

# The Institute of Legal Practice and Development

## Prospectus

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2012-2013

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## **A MESSAGE FROM THE RECTOR:**

Welcome to ILPD!

The Institute of Legal Practice and Development (ILPD) plays a vital role in the development of the Rwandan Justice and Legal Systems. ILPD is less than five years old, but already many hundreds of lawyers, judges and prosecutors have attended its courses. It runs two major postgraduate Diplomas; on Legal practice (DLP) for judges, prosecutors and lawyers, and on Legislative Drafting (DLD) for government lawyers and others responsible for drafting.

ILPD runs a wide range of continuing legal education (CLE) courses to ensure that all legal professionals are kept up to date and have opportunities to refresh and develop their skills. These courses run both in Nyanza and Kigali and are given by ILPD's external faculty of trainers who are experienced legal professionals, and by international trainers. Many of the CLE courses lead to recognised Certificates.

ILPD is now the research centre of the justice sector, conducting funded research projects on a range of issues relating to justice policy, including alternatives to imprisonment, and end to end mapping of the justice systems.

ILPD is now attracting worldwide attention with its innovative approaches to training and reputation for effective, high quality courses. Students from other East African countries are now discovering and attending its courses and ILPD aspires to meet the needs of lawyers and judges throughout East Africa. ILPD is Uhuriro- a meeting place- where different branches of the legal profession, different legal traditions-Common law, Civilian and traditional can meet and learn from each other.

Please read our brochure and discover our wide range of courses. The list is constantly being added to, and if you need a course which does not currently appear in our prospectus, do not hesitate to contact us to see if we can help.

Professor Nick Johnson

Rector ILPD

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## **INTRODUCTION**

The Institute of Legal Practice and Development (ILPD) is based in Nyanza district, Southern province in the Republic of Rwanda. It was established by law as an institution of higher learning and has been in operation since 2008. The establishment of this Institute was part of the implementation of the judicial reforms that the Government of Rwanda embarked on in 2001. To meet the demand for a legal workforce with enhanced skills, ILPD was assigned the task of providing the relevant training.

### Vision

“To become the leading practice institution for legal professionals in the spirit of excellence, independence and service to the community, drawing from the diversity and richness of civil and common law traditions.”

### Mission

“To contribute to the development of justice in Rwanda and the region by offering practical legal training to professionals, specifically by offering postgraduate programs to legal service providers in order to raise their standards of practice to meet international levels”.

ILPD is an institution of higher learning supervised by the Ministry of Justice. Its courses are approved and supervised by the Higher Education Council of Rwanda.

### East Africa and a Global perspective

ILPD's objective is to become an “IHURIRO”, i.e. a meeting place for legal professionals from Rwanda, the region, and Africa, as well as the rest of the world. ILPD is active in organizations that link the East African judicial training institutes. It is also a member of the International Organization for Judicial Training (IOJT), a global body linking judicial training institutes around the world. It is attracting students from other East African countries to its courses..

## **Practical Skills Training and Courses**

ILPD offers two residential postgraduate programmes:

### The Diploma in Legal Practice (DLP)

The DLP is for judges, prosecutors, and lawyers. When a new law on the Rwandan Bar Association comes into force, the DLP will become compulsory for new members entering the legal profession within the first five years of practice. It is recognized by the EAC for cross border practice in East Africa. Over the course of 9 months, students spend 6 months at the ILPD covering 9 modules

specifically designed to align with legal practice. The students spend the final 3 months on an internship specific to their practice area to consolidate their learning. Finally, they work with their ILPD supervisor to complete a thesis on a topic of their choice.

DLP Fast Track Mode (FTM)

In response to the growing demand for places in the DLP, ILPD has developed a work-based learning structure. Beginning in January 2013, the FTM will enable students to continue working in legal practice as they complete the DLP’s modules. Each student is supported by a mentor who supervises the practical application of course skills. Because of the integrated working and learning mode, it is not necessary for FTM students to complete an internship as with the residential DLP. However, FTM students will produce a thesis at the conclusion of the course.

The Diploma in Legal Drafting (DLD)

The DLD program was developed in response to the need for improvement in the quality of legislative drafting. It is a 6-month residential course based at the ILPD facilities in Nyanza. It covers 17 topics, including Policy Development and the Problem-Solving Approach, Understanding the Legal Context for New Legislation, Legislative Style, Matters of Translation, and Principles of Good Governance.

**Supplementary Programs**

In addition to the comprehensive diploma programme, there is a growing number of Continuing Legal Education (CLE) courses for prosecutors, judges and lawyers, such as alternative dispute resolution, victim and witness protection, and human rights and juvenile justice. Alternatively, ILPD offers certified courses for Executive Secretaries, bailiffs, and paralegals.

**Research**

ILPD is the centre of legal research for the Rwandan Justice sector. It is currently managing 4 research projects, which will supply vital new data for the justice sector as a whole. In conjunction with the law school of the National University of Rwanda, ILPD is preparing to launch the inaugural Rwanda Law Journal.

ILPD is also playing an increasing role in policy formulation for the justice sector through its participation in the Justice, Reconciliation, Law and Order Sector (JRLOS) and its work with NGO partners.

**PROSPECTIVE STUDENT OVERVIEW**

**ILPD Courses**

COURSE	DURATION	COST IN FRW
Residential Courses:		
Diploma In Legal Practice	9 months	100,000 non residential

		-residential
Diploma in Legislative Drafting	6 months	-
<b>Continuing Legal Education:</b>		
Administrative Law Course	10 days	529,630
Bailiffs and Auctioneer Course	25 days	-
Interviewing Techniques	9 days	476,667
Pleading Techniques	5 days	264,815
Techniques of Negotiation	9 days	476,667
Techniques of Pleading	9 days	476,667
Judging	9 days	476,667
Professional Practice for Judges	9 days	476,667
Professional Practice for Prosecutors	9 days	476,667
Professional Practice for Lawyers	9 days	476,667
Alternative Dispute Resolution	5 days	264,815
Gender-Based Violence	5 days	264,815
Principles of Forensic DNA for Officers of the Court	5 days	264,815
International Economic Crimes	3 days	158,889
Anti-Money Laundering	3 days	264,815
Initial Training for Judges	15 days	794,445
Initial Training for Prosecutors	10 days	529,630
Investigation Techniques	3 days	158,889
Mediation and other Alternative Dispute Resolutions	5 days	264,815
Victim and Witness Protection	3 days	264,815
Negotiation and Management of Contracts	10 days	529,630
International Economic Law	-	-
Internet Legal Research	3 days	264815
Cyber Crimes	3 days	264815
Human Rights and Juvenile Justice	4 days	211852
Good Governance, Corruption and Money Laundering	5 days	264815
Commercial Law Courses	10 days	529630

### Admission Requirements

The Diploma in Legal Practice at the ILPD is offered to judges, prosecutors, judiciary police officers, attorneys and all law graduates.

The Diploma in Legislative Drafting is offered to drafters from government agencies, as well as from the private bar.

### Registration

Documents required for registration, to be presented to the officer of the DLP Coordinator:

- 3 passport photos;
- A certified copy of bachelor's degree in law;
- A copy of the National Identity card/Passport.

Upon admission and after registration the institute will provide you with a student card. Your student card is multi-purpose. It will allow you to access:

- Institute premises;
- Examinations;
- Research materials;
- The library and computer rooms of the institute.

Admission at ILPD is granted without any discrimination.

### **Student Services**

#### Orientation

On your first day at ILPD, the staff will provide you with all the information you require about the staff and services. Do not hesitate to contact the staff in case of questions; they are at your service.

#### Computer Laboratories

The ILPD provides well-equipped computer laboratories that are available to students for internet research, assignments and other study-related purposes. The computer labs also serve as classrooms for ICT courses. The IT officer will provide you with all information needed for use of computers.

#### Library

ILPD's library holds over 6,000 titles in diverse areas of law. Additionally, it has subscriptions to a variety of local and foreign newspapers and magazines, such as The Economist, Newsweek, The East African, and JeuneAfrique. The library has a reading room with 50 seating places. Alternatively, students may check out 3 books at a time in two-week increments. Eventually the library will expand into a legal e-resource centre for the whole country.

#### Sports and Culture

The Institute has various sports facilities, including basketball and volleyball pitches. Activities can be arranged in the district stadium adjacent to the ILPD, which is open to any student wishing to do sports.

## **THE DIPLOMA IN LEGAL PRACTICE**

The post-graduate Diploma in Legal Practice (DLP) is an essential course for enhancing a legal career. It offers practical experience and tuition in fundamental legal skills from interviewing, negotiation and pleading to drafting judgments.

The DLP is a 9-month course, proposed as a pre-requisite for practicing law in Rwanda. Course trainers include internal lecturers as well as members of the legal profession. The course comprises a 6-month residential element of 9 modules relating to key areas of legal practice, a 3-month legal internship, and a research thesis.

## **Course Overview**

### Attendance and Coursework

Attendance at lectures, seminars, and practical sessions is obligatory and will be monitored. Candidates who attend less than 80% of such sessions are excluded from the module exam. In each module candidates are assessed on completion of all exercises, participation, practical skills, and oral and written assignments, such as Moot Court and individual presentations.

Coursework must be submitted by the due date. Late or non-submission will lead to a grade of zero. Exceptions for both attendance and coursework will be made on a case-by-case basis.

### Exams

Each of the 9 modules in the DLP is assessed by a written exam. There is a week of exams at the end of each set of three modules. The first two days of the week are for revision and the last three days for exams, one per day. Module trainers mark the exams within two weeks of the exam date.

Coursework and module exam scores comprise 55% of a DLP student's final grade.

### Internship

After the conclusion of the residential course modules, all students with less than 5 years of professional experience must complete a 3-month internship. The internship, done under the supervision of a mentor for 3 months, ends with the Internship Report submitted by candidates.

The internship grade comprises 15% of a DLP student's final grade.

### Research Paper

All candidates must write a research paper with a minimum of 20 pages. Every week, two one-hour classes are dedicated to the preparation of the research paper.

Students are allowed to choose a research topic of their own preference, to be authorised by the VRAC, or select a topic from a pre-approved list. The proposed topic should incorporate:

- The topics taught in the DLP programme at the ILPD;
- The practice of a judge, prosecutor or advocate;
- The legal development of Rwanda;
- The legal system of another country.

Students must submit their theses three months after completion of the residential modules. The jury for the assessment of the theses consists of the VRAC, the thesis supervisor, and a lecturer.

The research paper comprises 30% of a DLP student's final grade.



## Modules

MODULES	OBJECTIVES
<b>Module 1</b> <i>General legal culture</i>	This module aims at enabling the trainees to cope with issues related, directly or indirectly, with the law. It includes the following courses: Legal English, Practical Approach to Criminal Proceedings, Practical Approach to Civil Proceedings, Ethics, and Mock Trial.
<b>Module 2</b> <i>Interviewing</i>	This module aims at enabling the trainees to be able to improve the abilities in adapting law to real facts presented to them by clients (beneficiaries) or witnesses in an everyday language. Students will master Criminal and civil Proceedings and lead themselves a legal clinic. This module consists of the following courses: General principles and theories of interviewing, Listening techniques, Interviewing techniques, Identifying the questions of law, Legal clinics, Following up the Interview, Prescription of Remedies, Moot Court.
<b>Module 3</b> <i>Drafting</i>	This module aims at enabling the trainees to draft all legal documents in three languages (French, English, and Kinyarwanda). It includes the following courses: General principles of drafting, Agreements and contracts, Corporate documents, Court documents, Legislative drafting, Moot Court.
<b>Module 4</b> <i>Negotiation</i>	This module aims at enabling the trainees to develop their skills in negotiation and mediation in different languages (French, English, and Kinyarwanda). It includes the following courses: Established principles of negotiation and mediation, negotiating a contract, negotiating in a bankruptcy situation, negotiating labour contracts and agreements, negotiating international transactions, Moot Court.
<b>Module 5</b> <i>Pleading</i>	The purpose of this Module is to develop the trainees' abilities in communicating and convincing, in different languages. The trainee will be required to be part of or lead a team of litigation attorneys or prosecutors in national and international trials. This module consists of various courses on pleading (general principles and special procedures).
<b>Module 6</b> <i>Judging</i>	The trainees should be able to develop their abilities in solving questions of law and drafting a judgment in different languages. With the module, they will be able to draft judgment in lower or higher instance even if it comes to deal with a special judgment.
<b>Module 7</b> <i>Professional Practice for Judges</i>	The practical module aims at giving a hands-on experience in the everyday practice of the work as a judge. The module is to be held at the Supreme Court. Topics to be dealt with are: Workload Assessment, Management (case flow, administrative, financial, human resources, etc.), Court Technology, Supervising Lower Courts, Ethics, The Craft of Judging, Judicial Career, Social Context Education, Minors & Juvenile Offenders, Legal Reasoning, Dissenting Judgements, Listening to the Parties, Evaluating the Evidence, Preparing the Trial, Building a Team with the Clerks, Registrars and Court Administrators.
<b>Module 8</b> <i>Professional Practice for Prosecutors</i>	The practical module aims at giving a hands-on experience in the everyday practice of the work as a prosecutor. The module is to be held at the Parquet General. Topics to be dealt with are: Building a Team in the Prosecutor's Office; Building a Team with the Police Officers; Searching, Building and Evaluating the evidence, Preparing the Witnesses; Specific Crimes such as economic and financial crimes, terrorism, money laundering, domestic violence etc.; Management - case flow, administrative, financial, human resources, etc.; Preparing the criminal trial; Forensic & new crime related technologies; Working with the Court system; Initiating procedures; Ethics.
<b>Module 9</b> <i>Professional Practice for Lawyers</i>	The practical module aims at giving a hands-on experience in the everyday practice of the work as an advocate. The module is to be held at the Bar. Topics to be dealt with are: Professional Practice - setting up a law firm, case flow management, administrative and financial management, human resources etc.; Searching for, Building and Evaluating the Evidence; Preparing the Witnesses; Advanced Pleading techniques; Ethics.

### Sample Academic Calendar (January 2012 In-take)

DATES	MODULE	OTHER ACADEMIC ACTIVITIES
16 <sup>th</sup> -27 <sup>th</sup> /Jan/2012	<i>Module 1</i>	25 <sup>th</sup> Jan.
30 <sup>th</sup> Jan 10 <sup>th</sup> /Feb/2012	<i>Module 2</i>	1 <sup>st</sup> Feb. Hero's day
13 <sup>th</sup> -24 <sup>th</sup> /Feb/2012	<i>Module 3</i>	
27 <sup>th</sup> -28 <sup>th</sup> /Feb/2012	Revision	
29 <sup>th</sup> Feb - 2 <sup>nd</sup> Mar /2012	Exams for Modules 1,2&3	
5 <sup>th</sup> - 16 <sup>th</sup> /Mar/2012	<i>Module 4</i>	14 <sup>th</sup> Mar.
19 <sup>th</sup> - 30 <sup>th</sup> /Mar/2012	<i>Module 5</i>	28 <sup>th</sup> Mar
2 <sup>nd</sup> - 6 <sup>th</sup> /April/2012	<i>Module 6</i>	
7 <sup>th</sup> - 14 <sup>th</sup> April 2012	Break (Mourning Week)	
16 <sup>th</sup> - 20 <sup>th</sup> April 2012	<i>Module 6 (Continuation)</i>	18 <sup>th</sup> April
23 <sup>rd</sup> - 24 <sup>th</sup> April 2012	Revision	
25 <sup>th</sup> - 27 <sup>th</sup> April 2012	Exams for Modules 4, 5, & 6	
30 <sup>th</sup> April - 11 <sup>th</sup> May 2012	<i>Module 7</i>	1 <sup>st</sup> May 2012 Labour day
14 <sup>th</sup> - 25 <sup>th</sup> May 2012	<i>Module 8</i>	23 <sup>rd</sup> May
28 <sup>th</sup> May - 8 <sup>th</sup> June 2012	<i>Module 9</i>	6 <sup>th</sup> June
11 <sup>th</sup> - 12 <sup>th</sup> June 2012	Revision	
13 <sup>th</sup> - 15 <sup>th</sup> June 2012	Exams for modules 7, 8, & 9	
15 <sup>th</sup> June 2012	End of DLP Modules training	
18 <sup>th</sup> June - 18 <sup>th</sup> July	One month on research	
23 <sup>rd</sup> July - 23 <sup>rd</sup> September	Internship period	
24 <sup>th</sup> September Submission of internship report and last day for Research Paper submission		

### Fast Track Mode

(To be filled in)

## THE DIPLOMA IN LEGISLATIVE DRAFTING

The Diploma in Legislative Drafting (DLD) first accepted students in September of 2012. This residential course covers 17 modules over the course of six months.

### Course Overview

An important aspect of the DLD is the assessment of student performance during the programme (continuous assessment), rather than testing knowledge and skills at the end of the whole programme. The assessment strategy includes a pre-test or opening essay/exercise, followed by a mid-term assessment either in the form of a test or a project, and concludes with a final exam/project and also a substantial written assignment or dissertation. All assessments, whether tests, essays or projects, will take into account the knowledge and skills that are the teaching goals of the diploma programme, focusing on the skills acquired during the training.

### Modules

MODULES	OBJECTIVES
<b>Module 1</b> <i>Introduction to legislative drafting</i>	This module introduces students to the importance of legislative drafting, the concepts and processes involved, and the main challenges facing drafters generally, and in Rwanda and the East African Community specifically.
<b>Module 2</b> <i>Professional Responsibility</i>	This module gives students an overview of the unique ethical issues that legislative drafters face on a day-to-day basis and provides students with the knowledge and skills to deal with those issues. The module will clarify the role of the drafter as separate from the policymaker and the relationship between these roles, from a point of view of professional responsibility.
<b>Module 3</b> <i>Policy Development and the Problem-Solving Approach</i>	This module provides students with an in-depth understanding of the problem-solving approach to legislative policy development, which involves (1) identifying a social problem, (2) analyzing the causes of the problem, (3) proposing solutions that address these causes, and (4) creating a monitoring and evaluation system for the final policy.
<b>Module 4</b> <i>Research before Drafting</i>	This module provides students with understanding of the resources needed, as well as the skills required, to maximize the use of electronic and other research tools.
<b>Module 5</b> <i>Understanding the Legal Context for New Legislation</i>	This module provides students with an understanding of the context into which legislation will be introduced, including issues relating to hierarchy and types of legislation, legislative processes, and Rwanda's bi-jural (civil and common law systems) and multilingual legal system, as well as the fundamentals of Rwandan law and East African Community law, particularly as they relate to drafting.
<b>Module 6</b> <i>Fundamental Principles of Drafting Legislation</i>	This module provides students with an understanding and application of the fundamental principles and considerations involved in the process and practice of drafting legislation

<p><b>Module 7</b> <i>Efficiency and Use of Technology in Drafting Legislation</i></p>	<p>This module provides students with an understanding of how to use technology more efficiently for legislative drafting, including an introduction to the use of efficient office procedures and practical training in essential computer applications, including the use and development of document templates and databases.</p>
<p><b>Module 8</b> <i>Legislative Style</i></p>	<p>This module provides students with a thorough understanding of the principles and technical aspects of legislative drafting style, with due regard for good practices with respect to clarity, consistency and uniformity in style, terminology, and usage.</p>
<p><b>Module 9</b> <i>Particular Legislative Provisions</i></p>	<p>This module provides students with the knowledge and skills to understand and draft many commonly used types of legislative provisions.</p>
<p><b>Module 10</b> <i>Organization and Structure of Legislation</i></p>	<p>This module provides students with an understanding of the organization and structure of legislation and the practical skills needed to plan a draft and to organize and sequence numerous individual provisions into a coherent and structured draft.</p>
<p><b>Module 11</b> <i>Subsidiary Legislation</i></p>	<p>This module provides students with an understanding of subsidiary legislation and its relationship to principle legislation, as well as the knowledge and skills to draft the main types of subsidiary legislation.</p>
<p><b>Module 12</b> <i>Amendment and Repeal</i></p>	<p>This module provides students with an understanding of the principles of amendment and repeal of legislation, including terminology, categories of amendments (including constitutional amendments), as well as the practical methods, techniques, and skills needed to draft amendatory or repealing language.</p>
<p><b>Module 13</b> <i>Statutory Interpretation</i></p>	<p>This module provides students with an understanding of general principles, methods, and rules of statutory interpretation in civil law and common law jurisdictions and interpretation issues facing Rwanda (which has neither an Interpretation Act nor a history of formal court interpretation of laws).</p>
<p><b>Module 14</b> <i>International Instruments</i></p>	<p>This module provides students with a thorough understanding of international instruments, including the different types of instruments, terminology, and processes, as well as obligations, implications, and considerations that must be taken into account when drafting legislation in a national or international setting (including within the Commonwealth of Nations and the East African Community).</p>
<p><b>Module 15</b> <i>Principles of Good Governance</i></p>	<p>This module provides students with an understanding of principles of good governance, including the value of public participation in the legislative and policymaking processes, as well as the practical skills needed to implement those principles.</p>
<p><b>Module 16</b> <i>Matters of Translation</i></p>	<p>This module will introduce students to the many challenges they will face and issues that will arise while working in a multilingual legal environment.</p>
<p><b>Module 17</b> <i>Training in Substantive Law Subject Areas</i></p>	<p>This module (or modules, if appropriate) will provide students with more specialized and in-depth training in specific legal topics, which have been identified by the relevant governmental institutions (e.g., Parliament, Ministry of Justice, etc.) as areas of need.</p>

## CONTINUING LEGAL EDUCATION

The Institute offers Continuing Legal Education (CLE) courses to judges, prosecutors, and lawyers. It also organises tailor-made short course for public officers and other similar candidates. These courses serve to improve administrative capacity within the justice sector and bolster law enforcement, ultimately benefiting the country as a whole. ILPD aims to improve understanding of the law and the efficiency of CLE participants in the performance of their duties.

### List of Short Courses

#### 1. ADMINISTRATIVE LAW

##### Objective

The purpose of this course is to provide a basic administrative law primer for district and sector executives.

##### Learning Outcomes

By the end of this course, the participants should be able to:

- Define administrative law, identify sources of administrative law, and differentiate between administrative law and other branches of law ;
- Discuss specific entities within Rwanda's administrative hierarchy, concepts of administrative organization, techniques of receiving power, and types of control;
- Identify and use legal and non-legal instruments of the administration;
- Identify the legal regime, public domain, and civil servants;
- Clarify and apply administrative norms;
- Discuss the use and enforcement of administrative norms;
- Analyse the means of protecting citizens against administrative abuses.

**Duration of the course:** 10 days

**Cost:** 529,630 RWF

**Beneficiaries:** District and sector executive secretaries; public civil servants.

#### 2. BAILIFFS AND AUCTIONEERS

##### Objective

The purpose of this course is to provide professional bailiffs with the basic knowledge, skills, and attitudes necessary to carry out their duties in an appropriate manner.

##### Learning Outcomes

By the end of the course, students will be equipped with an understanding of:

- The legislation concerning bailiffs in Rwanda;
- The duties and specific tasks of bailiffs;
- The judgment enforcement procedure and other enforceable titles;
- The law of seizures and auction of seized property;
- The ethical principles relating to bailiffs and their duties;
- The role of bailiffs in regional and international contexts.

**Duration of the Course:** 20 credits equivalent to 200 hours

**Cost:** 794445.

**Beneficiaries:** Those who hold a Bachelor's Degree in Law

### 3. INTERVIEWING TECHNIQUES

#### Objective

Trainees in this course will master the skills necessary to interview a witness or client effectively, efficiently, and comfortably. Interviewers will be able to identify the key legal issues at stake, and they will be able to use appropriate questioning and listening skills to gather relevant information. Candidates for credit in this course will then be able to provide robust legal advice when appropriate or to make decisions on the admissibility and quality of evidence.

#### Learning Outcomes

By the end of the course, students will be able to:

- Plan an interview;
- Establish rapport with a client or witness and put them at ease in order to proceed with effective questioning;
- Appropriately handle client care issues and fees;
- Understand the theory of witness interviewing, including the theory of questioning and active listening techniques;
- Demonstrate the ability to interview a client, witness, or the accused using said questioning and listening techniques;
- Identify the legal issues raised by the witness and any requirement for further evidence;
- Identify the client's goals, and the law and facts relevant to reaching them;
- Formulate post interview plan with a client to achieve the client's goals;
- Use knowledge of civil and criminal proceedings to give clients appropriate legal advice based on a reasoned approach to the law and evidence;
- Familiarize clients with the procedure of the upcoming hearing;
- Test and explore the evidence by questioning witnesses or by drafting questions for the judge to consider putting toward the witness;
- Manage a case effectively and efficiently including keeping proper case notes, case files, etc.

**Duration of the Course:** Nine days

**Cost:** 476, 667 RWF

**Beneficiaries:** Judges, lawyers, prosecutors, and judicial police (National police-Ombudsman)

### 4. PLEADING TECHNIQUES

#### Objective

Students of this course will be equipped with the knowledge to identify the key legal issues of the case, to research the appropriate statutes and procedures relevant to these issues, and to present a persuasive and coherent argument in court.

### **Learning Outcomes**

At the end of this module students will be able to:

- Analyse evidence in a case;
- Identify the legal issues in the case;
- Research relevant law and procedure;
- Give practical and appropriate advice to a client;
- Prepare a well-structured, persuasive plea to the court;
- Demonstrate advocacy skills in practical courtroom simulations.

**Duration of the Course:** Five days

**Cost:** 264,815 RWF

**Beneficiaries:** Advocates, prosecutors

## **5. TECHNIQUES OF NEGOTIATION**

### **Objective**

Students taking this course will be able to recognize different types of negotiation. They will also be able to analyse and employ mediation and arbitration appropriately to meet the needs of a client.

### **Learning Outcomes**

By the end of this course, students will be able to:

- Analyse the interests of the parties to a negotiation;
- Plan a negotiation;
- Select the appropriate negotiation technique from among the following:
  - Spiralling agreements
  - Changing of position
  - Gathering information
  - 'Making the cake bigger'
  - Commitments;
- Understand how to be sensitive and quick to adapt to changing situations while not losing sight of the overall objective of the negotiation.

**Duration of the course:** Nine days

**Cost:** 476, 667 RWF

**Beneficiaries:** Advocates, Legal Advisors in Public Institutions, Directors of Private Companies and Company Secretaries

## **6. JUDGING**

### **Objective**

This course aims to equip trainees with legal research skills, as well as drafting skills for different languages and jurisdictions.

### **Learning Outcomes**

At the end of this module, students will be able to:

- Understand the craft of judging;
- Explain the rules of natural justice and how they might be considered in proceedings;
- Describe the importance of judicial independence and reflect on its implications in practice;
- Demonstrate the ability to research, analyse, and interpret sources of law and legal commentary;
- Demonstrate sound legal reasoning skills;
- Describe the components of a judgment;
- Draft a judgment in different languages;
- Draft special judgments;
- Draft dissenting judgments.

**Duration of the course:** Nine days

**Cost:** 476,667 RWF

**Beneficiary:** Judges

## 7. PROFESSIONAL PRACTICE FOR JUDGES

### Objective

The aims of this course are to help trainees establish a working knowledge of court management and judicial leadership. Trainees will demonstrate the knowledge and skills required to be an effective and efficient judge, including evaluating evidence, reasoned decision making, and impartiality in proceedings. Trainees will also gain a comprehensive understanding of civil, criminal, and commercial practice.

### Learning Outcomes

At the end of this module, students will be able to:

- Understand the theory and practice of judicial work;
- Demonstrate a working knowledge of court management, including case management, ICT, and management of staff;
- Explain the principles of judicial ethics and their application in the courtroom;
- Demonstrate a working knowledge of civil, commercial, and criminal procedure;
- Conduct proceedings with authority, courtesy, and fairness in accordance with the law;
- Describe gender-sensitive procedures and the reasoning behind them;
- Describe appropriate procedure for minors;
- Listen to and evaluate written and oral evidence, including witness responses;
- Understand the procedure and practice involved in the examination of a witness under common law;
- Make reasoned decisions based on the evidence;
- Explain the function of the Supreme Court in the supervision of the lower courts, as well as its leadership function in terms of staff teamwork, work allocation, and best practice in legal proceedings.

**Duration of the course:** Nine days

**Cost:** 476,667 RWF

**Beneficiary:** Judges

## 8. PROFESSIONAL PRACTICE FOR PROSECUTORS

### Objective



Trainees who complete this course will be able to demonstrate the knowledge and skills required to be an effective and efficient prosecutor, including working in partnership with the police, investigative skills, evaluating evidence, reasoned decision-making, and impartiality in proceedings. Students will gain a comprehensive understanding of criminal procedure, and they will become familiar with key offences.

### **Learning Outcomes**

By the end of the course, students will be able to:

- Understand the theory and practice of prosecution work;
- Demonstrate the ability to evaluate evidence;
- Demonstrate the ability to conduct investigative work, in partnership with the police service where appropriate;
- Explain the implications of gender issues in prosecutorial work;
- Make reasoned decisions in respect to the merit of cases presented to the prosecution service and the likelihood of achieving a conviction;
- Explain the ethical principles of prosecutorial work and how they apply in practice;
- Demonstrate a working knowledge of criminal procedure;
- Explain the key features of some offences, e.g. financial crimes, terrorism, and domestic violence;
- Understand the procedure and practice involved in the examination of a witness under common law;
- Prepare a case for trial effectively and efficiently;
- Manage workload effectively, including in situations requiring teamwork and delegating to complete a task.

**Duration of the course:** Nine days.

**Cost:** 476,667 RWF

**Beneficiaries:** Prosecutors and assistant prosecutors

## **9. PROFESSIONAL PRACTICE FOR LAWYERS**

### **Objective**

Students in this course will be able to demonstrate the knowledge and skills required to be an effective and efficient lawyer, including taking instruction effectively, offering robust advice, evaluating evidence, and making decisions reasonably. Students will gain a comprehensive understanding of the practice of civil, commercial, and criminal procedure, especially in the context of key offences.

### **Learning Outcomes**

By the end of the course, students will be able to:

- Understand the theory and practice of criminal defence work, as well as commercial and civil law and procedure;
- Demonstrate the capacity to establish a rapport with a client;
- Show appropriate responses to client care issues and fees;
- Take witness evidence effectively using appropriate questioning and listening techniques;
- Explain the implications of gender issues in legal practice;
- Demonstrate the ability to evaluate evidence, including identifying the requirement for further evidence and examining weaknesses in the client's case;

- Give robust advice on law and procedure, especially by providing a strategic approach to achieving the client's goals, including reference to costs and alternative means of resolving a case;
- Explain how ethical principles of legal work apply in practice;
- Explain the key features of some offences, e.g. financial crimes, terrorism, and domestic violence;
- Prepare a case for trial effectively and efficiently;
- Demonstrate effective advocacy skills;
- Understand the procedure and practice involved in the examination of a witness under common law;
- Manage work-load effectively, especially where teamwork and delegation are required to complete a task.

**Duration of the Course:** 10 days

**Cost:** 529,630 RWF

**Beneficiary:** Lawyers

## 10. ALTERNATIVE DISPUTE RESOLUTION.

### Objective

The purpose of this course is to clarify the roles of mediation and arbitration in dispute resolution, and to examine under which conditions these techniques would be in the best interest of the client.

### Learning Outcomes

By the end of the course, students will be able to:

- Describe the principles involved in alternative dispute resolution;
- Determine when alternative dispute resolution might be advised in a given case;
- Identify the strength and weaknesses of a position or a client's position;
- Determine the desired outcome of negotiation;
- Determine what can be conceded during negotiation;
- Advise a client on the process and likely outcome of negotiations, and advise accordingly;
- Explain the implications of gender issues in negotiations;
- Consider issues of professional ethics in relation to negotiation;
- Understand the meaning and conduct of mediation (assisted negotiation);
- Understand the basis, nature, and mechanics of arbitration proceedings;
- Master the basics of international arbitration.

**Duration of the course:** Five days

**Cost:** 317,778 RWF

**Beneficiaries:** Judges, advocates, legal advisors in public institutions, directors of private companies, company secretaries, and the office of the ombudsman.

## 11. GENDER-BASED VIOLENCE

### Objective

Participants in this course will increase their knowledge and understanding of gender and gender-based violence.

### Learning Outcomes

By the end of the course, students will be able to:

- Understand what is meant by the term ‘gender’ and how it affects daily interactions;
- Define gender-based violence and explain its causes, manifestations, and implications;
- Understand and implement applicable legislation regarding gender-based violence;
- Understand how this issue is addressed in general in Rwanda.

**Duration of the Course:** Five days.

**Cost:** 264,815 RWF

**Beneficiaries:** Judges, prosecutors, judicial police officers

## 12. PRINCIPALS OF FORENSIC DNA FOR OFFICERS OF THE COURT

### Objective

The purpose of this course is to provide trainees with a comprehensive understanding of DNA technology, DNA evidence, and how DNA data affects investigations and courtroom proceedings.

### Learning Outcomes

- Understand terminology associated with forensic DNA technologies;
- Identify technical issues associated with DNA analysis;
- Interpret DNA reports;
- Understand the basic elements contained in forensic DNA laboratory reports;
- Understand special considerations affecting the interpretation of DNA evidence.;
- Understand how a suspect's DNA is obtained;
- Recognize key legal issues surrounding the collection of DNA evidence;
- Understand discovery issues involved with DNA evidence;
- Recognize issues important to defendants in criminal cases with potential DNA evidence;
- Prepare direct-examination and cross-examination questions for experts;
- Properly characterize DNA evidence throughout the trial;
- Examine new forensic DNA technologies that are being developed.

**Duration of the course:** Five days

**Cost:** 264,815 RWF

**Beneficiaries:** Judges, prosecutors, judicial police

## 13. INTERNATIONAL ECONOMIC CRIMES.

### Objective

This course will provide participants with the basic knowledge and skills necessary to identify and combat a wide range of fraud and financial schemes.

### Learning Outcomes

By the end of the course, students will be able to:

- Understand economic crime and the latest trends and challenges confronting law enforcement agencies in the current operating environment.

**Duration of the course:** Three days

**Cost:** 158,889 RWF

**Beneficiaries:** Prosecutors, judges, and judicial police

## 14. ANTI-MONEY LAUNDERING

### **Objective**

The purpose of this course is to provide candidates with the knowledge and technical skills needed to combat money laundering and other similar financial crimes.

### **Learning Outcomes**

By the end of the course, students will be able to:

- Understand the problems of money laundering and terrorist financing;
- Know and understand the applicable legislation in Rwanda;
- Describe how the problem of money laundering and terrorism financing is addressed in Rwanda.
- Describe process of money laundering.

**Duration of the course:** Three days

**Cost:** 158,889 RWF

**Beneficiaries:** Judges, prosecutors, judicial police officers, and financial institutions

## **15. INITIAL TRAINING FOR JUDGES.**

### **Objective**

The purpose of this course is to familiarize trainees with general procedural law and to provide a clear understanding of legal practice. Students will also develop their capacity to solve issues of law and draft good judgments in context.

### **Learning Outcomes**

At the end of this course, trainees will be able to:

- Understand the craft of judging;
- Explain the rules of natural justice and how they might be considered in proceedings;
- Describe the importance of judicial independence and reflect on its implications in practice;
- Demonstrate the ability to research, analyse, and interpret sources of law and legal commentary;
- Demonstrate sound legal reasoning skills;
- Describe the components of a judgment;
- Draft a judgment in different languages;
- Draft special judgments;
- Draft dissenting judgments;
- Understand how general procedural law for both criminal and civil matters is applied throughout the litigation process.

**Duration of the course:** 15 days

**Cost:** 794,445 RWF

**Beneficiary:** Judges

## **16. INITIAL TRAINING FOR PROSECUTORS**

### **Objective**

This course builds the capacity of participants to analyse a case file received from the police and make preparation thereof. Students will also master tasks integral to prosecutorial work, e.g. completing a file, preparing an indictment bill, and presenting files for judgment.

### **Learning Outcomes**

By the end of the course, students will be able to:

- Understand the theory and practice of prosecutorial work;
- Demonstrate the ability to evaluate evidence;
- Demonstrate the ability to conduct investigative work, in partnership with the police service where appropriate;
- Explain the implications of gender issues in prosecutorial work;
- Make reasoned decisions in respect of the merit of cases presented to the prosecution service;
- Explain the ethical principles of prosecutorial work and how they apply in practice;
- Demonstrate a good working knowledge of criminal procedure;
- Explain the key features of some offences, e.g. financial crimes, terrorism, and domestic violence;
- Understand the procedure and practice involved in the examination of a witness under common law;
- Prepare a case for trial effectively and efficiently;
- Manage workload effectively, especially in situations where teamwork and delegation are necessary to complete a task.

**Duration of the course:** 10 days

**Cost:** 529,630 RWF

**Beneficiary:** Prosecutors

## **17. CHILD SEXUAL ASSAULT**

### **Objective**

Participants in this course gain technical competence on what is sufficient and necessary proof of Child Sexual Assault (CSA). They will also learn how to effectively and properly interact with child victims of sexual assault.

### **Learning Outcomes**

By the end of the course, students will be able to:

- Understand the value of circumstantial evidence in CSA cases and use it effectively to build a case;
- Understand the role of medical evidence in CSA cases.
- Properly accommodate a victim of CSA;
- Examine how the process of victimization and child development can affect a child victim's disclosure of sexual abuse and understand how to give proper consideration to these factors in the fact-finding process;
- Appropriately and effectively question CSA victims for forensic purposes.

**Duration of the course:** Three days

**Cost:** 158,889 RWF

**Beneficiaries:** Prosecutors, judges, lawyers, and judicial police officers

## 18. INVESTIGATION TECHNIQUES

### Objective

Students in this course will be able to demonstrate the knowledge and skills required to be an effective and efficient investigator.

### Learning Outcomes

By the end of the course, students will be able to:

- Work effectively in partnership with the police;
- Demonstrate investigative skills and techniques;
- Evaluate evidence;
- Make decisions based on deductive reasoning and the material facts obtained through the proper investigative channels;
- Demonstrate transparency and impartiality in proceedings;
- Understand basic criminal procedure, especially in the context of key offences.

**Duration of the course:** Three days

**Cost:** 158,889 RWF

**Beneficiary:** Judicial Police, prosecutors

## 19. MEDIATION AND OTHER ALTERNATIVE METHODS OF DISPUTE RESOLUTION

### Objective

The purpose of this course is to provide participants with skills to effectively apply alternative methods of dispute resolution, with a focus on mediation.

### Learning Outcomes

By the end of the course, students will be able to:

- Understand the role of mediation and its advantages over litigation, arbitration, or unmediated negotiation;
- Prepare mediation materials and objectives;
- Apply mediation techniques in matters pertaining to business, government, and family life;
- Understand the disadvantages of mediation and the obstacles to be overcome in any negotiation involving mediation.

**Duration of the Course:** Five days

**Cost:** 264,815 RWF

**Beneficiaries:** Judges, advocates, legal advisors in public institutions, directors of private companies, and company secretaries

## 20. VICTIM AND WITNESS PROTECTION

### Objective

This course equips participants with the knowledge and skills necessary to undertake witness protection operations in an effective, efficient, and sensitive manner.

### Learning Outcomes

By the end of the course, students will be able to:

- Understand the legal framework of witness protection and the implications of witness consent;
- Manage human and financial resources in witness protection situations;
- Recognize types and categories of witnesses and testimonies, as well as the rights and obligations of these witnesses;
- Identify measures for the protection of witnesses;
- Understand security issues and cultural issues in protecting witnesses and victims.

**Duration of the course:** Three days

**Cost:** 158,889RWF

**Beneficiaries:** Prosecutors, judges, police officers, and other associated staff

## 21. NEGOTIATION, DRAFTING, AND MANAGEMENT OF CONTRACTS

### Objective

Students in this course become fluent in the legal language of contracts and develop practical skills related to their analysis, drafting, negotiation, and management.

### Learning Outcomes

By the end of the course, the delegate should be able to:

- Understand and advise with confidence on joint venture agreements;
- Apply the principles of negotiation to joint venture agreements;
- Understand and advise with confidence on a Power Purchase Agreement and similar supply contracts;
- Recognise the importance of risk allocation and apply relevant principles to project financing and development;
- Understand the principles of arbitration and draft arbitration submissions;
- Prepare and submit a challenge to the jurisdiction of the arbitral tribunal.

**Duration of the course :** 10 days

**Cost:** 529,630 RWF

**Beneficiary:** Legal advisors, legal drafters, and lawyers

## 22. INTERNATIONAL ECONOMIC LAW WITH A FOCUS ON REGIONAL ECONOMIC INTEGRATION/EAC

### Objective

The main objective of this training is to acquaint trainees with a broad array of concepts and issues related to international economic law.

### Learning outcomes

At the end of the course trainees will be able:

- Explain the concept of international economic law;
- Describe the evolution of international economic law;
- Understand the role of international economic law in national economies;
- Understand the role of international economic law in regional economic integration (specifically within the East African Community);
- Compare and contrast international economic law with international business law;

- Negotiate and draft international economic agreements;
- Determine the impact of technical barriers to trade / sanitary and phytosanitary (TBT/SPS);
- Explain and apply rules of origin;
- Determine the practical application of intellectual property right law in a regional context;
- Describe the law of services trade under the World Trade Organization and the EAC;
- Compare different trade regimes in similar products;
- Harmonize the fragmented agreements relating to regional trading agreements (RTAs) such as the EAC and COMESA, with special attention to the EAC Customs Union and Common Market Protocols.

**Duration of the course:** 10 days

**Cost:** 529,630 RWF

**Beneficiaries :** Holders of Bachelor’s Degrees in Law or other related fields

### 23. INTERNET LEGAL RESEARCH

#### Objective

The purpose of this module is to provide a basic understanding of the internet as it relates to research, legislation, case law, and secondary law materials.

#### Learning Outcomes

Having successfully completed the course, students should be able to:

- Perform internet legal research successfully;
- Employ different internet search tools and methodologies;
- Navigate specialized legal databases;
- Understand the ethical principles underlying the collection of internet data.

**Duration of the Course:** 10 days

**Cost:**529,630 RWF

**Beneficiaries:** Lawyers, judges, prosecutors, and public legal advisors

### 24. CYBERCRIMES

#### Objective

Participants in this course will become acquainted with the emerging phenomenon of cybercrime. They will examine the causes, manifestations, preventative measures, and specialized techniques related to this field.

#### Learning Outcomes

By the end of the course, students will be able to:

- Define cybercrime, describe its various categories, and recognize their characteristics;
- Understand the history of cybercrime;
- Conduct Electronic Crime Scene Investigation (ECSI);
- Understand the various approaches to fighting cybercrimes;
- Implement methods to prevent further cybercrime.

**Duration of the course:** Three days

**Cost:** 158,889 RWF

**Beneficiaries:** Prosecutors, judges, and judicial police



## 25. HUMAN RIGHTS AND JUVENILE JUSTICE

### Objective

This course equips participants with the tools necessary to understand the larger context of human rights. Students will also gain practical skills in order to implement human rights legislation successfully and guarantee justice for the general population.

### Learning Outcomes

Students who complete this course will:

- Have a better knowledge of and hence a better enforcement of human rights in the administration of justice;
- Acquire a good theoretical but also practical command of the various international human rights instruments through exchanges of practical experiences between various actors;
- Implement the principals provided in these instruments to the daily administration of justice;
- Guarantee a fair trial in all trial circumstances.

**Duration of the course:** Four days

**Cost:** 211,852 RWF

**Beneficiaries:** Judges, judicial police officers, lawyers, and prosecutors

## 26. GOOD GOVERNANCE, CORRUPTION, AND MONEY LAUNDERING

### Objective

The objective of the course is to help participants understand the interrelated notions of good governance and corruption. Students will understand the laws relating to these notions and apply them in practice, while developing skills relevant to the investigation of corruption and money laundering.

### Learning Outcomes

By the end of the course, trainees should be able to:

- Understand the notion of good governance;
- Identify and understand the indicators of good governance;
- Understand the existing legal framework necessary to ensure good governance at national, regional, and international levels;
- Understand the notion of corruption and its predicate offenses;
- Apply relevant laws against corruption to effectively curb it;
- Investigate offenses relating to corruption and money laundering.

**Duration of the course:** Five days

**Cost:** 264,815 RWF

**Beneficiaries:** Public prosecution, police officers, and office of the ombudsman

## 27. COMMERCIAL LAW COURSES

- Company Law

Duration of the course: One week

Cost:264,815 RWF

Beneficiary: Private Sector

- **Secured Transactions**

Duration of the course : Five days

Cost: 264,815 RWF

Beneficiary: Private Sector

- **Labor Law**

Duration of the course: Five days

Cost: 264,815 RWF

Beneficiary: Private Sector

- **Intellectual Property Law**

Duration of the course: Five days

Cost: 264,815 RWF

Beneficiaries: Judicial police, prosecutors, judges, and private sector

- **Commercial Dispute Resolution**

Duration of the course: Five days

Cost:264,815 RWF

Beneficiary: Private Sector.

- **Contract Law, Banking, and Financial law**

Duration of the course: Five days

Cost: 264,815 RWF

Beneficiary: Private Sector.

- **Rwanda Business Law**

Duration of the course: 10 days

Cost:529,630 RWF

Beneficiary: Private Sector.

- **Taxation Law**

Duration of the course: Five days

Cost: 264, 815 RWF

Beneficiary: RRA,and private sector

**28. Other Available Courses:**

- Rule and procedures of courts
- The East African Court of Justice (EACJ)
- The International Court of Justice(ICJ)

(BACK COVER)

**TEN REASONS TO STUDY AT ILPD:**

1. ILPD is Rwanda's first and only legal practice institute running courses in fundamental legal skills, with its Diploma in Legal Practice soon to be compulsory for legal practice in Rwanda.
2. It is "IHURIRO" - the market place of the Rwandan justice system where lawyers, judges and prosecutors learn together and from each other.
3. The postgraduate Diploma in Legal Practice (DLP) is an essential course for professional legal practice. It offers practical experience and tuition in fundamental legal skills from interviewing, negotiation and pleading to drafting judgments.
4. The Diploma in Legislative Drafting (DLD) equips legislative drafters with crucial skills and experience needed to improve the standard of legislative drafting in Rwanda and other EAC countries.
5. ILPD is unique in the EAC for operating within a combination of civil and common law systems. This enables graduates to improve their marketability in the EAC so they can work anywhere in the region.

6. ILPD is innovative; the new Fast Track Mode will launch in 2013 for experienced judges and prosecutors with a work-based learning format enabling the course to run alongside their professional obligations.
7. The Continuing Legal Education (CLE) courses taught by experienced professionals are short and intensive and focused on areas as diverse and current as International Economic Law, Gender Based Violence and Cyber Crime.
8. Supplementary English courses improve students' written and spoken English to support the teaching of the DLP and DLD courses.
9. Enjoy use of ILPD's excellent facilities; a comprehensive legal library as well as membership of the Legal Libraries Consortium gives our lawyers access to current legal affairs, supported by fantastic IT resources. It also has sports facilities.
10. Graduates of ILPD return to their careers with enhanced skills and valuable experience which informs and improves their future work.