



Notarial Academic Training Course

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Introduction

Welcome to Law Training Centre's Career Progression Business Plan Guide which has been developed through extensive research and in collaboration with legal professionals. The purpose of the guide is to assist you in formulating a compelling business plan that not only aligns with your career goals but also maximises your chances of obtaining funding and support for your Notary studies.

You will find all the vital information employers seek when evaluating a funding proposal for your Notary studies along with clear guidance to help you choose the most suitable modules to successfully complete the first stage towards to becoming a Notary.

With clear tips and proven methods, you will be fully equipped to complete your business plan template confidently enabling you to secure a strong business case supporting your funding and support request.

Why Study our Notarial Academic Training Course

Law Training Centre is the only approved provider by the Faculty Office of the Archbishop of Canterbury (FOAC) to deliver and assess the Notarial Academic Training Course. This course provides the highest standard of training, combining academic knowledge with practical legal skills. FOAC is the official legal regulator of the notarial profession and the oldest legal regulator in the world, with origins in the Ecclesiastical Licences Act 1533. Designed as the first stage of notarial training, the course equips learners with the foundation required to progress onto the Notarial Practice Course delivered by UCL, leading to qualification as a Notary.

Notarial Academic Training Course

Law Training Centre's expert academic team have developed and designed the Notarial Academic Training course to meet the individual needs of the wide range of learners preparing to qualify as a Notary Public.

Our modules include both a comprehensive preparation course and assessment. The course is split into five core modules and three professional modules, each of which can be purchased individually.

Law Training Centre's Notary course is open for enrolment at any time and is completely self-paced. This flexibility empowers you to take full control of your learning experience.

Course Features

Below is a summary of the materials included in our Notarial Academic Training Course:

Administration	Access period	Individual units	1 year access
		3 or more units purchased together	2 years access
	Exam fees		✓
	Certificate of achievement		✓
On demand course materials	Study planners		✓
	Recorded lectures		✓
	eLearning materials/course notes		✓
	Practice questions		✓
Support	Online Q&A Forum		✓
	Unlimited tutor support		✓
	Study tools		✓

Fees

When seeking funding for your Notary course, it is crucial to communicate all fees associated with the course and future progression. Employers benefit from being informed about these expenses as it enables them to plan their budget more comprehensively. Understanding the full financial scope of the Notary course assists employers in assessing the return on investment (ROI) for sponsoring an employee's legal education.

There are three stages to qualifying as a Notary:

Stage 1: Notarial Academic Training Course fees

For each unit required our course fee is **£895**. This includes all resources, and exam and a resit if required. Please see a breakdown of our fees [here](#).

Stage 2: Notarial Practice Course fees

The next stage is a two year distance learning course with some in-person tuition delivered by University College London. Full details of the course is available from UCL. Details, application and fees can be found [here](#).

Stage 3: Admission fees

After the Notarial Practice Course has been passed successfully, applicants shall be required to attend a one day Office Practice Course and may then apply to the Faculty Office for admission to the Roll of Notaries. Please see associate fees [here](#).

Entry Requirements

Employers may seek information on the entry requirements or possible exemptions when sponsoring your studies to determine whether your existing qualifications can count towards completing your Notary studies. This may save time and resources by recognising prior learning, ensuring a focused and cost-effective approach to skill development.

There are no specific qualifications required to study our Notarial Academic Training Course. However, if you already hold a legal qualification at Level 6 or above (such as a law degree, GDL, or LPC), you may be exempt from some units. To meet the academic requirement, a Level 6 qualification or equivalent must cover the following subjects.

For confirmation of which subjects you are required to complete, you will need to contact the Faculty Office directly [here](#).

The Notarial Academic Training Course is designed for individuals who have not been fully exempted by the FOAC from the academic stage. The course covers all eight core subjects required to meet the academic requirements for becoming a Notary.

- Public/Constitutional Law
- The Law of Property
- The Law of Contract
- The Law of the European Union
- Equity and the Law of Trusts
- Conveyancing
- Wills, Probate and Administration

Anticipated Study Leave

Employers appreciate individuals who can effectively manage their time and set realistic goals, and incorporating exam dates into your career plan is a tangible way to demonstrate these crucial skills.

Assessments are available for learners on demand.

All units are exam based, each requiring up to 3 hours leave for the exam sitting on the date requested.

Assessment results and feedback are normally provided within 10 working days from the date of the assignment.

Ensure that you include in this section any leave that you:

- Require to sit the assessments
- Request for revision purposes leading up to the exam sitting.
- Request for general study time throughout the period of your course (e.g half-day per week)

You should specify in this section whether you intend to use your annual leave entitlement or request additional paid study leave.

Weekly study time guidance – **10 hours per unit**.

How to Complete your Career Proposal

Drawing from the expertise of legal employers, we have suggested some valuable pointers to assist you with your proposal.

How pursuing the Notarial Academic Training Course will be directly relevant and beneficial to you.

Detail how pursuing this course aligns directly with your career goals and contributes to your professional development.

How the Notarial Academic Training Course will enhance your ability to contribute effectively to your department and enhance business opportunities.

Explain how this course aligns with the needs and objectives of your department. Provide concrete examples of how the acquired skills and knowledge will empower you to take on more responsibilities, contribute meaningfully, and potentially explore new business opportunities.

How the advanced legal skills acquired will be directly applicable to your work.

Articulate how the advanced legal skills acquired through the Notarial Academic Training Course will be directly applicable to your daily work. Provide specific examples of how these skills will enhance your performance, contribute to project success, and potentially set you apart in your field.

How the course fees compare to ROI

Provide a comprehensive analysis of the anticipated return on investment (ROI) for your company. Explore how the cost of the course aligns with the potential increase in your ability to meet higher fee targets or bill at a higher hourly rate. This financial perspective strengthens your case, emphasising the long-term benefits for your organisation.

How you will ensure your studies will not negatively impact on your fee earning capacity.

Address any concerns about potential disruptions to your fee-earning capacity due to your studies. Explain the measures you plan to implement, such as flexible online learning and on-demand access to resources. Demonstrating a proactive approach to balancing your educational pursuits with professional responsibilities underscores your commitment to maintaining a seamless workflow.

How the course will positively impact your role whilst studying.

Envision how the course will directly enhance your current role as you pursue your studies. Consider the acquisition of possible new skills that can be immediately applied to your professional responsibilities, ensuring a tangible and immediate impact.

Any other comments? e.g career development/aspirations.

This open-ended question invites you to share broader reflections on your career journey and aspirations.