



# **TIMETABLE AND STEP BY STEP GUIDE TO BOOKING 2025**

Magistrates' Court  
Qualification (MCQ)

[cardiff.ac.uk/professional-development](https://cardiff.ac.uk/professional-development)

# The Duty Rota

**How the MCQ programme (and entry to the Duty Rota) works. We run multiple rounds of training and assessments each year, and there are two entry points to the Duty Rota - in April and October.**

## How the MCQ programme works

You do not have to complete both MCQ assessments in the same round, but you are free to do so. However, once you have passed one assessment, you must complete the second within 12 months.

## How the Duty Rota works

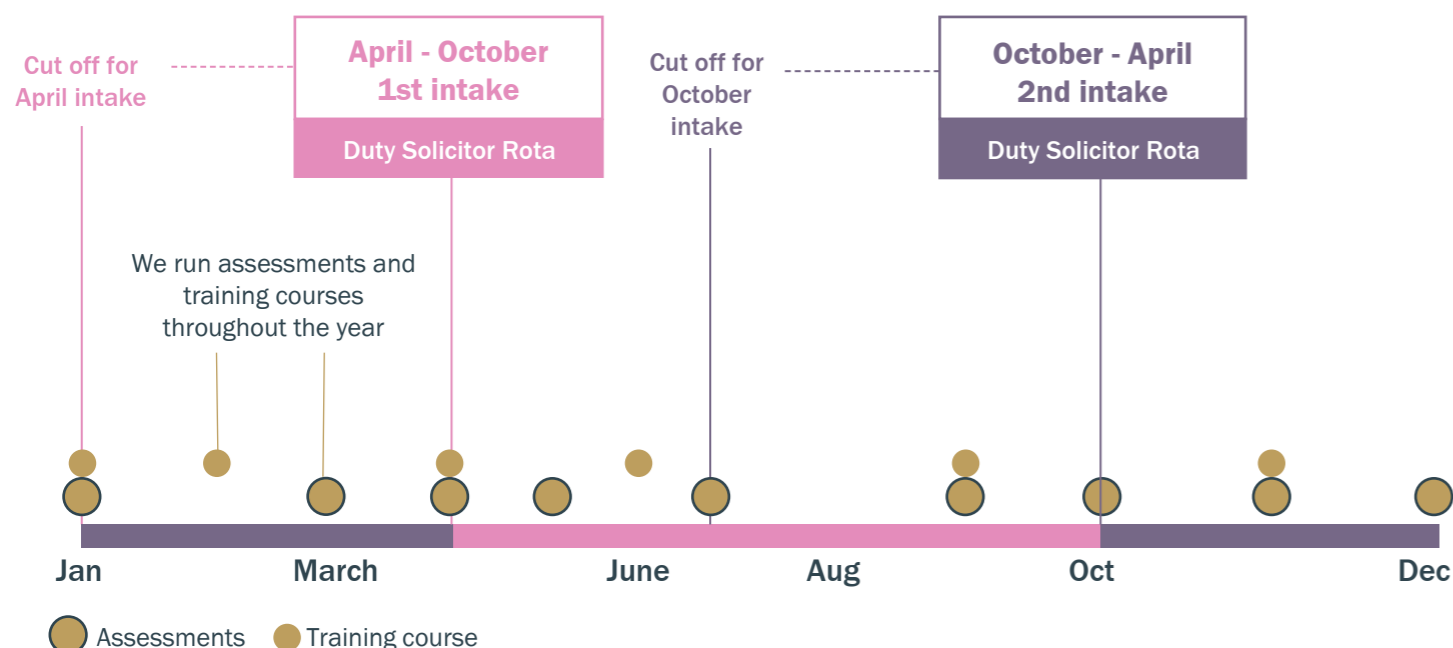
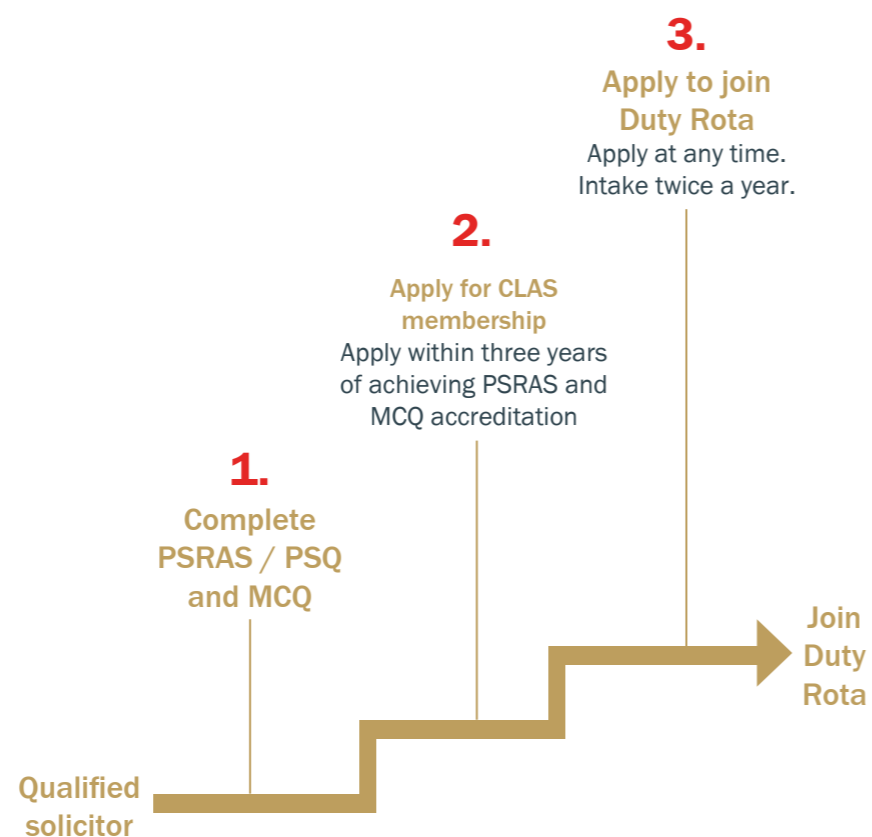
When you have completed both the PSRAS and the MCQ, you can apply to the Law Society for CLAS membership\*.

When you have joined CLAS, you can apply to become a member of a Duty Rota scheme (using a CRM 12 form).

You can do this at any time but there are only two entry points at which a solicitor can be added to the duty solicitor rota each year.

Each rota runs for six months: the first from April to October, and the second from October to April. The cut-off dates for the rotas are usually early January (for the April start) and early July (for the October start).

\*You should allow around four weeks for your application to be processed.



# How to book

**There are two ways you can choose to purchase your MCQ. We have created packages to help you gain accreditation. These include assessments and training courses.**

If you prefer, you can purchase training courses and assessments on a pay-as-you-go basis. Don't forget, when you buy one of our packages, you save money against the cost of purchasing elements individually.

## Packages

Our packages are designed to help you gain MCQ accreditation.

Each package contains both assessments you need to complete, as well as various training courses.

## How to buy a package

1. Go to our website and choose which package you would like to buy.
2. Click on the link to add the package to your shopping basket. This will issue you with a voucher that covers the cost of the various elements in your package.
3. Create an account with us (or log in to your existing account), and pay for your voucher. The easiest and fastest method is to pay by credit card. If you would rather pay by invoice, we will ask for a copy of your purchase order. Your order is not confirmed until this is received and you won't be able to move on to step 4.

4. Once your order is confirmed, you will be able to log into your account at any time to book and manage all your chosen courses and assessments, as well as find useful information.

## Pay as you go

If you prefer, you can buy courses and assessments separately.

Perhaps you have already completed some elements of the MCQ, or you need to retake a particular assessment.

We offer each element of the MCQ on a pay as you go basis (bear in mind you don't receive a discount if you purchase elements separately).

## How to buy a pay as you go item

1. Go to our website and choose which course or assessment you would like to buy.
2. Click on the link to add the item to your shopping basket.
3. Create an account with us (or log in to your existing account), and pay for your order. The easiest and fastest method is to pay by credit card. If you would rather pay by invoice, we will ask for a copy of your purchase order. Your order is not confirmed until this is received and you won't be able to move on to step 4.
4. Once your order is confirmed, you will be able to log into your account at any time to book and manage all your chosen courses and assessments, as well as find useful information.

## Our packages

### All inclusive package

This package includes both assessments that are required to pass the MCQ, as well as two accompanying training courses designed to help you pass the assessments:

- Portfolio Interview and Advocacy Assessment (IAA)
- Portfolio training course IAA training course

### All testing and IAA training course

This package includes both assessments that are required to pass the MCQ, as well as the IAA training course, designed to help you pass that assessment:

- Portfolio Interview and Advocacy Assessment (IAA)
- IAA training course

# Timetable

**Here are the planned dates for assessments and courses in 2025. Please note, this is an indicative timetable and may change. For the most up to date information, please check our website.**

	January	February	March	April	May	June	July	August	September	October	November	December
Portfolio submission	7th	25th		30th	1st	24th			12th		7th	
Portfolio training course		27th					17th				13th	
IAA online	29th	3rd	27th	1st	29th	3rd		4th 6th		9th 13th	27th	2nd
IAA training course	13th		6th		19th		31st		23rd		20th	

# ANY QUESTIONS?

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## How to book

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If you have any questions about how to book,  
please contact:

+44 (0)29 2087 5274  
[train@cardiff.ac.uk](mailto:train@cardiff.ac.uk)

## MCQ questions

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If you have any questions about the scheme,  
please contact:

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