the firm and tactical use of the process and skills. Competent mediators create an environment to give the parties the best opportunity of achieving a settlement.

This assessment is on a pass or fail basis. Candidates must achieve 'competent' in people skills in both mediations and in process skills and management skills at least once in either of their mediations. Candidates who fail the assessment will only be required to re-sit the assessment.

Module 2

Law of Obligations

What is the aim of the course?

To provide an understanding of the relevant principles in the law of tort and the law of contract in the context of how disputes may arise and be resolved. This course is designed to consider both common and civil law jurisdictional principles to give a solid grounding to all practitioners.

This course is intended for individuals who may not have studied law previously and wish to gain an understanding of the elements of the law of obligations that affect matters in civil and commercial disputes in a variety of different jurisdictions. It is suitable for anyone with a general interest in dispute resolution and is essential for individuals who wish to go on to become qualified arbitrators, adjudicators or mediators. It is also suitable for those from either system of law wishing to improve or refresh their knowledge of the more unfamiliar system of law.

What are the entry requirements?

To register for the course, candidates must have successfully completed or be able to demonstrate::

- Successfully passed and completed Module 1 on any pathway.
- Applicants who have a recognised law degree or practicing law certificate, may be eligible for the Module 2 online exemption test.

What is covered within the course?

Contract:

- Types of contract.
- Formation of a valid contract.
- Content of contract.
- Vitiating factors.
- Privity and third parties.
- Discharge of a contract.
- Limitations.
- Agency.
- Disputes

Tort:

- Primary and vicarious liability.
- Negligence.
- Damage.
- Occupiers' liability.
- Direct and indirect interference.
- Defences.
- Limitations.
- Remedies: damages, injunctions.

What are the learning outcomes?

On successful completion of this course, candidates will be able to demonstrate sound conceptual, technical and/or practical knowledge of:

- The sources of law and demonstrate how these are used in a common/civil law;
- The nature and significance of the different types of obligations;
- The ability to evaluate and apply contractual and tortious remedies;
- Analytical skills on problems using the law of contract and the law of tort

How is the course delivered?

The course is delivered over a period of six months, with a combination of private study and attendance of the four face-to-face tutorials.

How will I be assessed?

Assessment of this course is split into two parts:

Contract: This will be a 2.5 hour closed book examination (65% of the overall mark).

Tort: This will be a 1.5 hour closed-book examination (35% of the overall mark).

- Candidates must achieve a minimum overall mark of 55% to pass the course.

Module 3

Mediation Theory and Practice

What is the aim of the course?

This course will provide candidates with a robust academic knowledge of an area of Mediation of interest to them. The course will support advanced development in practice as a Mediator. This module is mandatory for all candidates wishing to become a Fellow through the Mediation Pathway.

What are the entry requirements?

- Successfully passed and completed Module 2, or
- Have passed the CI Arb Module 2 online exemption test.

What is covered within the course?

The module requires candidates to apply their mediation skill in practice. The module comprises two parts:

Part 1:

- An extended essay on one aspect of mediation theory.
- Word count: 6000-7000 words.
- The essay must be completed within 6 months of receiving written formal approval.

Part 2:

- A practice portfolio based on 3 mediations as an observer and 3 mediations as lead mediator.

What are the learning outcomes?

On successful completion of this module candidates will be able to:

- Demonstrate enhanced skills in research including use of academic sources and correct legal citation, where appropriate.
- Identify practical mediation skills in the context of co-mediation or observation.
- Establish an ability to enhance their mediation practice skills through a process of reflection.
- Describe and explain the importance of a range of mediation skills and techniques to the effectiveness of a mediation.

How is the course delivered?

This module requires the candidate to complete an essay and practice portfolio with the support and guidance of a Mediation mentor appointed by CI Arb.

How will I be assessed?

The framework used for work submitted falls under five headings:

- **Information:** detail, accuracy, relevance and key points highlighted.
- **Structure:** Quality of the argument, how well it answers the question (how easy it is to follow).
- **Analysis:** Evidence of independent thought and critical analysis of your subject matter and sources.
- **Supporting evidence:** From literature and other relevant sources (i.e. handouts, media coverage), integration of relevant theory.
- **Presentation skills:** Writing style, referencing (accuracy and style), grammar and spelling, formatting, layout and general 'readability'.

Practice Portfolio

Candidates will write a reflective practice portfolio based on three cases that they have observed and three cases in which they have acted as a lead mediator.

Candidates will be invited to discuss their proposals for this module with the Mediation Regional Programme Leader and a suitable mentor will be identified.

Accelerated Route Assessments to Membership and Fellowship

About our accelerated routes

CIArb offers a range of 'Accelerated Route' assessment programmes that have been specifically designed for legally qualified professionals who have some unassessed knowledge and experience of Arbitration and Construction Adjudication. The assessments offer internationally recognised qualifications to build your practice in ADR and achieve CIArb Membership or Fellowship status.

Who are these assessments routes suitable for?

Accelerated routes are suitable for candidates who have legal backgrounds and have experience in Arbitration and/or Adjudication. Candidates must evaluate their personal suitability to undertake the assessments, appreciating that the assessments are intensive and that they will be assessed against standard benchmarks.

What is the difference between the accelerated route to Membership and Fellowship?

The Accelerated Route to Membership Assessment covers the law underpinning the process and procedure of Arbitration or Construction Adjudication. It is therefore valuable for anyone who is conversant with the law and practice generally, whether as a party or party representative.

The Accelerated Route to Fellowship Assessment focuses on the process, practice and procedures, and award writing in Arbitration or Construction Adjudication.

Further information on CIArb's courses is available at: www.ciarb.org/training



Accelerated Route to Membership Assessment

What is the aim of this assessment?

This two day assessment provides a fast-track route to Membership through the International Arbitration, Domestic Arbitration and Adjudication Pathways. The Accelerated Route to Membership has been designed for legally qualified professionals who have some unassessed knowledge of International/Domestic Arbitration or Adjudication.

Candidates must evaluate their personal suitability to undertake the programme, appreciating that the assessments are intensive and that they will be assessed against standard benchmarks.

What are the entry requirements?

In order to register onto the Accelerated Route to Membership, candidates must have:

- A recognised law degree;
- Hold Associate Membership Grade with the CI Arb;
- And
- Some International and/or Domestic Arbitration or Adjudication knowledge

How is the assessment delivered?

This is an assessment as opposed to a teaching module. Learning will be based on private study prior to the oral assessment workshop, reinforced by tutor input and peer discussion during the workshop.

How will I be assessed?

Assessment of this programme is split into three parts:

Assessment 1 - An interactive 1-day assessment in a series of workshops, where situations will be presented to candidates in groups for their consideration. Candidate's knowledge, judgment and interactive/self-presentation skills are assessed by oral exercises.

Assessment 2 - A written assignment to be submitted before the programme (20%).

The final examination for this course is a 3 hour closed book exam. Split into two parts:

Part one is a case study exercise with a number of questions that candidates will be required to answer.

- Available marks 40%.

Part two will consist of five questions, candidates will be required to select and answer three. Available marks:

- 60% (20% per question).
- Candidates must achieve a minimum overall mark of 55% to pass the course.



Accelerated Route to Fellowship Assessment

What is the aim of this assessment?

This three day assessment provides a fast-track route towards Fellowship through the Arbitration and Adjudication Pathways. The Accelerated Route towards Fellowship has been designed for legally qualified professionals who have substantial unassessed knowledge and experience of Arbitration or adjudication.

The aim of the programme is to assess whether the candidate has the knowledge required to apply the principles and procedure of Arbitration or Adjudication using legislation based on the various Arbitration or Adjudication Acts.

What are the entry requirements?

In order to register onto the Accelerated Route towards Fellowship, candidates must have:

- A minimum of five years practising experience as an Arbitrator or Adjudicator;
- Hold Member Grade CI Arb Membership; And
- Successful completion of Module 2 Law of Obligations: Contract and Tort; OR
- Achieve the required on-line Module 2 pass mark with Successfully pass the Module 2 Exemption Test

How is the assessment delivered?

This is an assessment as opposed to a teaching module. Learning will be based on private study prior to the oral assessment workshop, reinforced by tutor input and peer discussion during the workshop.

How will I be assessed?

Assessment of this programme is split into three parts, both of which must be passed:

Assessment 1 is an interactive 2-day assessment in a series of workshops, where situations will be presented to candidates in groups for their consideration. Candidate's knowledge, judgment and interactive/self-presentation skills are assessed by oral exercises.

Assessment 2 is written exercises during the 2-day workshops:

- One 10% written exercise on arbitration law to be submitted before the assessment workshops (10%).
- The final examination for this course is a 4 hour open book exam.
 - Assessment of this course is 4 hour Decision/Award Writing exercise. Additional information is provided on the day of the assessment in the form of the Arbitrators/Adjudicators notebook.
- Candidates must achieve a minimum overall mark of 70% to pass the course.

Education Courses

CI Arb offers leading training and support for your professional development to improve your knowledge and skills in the subjects of Mediation, Arbitration, Adjudication and skills required to manage conflict avoidance. Covering a wide range of topics that help you development and apply new skill in dispute resolution. Our education courses will help you develop your knowledge beyond Membership in your continuous personal development.

Our courses are delivered using a variety of techniques, including face to face, where you will benefit from dedicated trainer, networking opportunities with peers. E-learning study, providing succinct courses that can

be accessed in your own time, or attend an online live classroom session anywhere in the world, on a range of specific learning topics covering Arbitration, Mediation and Adjudication and more

Attend an online live classroom session anywhere in the world, on a range of specific learning topic in Arbitration, Mediation and Adjudication, interact with fellow online delegates and the course trainer to support your learning.

Enrol on a blended learning programme to support your deeper knowledge over a period of 3 – 6 months. Gain new pragmatic skills in Arbitration, Mediation and Adjudication, whilst networking with peers and a dedicated course tutor.

For more information on our new Education Courses, please visit:

<http://www.ciarb.org/training-and-development>



Introduction to Expert Witness

Course Overview

The Introduction to Expert Witness provides attendees with an oversight into the requirements, duties and knowledge required as an Expert Witness with a brief review of each stage of case from first instruction through investigation, review, opinion forming to producing a report as evidence in chief and giving oral evidence. The course does not seek to cover these areas in depth as these areas require further study but it introduces the basic standards of evidence using the Civil Procedure Rules Part 35 and Practice Direction 35 as extant in England and Wales.

This introductory course is a first step for anyone with technical expertise and experience who wishes to develop an Expert practice.

Learning Objectives

On successful completion of this course, candidates will be able to:

- Provide an understanding of the requirements of being an Expert Witness;
- Explain the duties of an Expert Witness;
- Highlight the pitfalls of incomplete instructions and/or evidence;
- Assist in giving guidance about terms and conditions of instructions;
- Give guidance on writing compliant Expert reports; and
- Prepare for cross examination and joint meetings.

Course Structure

This one day face to face course is delivered by a highly experienced Expert Witness trainer who will use their experience to develop the audience in being able to understand the challenges, requirements and pitfalls of being an Expert Witness.

Entry Requirements

There are no entry requirements for this course. Attendance is suitable for anyone looking to learn more about the role of an Expert Witness.



Introduction to Workplace Mediation

Course Overview

Conflict at work can be very costly. It can happen at any point and in any workplace. Conflict differences between individuals at work can lead to grievances, absences and loss of valuable employees.

Mediation helps people who don't see eye to eye to work out their differences as quickly as possible and minimise distress and cost associated with other means of dispute resolution. That's why many organisations are setting up their own mediation schemes and training their employees to mediate in workplace disputes between individuals.

Learning Objectives

On successful completion of this course, candidates will be able to:

- Define workplace (mediation) and explain its place in the context of other forms of mediation;
- Explain the workplace mediation process, procedure, its advantages and disadvantages;
- Demonstrate competence in the workplace mediator's core skills;
- Demonstrate that they can deliver their opening statement, commence and manage the initial stages of a workplace mediation.

Course Structure

This one day face to face course is delivered by a highly experienced and qualified Mediator who will use their experience to develop the audience in being able to understand the challenges, requirements and pitfalls and the basic fundamental concepts of workplace mediation.

Entry Requirements

There are no entry requirements for this course. Attendance is suitable for anyone looking to learn more about the topic of Workplace Mediation, or becoming a Workplace Mediator.



Tribunal Secretaries Course

Course Overview

In recent years the role of Tribunal Secretary has been under greater scrutiny with the result that it is evolving into an increasingly formal role. The Tribunal Secretaries' Course is designed to equip arbitration practitioners with the knowledge and skills required to sit as an effective Tribunal Secretary.

It will explore the role of the Tribunal Secretary at different stages of the arbitral process, the various institutional rules and guidelines as to the role of the Tribunal Secretaries and the potential pitfalls and how to avoid them.

Learning Objectives

On successful completion of this course, candidates will be able to:

- Explain the duties of a Tribunal Secretary
- Provide an understanding of institutional rules and guidelines relating to the role
- Explain the role of the Tribunal Secretary by reference to the various stages of the arbitral proceedings
- Highlight the potential pitfalls of the role and explain how these might be avoided

Course Structure

This course takes place over two days. It is a face to face course delivered by an highly experienced arbitration practitioner who will use their experience to develop the audience in being able to understand the requirements and challenges of acting as a Tribunal Secretary.

Entry Requirements

There are no entry requirements for this course. Attendance is suitable for anyone looking to learn more about the role of the Tribunal Secretary.



The Fundamentals of Negotiations

Course Overview

Getting negotiations wrong, allowing disputes to escalate and continue, can be a drain on clients not only financially due to the need to pay professionals, but also in respect of less obvious costs such as internal employees being diverted from the day to day running of the business.

This one day course has been designed to teach attendees the essential tools in being able to negotiate in contentious and transactional practice. Learn how to achieve win-win outcomes and gain an important understanding in the use of tactics, ploys to counter negotiations techniques used against you.

Learning Objectives

On successful completion of this course, candidates will be able to:

- Use negotiations as an essential tool in dispute resolution or transactional practice
- Understand what you are trying to achieve before you set out to achieve it
- Key stages in the negotiation process
- Terms associated with the strategy for negotiations
- How to Achieve win-win outcomes in your negotiations
- Effective negotiation strategies in practice

Course Structure

This course takes place over one day. It is a face to face course delivered by an highly experienced negotiator who will use their experience to develop the audience in being able to understand the requirements and challenges when negotiating a win.

Entry Requirements

There are no entry requirements for this course. Attendance is suitable for anyone looking to learn more about how to negotiate in their professional career.

Other CIArb Services

In addition to providing education and training, we have a range of other services on offer.

Exemptions

CIArb offers exemptions to candidates who have successfully completed an alternative course of study relevant to our Pathways programme. We award a specific level of exemption to candidates who complete training so they can become CIArb members. We offer two types of exemptions: The Recognised Course Provider Scheme and individual exemptions.

The Recognised Course Provider Scheme provides formal recognition to institutions offering training in dispute resolution. If Institutions can demonstrate that they meet CIArb required standards including assessments, they will join our list of Recognised Course Providers for a period of 3 years from date of approval.

Individual exemptions are available to those candidates whose educational institution is not part of the Recognised Course Provider Scheme. If candidates can demonstrate that they meet the CIArb required standard, they will be able to join CIArb as a Member.

Candidates applying for an exemption to Module 2 will be required to pass the online multiple choice test covering common and civil law jurisdictions. For more information please contact the Education and Training Department at educationteam@ciarb.org

Membership

Our members come to us from a variety of backgrounds. We therefore offer four different grades of membership (Associate, Member, Fellow and Chartered Arbitrator, Adjudicator) depending on your particular skills, knowledge and experience.

There are many of reasons to become a member of CIArb, including; joining our network of over 16,000 ADR professionals worldwide, CIArb events and publications which help you to stay informed of best practice, innovations and learnings and the validation to your professional standing that our designatory letters provide.

With the help of our world-renowned training scheme, there are many opportunities to upgrade to the next level of membership as your ADR experience develops.

Dispute Appointment Service (DAS)

Our Dispute Appointment Service can handle many types of dispute. We provide a fast and cost effective approach to resolving disputes internationally.

Resolve to evolve your career

The Chartered Institute of Arbitrators (CI Arb) is a leading professional membership organisation representing the interests of alternative dispute resolution practitioners worldwide.

CI Arb supports the global promotion, facilitation and development of all forms of private dispute resolution and has provided lawyers and similar professionals with prestigious qualifications and training.

Why do professionals join?

- To raise their profile and boost their career
- To validate their professional standing
- To be informed of best practice, innovation and learnings
- To join a community with sound international reputation, reach and influence

Membership benefits

- Hundreds of networking opportunities through our global branch network
- Over 16,000 members for you to connect with
- Discounts on our diverse training courses, conferences and seminars
- Career-enhancing training through our pathways programme
- Access to Arbitration Journal, CI Arb's internationally respected academic publication
- Access to global professional standards, guidance and law updates online
- Regular CI Arb updates and our quarterly members' magazine, The Resolver

CI Arb Pathway Training

January to December 2018

Courses below are located in London unless stated otherwise

ALTERNATIVE DISPUTE RESOLUTION			
COURSE	DURATION	FEE	TOTAL FEE
Introduction to ADR (Online)	1 day	£30 + VAT	£36
Introduction to ADR	1 day	£330 + VAT	£396

MEDIATION			
COURSE	DURATION	FEE	TOTAL FEE
Introduction to Mediation	1 day	£330 + VAT	£396
Module 1 Training & Assessment	6 days	£3300 + VAT	£3960
Module 2 Law of Obligations*	6 months	£1100 + VAT	£1320
Module 3 Mediation Theory and Practice	6 months	£550 + VAT	£660

CONSTRUCTION ADJUDICATION			
COURSE	DURATION	FEE	TOTAL FEE
Introduction to Construction Adjudication	1 day	£330 + VAT	£396
Module 1 Law Practice and Procedure of Adjudication	3 months	£1100 + VAT	£1320
Module 2 Law of Obligations*	6 months	£1100 + VAT	£1320
Module 3 Decision Writing	3 months	£1100 + VAT	£1320

DOMESTIC ARBITRATION (England & Wales)			
COURSE	DURATION	FEE	TOTAL FEE
Introduction to Arbitration	1 day	£330 + VAT	£396
Module 1 Law Practice and Procedure of Domestic Arbitration	3 months	£1100 + VAT	£1320
Module 2 Law of Obligations*	6 months	£1100 + VAT	£1320
Module 3 Award Writing	3 months	£1100 + VAT	£1320
Family Arbitration (Children's Scheme)	2 days	£1600 + VAT	£1920

INTERNATIONAL ARBITRATION			
COURSE	DURATION	FEE	TOTAL FEE
Introduction to International Arbitration	1 day	£330 + VAT	£396
Module 1 Law Practice and Procedure of International Arbitration	3 months	£1100 + VAT	£1320
Module 2 Law of Obligations*	6 months	£1100 + VAT	£1320
Module 3 Award Writing	3 months	£1100 + VAT	£1320
Diploma in International Commercial Arbitration	2 days	£1600 + VAT	£1920
Oxford (Part 1)	9 days	£5000 + VAT	£6000
Diploma in International Commercial Arbitration			
Oxford (Part 1 and 2)	9 days+ 3 months	£5575+ VAT	£6690

CENTRALISED ASSESSMENT		
ASSESSMENT/ EXAMINATION	FEE	TOTAL FEE
Introduction to ADR Online	£79.00+ VAT	£95.00
Introduction to ADR	£79.00+ VAT	£95.00
Introduction to Mediation	£79.00+ VAT	£95.00
Introduction to Construction Adjudication	£79.00+ VAT	£95.00
Introduction to Arbitration	£79.00+ VAT	£95.00
Introduction to International Arbitration	£79.00+ VAT	£95.00
Module 1 Law Practice and Procedure of Construction Adjudication	£145 + VAT	£174
Module 1 Law Practice and Procedure of Domestic Arbitration	£145 + VAT	£174
Module 1 Law Practice and Procedure of International Arbitration	£145 + VAT	£174
Module 1 Mediation Assessment***	£1300 + VAT	£1560
Accelerated Route to Membership Construction Adjudication	£1250 + VAT	£1500
Accelerated Route to Membership Domestic Arbitration	£1250 + VAT	£1500
Accelerated Route to Membership International Arbitration	£1250 + VAT	£1500
Module 2 Law of Obligations	£285 + VAT	£342
Module 3 Decision Writing Construction Adjudication	£340 + VAT	£408
Accelerated Route towards Fellowship Construction Adjudication	£1600 + VAT	£1920
Module 3 Award Writing Domestic Arbitration	£340 + VAT	£408
Accelerated Route towards Fellowship Domestic Arbitration	£1600 + VAT	£1920
Module 3 Award Writing International Arbitration	£340 + VAT	£408
Accelerated Route towards Fellowship International Arbitration	£1600 + VAT	£1920
Diploma in International Commercial Arbitration (Part 1)	£145 + VAT	£174
Diploma in International Commercial Arbitration Oxford (Part 1 and 2)	£404 + VAT	£485

*Module 2 - Law of Obligations is the same as Module 2 under the other ADR Pathways

**Examinations by centralised assessment. Not included in the course fee. Must be registered and paid for separately.

*** Module 1 Mediation Assessment fee included in course fee unless candidates are taking the assessment only.



CONTACT US

To register for a course or for more information on our services, please contact the Education & Training Department

Chartered Institute of Arbitrators,
12 Bloomsbury Square,
London,
WC1A 2LP

T +44 (0)20 7421 7439

F +44 (0)20 7404 4023

E educationteam@ciarb.org

