



CPLED Alberta

Learning Group Facilitator Information Circular



Would you like to play an important role in the education of students-at-law? The Centre for Professional Legal Education (“CPLED”) needs Learning Group Facilitators (“LGFs”) to work online, with students-at-law, who are in the CPLED Alberta Program.

CPLED is a non-profit organization formed by the Law Societies of Alberta, Manitoba and Saskatchewan. It oversees the professional education of students-at-law in those provinces.

The CPLED Program

The CPLED Program is a six-month session consisting of nine modules. Three of the modules take place in a classroom setting and six modules are online. The 2009 - 2010 Sessions are as follows:

- ❖ **First Session – August 10, 2009 – February 12, 2010**
- ❖ **Second Session – November 2, 2009 – May 14, 2010**

The content of the six online modules is similar among the participating provinces, however, some content in each of the modules addresses issues specific to each province.

The emphasis of the CPLED Program is on building, developing and assessing the skills which are essential for a newly-called general practice lawyer. Students are expected to develop lawyering skills by solving the problems of ‘virtual’ clients. Students are provided with client files and fact scenarios for which they must complete typical tasks and demonstrate skills which are necessary to address the client’s concerns, issues and questions.

CPLED’s educational model includes continuous completion of assignments and competency evaluations. LGFs provide students with feedback that fosters ongoing improvement and development of legal skills. Students must achieve a grade of “Competency Demonstrated” on all competency evaluations.

The skills in the CPLED Program are based on the Competency Profile adopted by the Benchers of the Law Society of Alberta in November 2001. Students are required to demonstrate competence in each of the following skills areas:

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|---------------------------|------------------------------|
| Problem Solving | Advocacy |
| Legal Research | Dispute Resolution |
| Writing | Personal Practice Management |
| Drafting | Office Management |
| Interviewing and Advising | Ethics and Professionalism |

Timing of the CPLED Program

The CPLED Program will be offered twice in Alberta during the 2009-2010 program year. Each online module consists of either three or four units, each lasting one week.

First Session – August 10, 2009 – February 12, 2010	
Module Two (4 weeks)	August 17 – September 17, 2009 Debtor/Creditor
Module Three (3 weeks)	September 17 – October 8, 2009 Wills/Estates
Module Four (3 weeks)	October 8 – November 5, 2009 Family
Module Six (3 weeks)	November 5 – November 26, 2009 Business
Module Seven (3 weeks)	November 26 – December 17, 2009 Civil Litigation
Module Eight (4 weeks)	December 17, 2009 – January 28, 2010 Real Estate

Second Session – November 2, 2009 – May 14, 2010	
Module Two (4 weeks)	November 9 – December 10, 2009 Debtor/Creditor
Module Eight (4 weeks)	December 17, 2009 – January 28, 2010 Real Estate
Module Three (3 weeks)	February 8 – March 4, 2010 Wills/Estates
Module Four (3 weeks)	March 4 – March 25, 2010 Family
Module Six (3 weeks)	March 25 – April 15, 2010 Business
Module Seven (3 weeks)	April 15 – May 6, 2010 Civil Litigation

Learning Group Facilitators – Role and Expectations

Students are divided into online learning groups of approximately 13 students. One LGF is assigned to each learning group.

As an LGF, you will guide students to find answers and help them to acquire the competencies they need to be successful in the practice of law. You will interact with students in the learning group by responding to their email questions and bulletin board postings, by assessing and providing rich feedback on assignments, and by assessing competency evaluations.

As an LGF, you will have to practice good time management as you will have to check your email daily and provide feedback to the students on a timely basis. You will also have to have strong organizational skills, as you will be responsible for managing each student's information.

Although previous experience in education is not a requirement, familiarity with a range of computer applications, including the Microsoft Office Suite and Desire2Learn, is a definite asset.

Time Commitment

You should expect to commit one hour per student per week. You are expected to monitor email and to provide responses to student's questions within 24 hours. Assignments and competency evaluations are submitted on Thursday afternoons; feedback and marking must be completed by the following Tuesday afternoon.

Remuneration

CPLED pays its LGFs on a per student / per unit basis. There will be approximately 13 students in each learning group. CPLED pays \$27.50 per student per unit, for an approximate remuneration of \$1072.50 for three units or \$1430 for four units.

Training

To ensure consistency in evaluation and effective facilitation skills, CPLED requires its LGFs to attend an introductory training session and a training session for each module.

Computer Requirements

You will need to be familiar with internet browsers and web-based email. You should have reliable internet and email access. You will need access to the Internet on weekends. Access to high-speed internet is essential.

You will need:

Software:

- Windows 98 or higher
- Microsoft Word 97 or higher
- Macromedia Flash
- Adobe Acrobat Reader
- Java
- Virus Scanner

Miscellaneous

- Ability to download files through your firm's firewall

You will not be required to provide technical support on students' connectivity issues. CPLED staff or Desire2Learn's help desk will deal with these enquiries.

Before using Desire2Learn, you will need to make sure that you are using a supported browser and that your browser settings are correct. To do this, you can go to <http://www.webct.com/tuneup> and complete the recommended activities.

Privacy

The Law Society of Alberta will vet all applications. Law Society personnel will review your personal information within its custody or control (subject to Rules 31.1 and 31.2, information collected by the Practice Advisor and the Equity Ombudsperson), as relevant and necessary, for the purpose of assessing your suitability as a Learning Group Facilitator for the CPLED Program.

Please review LESA's Privacy Policy at www.lesa.org. You must certify that you have reviewed the Legal Education Society of Alberta's Privacy Policy and agree to be bound by its provisions.

If you have any further questions or concerns, please contact:

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