LearnLive

MBL

Professional Skills Course

Pre-Course Information
2026

Compulsory Core Modules Course Information

Client Care & Professional Standards
Financial & Business Skills
Advocacy & Communication Skills

This information pack sets out what to expect on your PSC. If you have any questions then simply call a member of our PSC Team on 0161 529 1303.

Timetable

Your timetable is as follows:

Module	Time	Tutor
Advocacy & Communication Skills	9.30am start	Alastair Hodge
Client Care & Professional Standards	9.30am start	Trevor Hellawell
Financial & Business Skills & Examination	9.30am start	David Potts

Advocacy and Communication Skills

This Module is designed to meet the SRA's aims and objectives and to ensure that you understand and can apply the basic techniques of advocacy.

It will ensure in particular that you can:

- Use appropriate language at all stages of an action;
- Interpret the behaviour of other people involved in a hearing and to be able to respond appropriately;
- Speak and question effectively so as to be able to present all aspects of a case and, in that context, to control witnesses; and
- Prepare and present coherent submissions based on the appropriate facts, law and evidence.

The Module is based mainly on learning *by doing*. The tutor will introduce the various aspects and you will then put into practice what you have discussed in various exercises. Throughout the Module you will need to demonstrate knowledge of conduct and ethics. This material includes some discussion questions based on the Case Studies.

This Module is not examined, but it is assessed on an individual basis. You will be given feedback on your performance.

Client Care & Professional Standards

This Module is designed to meet the SRA's aims and objectives and to ensure that you understand and can apply the basic principles of professional conduct.

It will ensure in particular that you can:

- Understand and apply in context the relevant provisions of the Code of Conduct, especially Client Relations and Client Care;
- Appreciate the commercial context in which solicitors operate and the role played by conduct rules in that context; and

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- Appreciate and apply in context the relevant professional obligations and duties owed by solicitors to their clients, the Court, third parties and other solicitors.

The Module will consist of various sessions focusing on different aspects of professional duties and will involve the consideration and discussion of case studies from practice in small groups.

Financial & Business Skills

This Module is designed to meet the SRA's aims and objectives and to ensure that you understand and can apply the basic rules and regulations which apply to financial services work.

It will ensure in particular that you can:

- Understand and apply in context the rules and regulations surrounding the conduct of financial services work by solicitors;
- Understand and recommend where appropriate the range of investment products which may suit a client's needs and objectives;
- Understand and apply in context the rules relating to financial promotions;
- Understand the law and practice relating to the identification and reporting of suspected Money Laundering; and
- Appreciate the significance and practical effect of the SRA Code of Conduct.

By its nature, this Module will primarily be lecture-based, but it will also feature sessions where you consider and discuss sample questions to test your knowledge and understanding of the various principles.

Full guidance on examination technique will also be given including self-test questions, mock examination and exercises.

The Module culminates in a 90 minute open book examination.

F&BS Examination

The examination will last for 90 minutes.

You will be identified by Candidate Number only. You must attempt ALL questions and all answers must be recorded in the answer book provided. You can write on the question paper but nothing written on the question paper will be submitted for marking.

The Examination is OPEN BOOK and you are allowed to bring with you to the examination the following materials:

- Calculator (but not mobile phones with calculator functions)
- Copy of the SRA Code of Conduct
- MBL Course Materials (annotations are permitted)
- A file of your own notes

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The pass-mark for the examination is 60% and we will confirm the results roughly 7 - 8 weeks after the examination date.

The results will be sent to you individually by email.

Please do not chase for exam results as we send these as soon as they become available. If you do have any urgent concerns, please contact psc@mblseminars.com

If you have a need for special facilities on medical or other grounds then simply call a member of the PSC Team on 0161 529 1303, or email PSC@mblseminars.com **at least 7 working days in advance of the examination**.

By attending to sit the examination you will be taken to certify that you are fit to do so, and that any special circumstances have already been notified to us.

The examination process will be conducted in accordance with the MBL Examination Policy; a copy of which is attached as **Appendix 1**.

Upon completion, if you are applying for admission via the CILEX or Equivalent Means pathways to admission at the SRA, please ensure you provide them with a copy of your core module certificates (as well as 24 hours of elective module certificates for the Equivalent Means pathway). If you are completing a PRT, your training principal is responsible for verifying and signing off the completion of your PSC.

We look forward to welcoming you onto your PSC and if you have any questions or require further information we would be delighted to help. Simply call a member of the PSC Team on 0161 529 1303, or email PSC@mblseminars.com.

Elective Modules (if applicable)

You must choose 24 hours of elective modules.

A maximum of 12 hours can be completed via webinar courses. The remaining must be completed via learn live courses or face to face courses. Please note, there is no minimum amount of webinars you must complete if you would prefer live courses.

You will not receive a copy of the recording for any of your elective modules.

If attending a learn live event, you must attend live and for the full duration. Failure to do so will result in admin fees.

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Appendix 1
Examination Policy

1. The examination pass mark is 60%.

2. A candidate who has passed the examination (and meets all other MBL requirements) shall receive an email issued by MBL certifying that he/she has passed within 7 to 8 weeks of sitting the exam. No exact date for results is available.

3. Candidates must write clearly and legibly. No marks will be awarded in respect of any part of a candidate's script which is incomprehensible and/or illegible.

4. Examination scripts will be first marked by an examiner following which a meeting of the MBL Examination Board will be convened to consider the results of all candidates.

5. All scripts achieving below 61% of the available marks will be reviewed by an independent moderator. In addition, there will be a review and moderation of a sample of scripts by the moderator.

6. A candidate who fails the examination may resit it by arrangement with MBL.

7. A candidate may sit the F&BS examination three times after attending the F&BS course. A candidate who does not pass within three sittings will be required to re-take the F&BS course before sitting the examination again.

8. A candidate who has any special needs arising from disability, illness or any other circumstance, must identify those needs in writing at least 7 working days PRIOR to the examination. Such application must be accompanied by appropriate written medical evidence, which must not be more than 12 months old at the date of the application. We will endeavour to afford such special facilities as are appropriate in the circumstances.

9. Candidates who submit themselves for the examination will be deemed fit to sit the examination and that all relevant circumstances and requests for special facilities have been notified to MBL in advance of the sitting.

10. All candidates have a right of appeal against the decision of the Examination Board other than against its academic judgment in respect of which the decision shall be final.

11. The Examination Board will consider and in its discretion take account of any evidence relating to any medical condition or other adverse personal circumstances affecting the candidates during the examination, or other factors occurring or to do with the conduct of the examination itself which may have materially affected the performance of a candidate.

12. All applications for concessions must be submitted in writing within **five working days** following the sitting of the relevant examination and be accompanied by supporting evidence.

13. If the written evidence submitted in accordance with paragraph 12 above is accepted the candidate will be treated as not having sat the relevant examination, and will be given the opportunity to attempt the examination again as a first attempt.

14. All appeals must be submitted in writing within **five working days** following the publication of

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results for the examination together with all supporting evidence.

15. On receipt of an appeal the PSC Course Director will, within a reasonable time, appoint a second independent moderator who will make a decision on the merits of the appeal and inform the candidate in writing of the outcome.

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