

# INVITATION

## MEMBERSHIP OF TUTOR PANEL

### FOR THE

## ADVANCED DIPLOMA IN LEGISLATIVE

## DRAFTING COURSE

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### **BACKGROUND**

The Honorable Society of King's Inns (“**King's Inns**”) invites submissions from suitably qualified interested parties for inclusion on the tutor panel for the King's Inns Advanced Diploma in Legislative Drafting.

King's Inns intends to appoint a panel of tutors for an initial period of two years, subject to two potential extensions for up to two further years.

King's Inns is an independent educational institution renowned for professional legal education and training. As well as being the School responsible for training of future barristers, the School extends its reach to a diverse community of people, from qualified lawyers to those with non-legal backgrounds, by offering accessible part-time courses in specialist areas of the law.

King's Inns is proud of its culture of educational innovation in terms of the range of courses on offer, course design and delivery methodology. Our diverse teaching panel for each course is drawn from practitioners and others who are experts in the area concerned. Where the nature and method of delivery of a course permits, distance learning using e-learning software is used.

In all it does, King's Inns aims to be effective, dynamic, and modern in practice, while cherishing and integrating many of the traditions from the time of its establishment in the 16th century.

**Closing date for receipt of submissions: 5 p.m. on Monday 24 March 2025.**

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## LEGISLATIVE DRAFTING ADVANCED DIPLOMA

This Advanced Diploma is a part-time programme delivered mainly in person in King's Inns. It offers participants the opportunity to obtain a unique qualification – the King's Inns Advanced Diploma in Legislative Drafting.

This programme is designed to train and educate participants in the theory and practice of legislative drafting.

On successful completion of the programme, the participants will have acquired the knowledge needed to understand and engage with the drafting process.

A key aim is to integrate theory and practice.

The course is suitable for legal practitioners, civil and public servants, consultants, state agency senior officials, regulators, and anyone who requires skills, or who has an interest, in the legislative process in the State.

Delivery is in part-time evening and, possibly, week-end mode through the medium of seminars, workshops and occasional lectures presented by leading experts in the area. The programme runs over several weeks. Classes take place in a small group setting. Exact days and times to be confirmed at a later date, but teaching hours will take place after normal working hours, i.e. during the evenings and possibly on weekends. Some classes are likely to take place via live (synchronous) online delivery, while others will take place in person at King's Inns.

**Course Start Date: Late Spring 2025**

### Course Content

The programme is currently under review. Current modules include:

- What drafters do
- Statutory interpretation and its relevance to drafting
- Key tools for drafters
- Public law considerations in drafting
- Pre-cabinet legislative processes and private members' Bills
- Writing skills
- Legal writing
- Drafting and other relevant skills

Experiential learning forms a significant part of the programme with participants learning reflectively through exercises and individualised feedback. The course is highly interactive and practical nature of the course.

## ASSESSMENT AND ACCREDITATION

This is a professional development course. It is awarded independently by The Honorable Society of King's Inns and delivered by highly experienced practitioners in the field of legislative drafting.

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## WHAT IS REQUIRED OF MEMBERS OF THE TUTOR PANEL?

Owing to the small group method of course delivery, it is essential that all panel member tutors teach in accordance with the requirements, learning outcomes and ethos of the course and act in accordance with instructions from the Course Coordinators, Dean and other King's Inns staff. Panel members are provided with course materials with which they are expected to be thoroughly familiar, and / or to design or update materials for their classes. This requires extensive pre-teaching preparation, which is reflected in the fees for teaching (see below). The teaching rate for sessions taught is designed to reflect the preparation time involved as well as the time spent teaching. When required to teach, panel members will be required to attend pre-tutorial meetings at least 15 minutes before each teaching session.

The services to be provided by tutors' is to deliver and facilitate classroom sessions to the highest possible standard. Tutors must teach in accordance with the requirements, learning outcomes, and ethos of the course. During classes, tutors must engage in teaching in line with the learning outcomes and King's Inns requirements.

### Tutors:

- must be fully prepared for all teaching sessions, which will require preparation in advance of all sessions and updating to their teaching materials; this is reflected in the rate of pay for teaching;
- may be asked to design new course materials. Copyright of such material will belong to/rest with King's Inns;
- may also be required to participate in course review and course design;
- may be asked to design and to mark assessments within stated deadlines and to the required standard; when carrying out marking, tutors will be asked to give detailed individual feedback about examinations, assignments, and homework within stated deadlines and to the required standard;
- Tutoring sessions will be offered to panel members. Where a panel member wishes to accept a particular session or sessions, notification must be communicated without delay, in line with the requirements.
- While there is no obligation regarding availability, once a tutor panel member has committed to deliver a classroom session, or other work, that commitment must be honoured.

### Tutors will:

- be expected to engage constructively with any feedback on their teaching and work from the Course Co-ordinator, students, and colleagues;

- may be required to attend training related to their position. King's Inns pays an allowance for attendance at approved training events;
- attend such meetings as may be required by King's Inns (e.g. markers' meetings, exam board meetings, course review meetings);
- deliver teaching as required in line with the stated learning outcomes for the session;
- conduct themselves in accordance with King's Inns values and policies, including policies on dignity and respect;
- communicate clearly with Coordinators, the Dean and other members of King's Inns staff.

King's Inns reserves the right to engage persons from outside the panel to teach specific sessions. King's Inns reserves the right to engage individuals who are not tutor panel members to teach specific sessions, as it deems appropriate.

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## **WHAT SHOULD SERVICE PROVIDERS EXPECT FROM KING'S INNS?**

Appointment to the panel does not guarantee any minimum number of teaching hours per week, nor does it compel or require panel members to make themselves available to the King's Inns for a fixed number of hours per week. This is of course subject to commitments, once made, being delivered on.

- The fee is €200 per hour for teaching (and takes into account preparatory work done beforehand). Classes normally last for 2 hours (120 minutes).
- Where training is required by King's Inns as part of a tutor panel members' duties, an additional fee will be paid.
- Where panel members are asked to design and / or correct assessments and to give feedback on assessments, a separate fee will be paid.

# SPECIFICATIONS AND CRITERIA

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Respondents should ensure that all relevant information is provided in their submissions. Submissions will be evaluated on against the following criteria, namely the respondent

- has extensive practical legislative drafting experience at all stages of the legislative drafting process;
- has either or both practical experience or academic knowledge of public law and of statutory interpretation;
- has practical experience of the other elements of the course, as set out above.

and in all cases will—

- have the capacity to train others in the knowledge and skills required of a legislative drafter;
- have excellent written and oral communication skills;
- be capable of providing clear constructive feedback on student drafts/work and progress;
- be receptive to feedback and willing to adapt as appropriate;
- be proficient in the independent use of the main IT platforms used by King's Inns (including Microsoft Office, Zoom, online learning databases), with capacity to develop further with training;
- possess strong attention to detail and ability to prioritise work;
- have the ability to work independently and within a team environment.

Desirable qualifications, experience and characteristics:

- extensive practical experience of legislative drafting in either or both the Office of the Parliamentary Counsel to the Government (Office of the Attorney General) and the Office of the Parliamentary Legal Advisers (Houses of the Oireachtas Service). Experience of drafting secondary legislation for a Government Department or any other body in Ireland may also be taken into account.
- be a barrister or solicitor practising in the State within the meaning of s 2(1) of the the Legal Services Regulation Act Experience in delivering in person and online teaching at third level or above.
- Experience of setting and marking assessments at third level or above.

# HOW TO APPLY

- If you wish to be considered for the provision of Tutor Services [Panel], **please submit your response by email to [hr@kingsinns.ie](mailto:hr@kingsinns.ie)**. King's Inns does not accept submissions in any other format.
- Submissions must include the following:
  - how it meets the specifications and criteria set out in this invitation for submissions;
  - qualifications;
  - suitability and relevant experience;
  - CV/biography;
  - setting out why you are interested (no more than 300 words).
- The deadline for the receipt of submissions by King's Inns is **5 p.m. on Monday 24<sup>th</sup> March 2025**.
- King's Inns does not accept late submissions. The time at which King's Inns receives the e-mail is definitive.

## PROCEDURE FOLLOWING SUBMISSION

- Following initial evaluation of submissions, King's Inns may invite respondents to a meeting as part of the process.