



Chartered
Institute of
Arbitrators

CIArb

COURSE INFORMATION

MODULE 4 – INTERNATIONAL AWARD WRITING

What is the aim of the module?

To provide sufficient knowledge of and practice in all the requirements for the writing of a final, reasoned and enforceable arbitration Award in a commercial dispute.

What are the learning outcomes?

On successful completion of this module candidates will be able to demonstrate a knowledge and understanding in depth what is involved in writing an enforceable Award, including:

- ✚ distilling issues from submissions and ordering them;
- ✚ dealing with all the matters of claim;
- ✚ deciding all matters in dispute fairly;
- ✚ allocating costs appropriately;
- ✚ demonstrating an intelligent and intelligible use of language, grammatically correct and correctly spelt; and
- ✚ completing all the legal and other requirements for enforceability. Demonstrate practical skill in writing a formal document that is legally satisfactory, clear, cogent, comprehensive and concise and demonstrate skill in evaluating evidence, distilling issues from submissions and deciding issues by applying legal principles to facts.

What is covered within the syllabus?

- ✓ Purpose of an Award
- ✓ Difference between Orders & Awards and between Awards & Judgments
- ✓ Legal and Substantive Requirements (Form of Award, Seat)
- ✓ Legal Framework for the Dispute (Arbitration Agreement, Law of the Contract, Law of the Arbitration)
- ✓ Procedural Matters
- ✓ Writing in Plain English
- ✓ The Reasoning Process (Reasons, Telling the Story, Understanding Evidence, Deciding)
- ✓ Structure of an Award
- ✓ Writing an International Award (Particular Requirements, Applicable Laws, Procedural Compliance, Reasoning)
- ✓ Formalities
- ✓ Costs and Interest
- ✓ Notification of an Award
- ✓ Enforcement

How is the course delivered?

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

The course date advertised is the start date of the course when candidates will be required to start their private study of reading **NOT** when they attend tutorials.

The face-to face tutorial dates are listed on the Course Schedule.

How will I be assessed?

This module is to be assessed in two elements:

- ➔ Written assignment (20%)
- ➔ 4 hour open book examination (80%)

The examination is open book with no restrictions, which means candidates are permitted to take any materials they wish into the examination. The examination consists of a final award submitted on a dispute presented in a scenario in 2 parts, the first provided by email approximately two weeks before the examination date, the second provided on the stipulated examination date.

The pass mark for this module is 70% which must be achieved in both the examination and the overall module. Plus all the necessary requirements for enforcement in the examination must be adhered to. Results are dispatched to candidates normally eight to twelve weeks from the date of the conclusion of the assignment or examination.

What are the entry requirements?

In order to register onto the Module, candidates must:

- ✓ have successfully completed and passed the CI Arb Introduction Module, Module 1 Law of Obligations and Civil Evidence, Module 2 Law of Arbitration/International Arbitration and Module 3 Practice, Procedure, Drafting and Deciding, a relevant course offered by a CI Arb Recognised Course Provider or a course offered by a CI Arb Branch;
- ✓ be registered with the CI Arb as a Member.

What is the course fee and what does it include?

The course fee is S\$1,000/-. The fee includes registration on the course, the first attempt at the assessments, study materials, lunch and refreshments throughout the day. Candidates are advised to refer to the 'Fee Sheet' on the CI Arb website, which details other fees that may be relevant.

What happens when I register for the course?

Upon successful registration, candidates will receive confirmation they are booked on the course. Joining instructions and course materials will be sent to candidates approximately 2 weeks before the course start date.

The designated workbook for the course is 'Module 4 Award Writing, Marcus Rutherford, 2006.'

Candidates may find it useful to refer to 'A Practical Guide to Award Writing' by *Ray Turner*.

What is the CI Arb's policy on 'cancellation of courses'?

CI Arb reserves the right to cancel or change the date, venue or content of programmes and the names of speakers, lecturers and tutors. Candidates will be provided with adequate notice of any change. If the Institute has to cancel a course, candidates will be provided with a full refund or the opportunity to transfer their registration to the next course.

Should a candidate wish to cancel their registration of a course, notification must be received in writing. Cancellation charges apply. Please refer to the 'Registration Form'.

What is my next step when I complete the course?

On successful completion of this course, candidates:

- ✓ may claim CPD points by the Solicitors Regulation Authority and the Bar Standards Board.
- ✓ will be awarded a Diploma.
- ✓ Candidates will be able to progress onto the Peer Interview of the arbitration pathway.
- ✓ Candidates will be eligible to apply for Fellow grade of CI Arb and take advantage of a range of educational and professional benefits once they have been successful in the Peer Interview.

COURSE START DATE: 22 FEBRUARY 2010

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

The course start date advertised is the start date of the course when candidates will be required to start their private study of reading **NOT** when they attend tutorials. The face-to face tutorial dates are listed on the Course Schedule below.

Upon successful registration on the course, candidates will receive confirmation they are booked on the course. **Joining instructions and course materials will be sent to candidates approximately 2 weeks before the course start date.**

The schedule for this course is provided below to assist candidates in planning their study time.

- ✓ Private study includes reading course materials and undertaking elements of assessments in your own time.
- ✓ Face-to-face tutorials involve candidates coming to Singapore to attend classes.

DATE(S)	STUDY SCHEDULE
22/02/10 – 08/03/10	PRIVATE STUDY <ul style="list-style-type: none"> • Read the joining instructions and notes in the course folder. • Read the CIArb Module 4 Workbook.
11/03/10	FACE-TO-FACE TUTORIAL
11/03/10 – 12/04/10	PRIVATE STUDY <ul style="list-style-type: none"> • Read the CIArb Module 4 Workbook. • Practice past assignment and examination questions. • Review documents in the course folder and dvd.
12/04/10	PRIVATE STUDY <ul style="list-style-type: none"> • Assignment sent out to candidates.
26/04/10	<ul style="list-style-type: none"> • Submit Assignment to CIArb for marking. Results for this assignment are dispatched to candidates the day before the second tutorial.
08/06/10	FACE-TO-FACE TUTORIAL
10/06/10	STAGE ONE – EXAMINATION
21/06/10	STAGE TWO – EXAMINATION <i>Results are dispatched to candidates normally eight to twelve weeks from the date of the conclusion of the examination.</i>



Chartered
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CI Arb

Singapore

CI Arb PATHWAYS: MODULE 4 COURSE REGISTRATION FORM

Please complete all sections in BLOCK CAPITALS and return your completed form to:

Chartered Institute of Arbitrators (Singapore) Limited,
c/o 32 Maxwell Road, #02-04 Maxwell Chambers, Singapore 0691151

Attention: Ms. Gladys Teo Email: gteo@3vb-arbitrators.com.sg; Tel: +65 6323 9863 Fax: +65 62240858

Course Commencement Date: 22 Feb 2010

PERSONAL DETAILS		
Surname:	First Name:	
Experience:	Qualifications:	CI Arb Membership No.:
Date of Birth:	Gender:	Male Female
Address:		
Postcode:	Country:	
Tel:	Email:	

BUSINESS DETAILS	
Job Title / Profession:	
Employer:	
Address:	
Postcode:	Country:
Telephones:	Email:
Please indicate which address we should use for correspondence: Personal Business	

FEES

(Please note that full fee must be submitted with the registration form in order for the registration to be processed.)

Cheque / Bank Draft

Please find enclosed a Cheque / Bank draft made payable to "Chartered Institute of Arbitrators (Singapore) Limited" for the amount: S\$1,000/- Bank: Cheque / Draft No.:

Disclaimer

The Chartered Institute reserves the right to cancel or change the date, venue or content of programmes and the names of speakers, lecturers and tutors without prior notice..

APPLICANT'S SIGNATURE

By submitting this form, the applicant has certified that the above information is accurate to the best of his / her knowledge and has agreed to the following terms & conditions:

1. Any cancellation received in writing within 30 working days prior to the Event Date will be subjected to a 50% cancellation charge.
2. Registration is confirmed only upon receipt of the registration fee.
3. For substitution, please let us have the name of your substitute attendee in writing before the Event Date.
4. Any "no-show" by registered attendee on Event Date will be liable for full payment of the Registration Fee.

I certify that the information provided is accurate to the best of my knowledge. I have read and accept the Disclaimer Statement, Regulations and Course Content.

Signature:

Date: