

EXAMINATIONS, EDUCATION AND TRAINING

SYLLABUS AND POLICY STATEMENT:

To assist all members, the Institute's policy statement, including syllabus, is set out hereunder:

SITUATION

Among the principal objects of the Institute are:—

- (a) promotion of the study of practice and law relating to arbitration;
- (b) to provide means for training and testing the qualifications for membership of the Institute; and
- (c) (impliedly) to improve standards.

The Institute's articles of association expressly provide for the Council to conduct examinations to test the qualifications of its members.

The policy statement on grading specifies qualifications and, more particularly, those to be assessed by:—

- (a) examination;
- (b) schools and seminars; and
- (c) interview.

The policy statement expressly charges the Council with the responsibility for preparing and maintaining assessments and examinations.

—SYLLABUS.

- I. Procedures and practice;
 - II. Principles; and
 - III. Law,
- all relating to commercial arbitration and, for example, in respect of the following subjects:—
1. elements of contract law;
 2. the arbitration agreement, notices of dispute and other references to arbitration;
 3. staying court proceedings brought in the face of arbitration;
 4. the preliminary conference;
 5. pleadings;
 6. evidence;
 7. the hearing;
 8. determination of preliminary point of law by the court;
 9. the award;
 10. costs and fees;
 11. setting aside the award and remission of the award; and
 12. enforcement of the award.

—SUGGESTED READING:—

Commercial Arbitration Act, together with any relevant legislation or rules, in your State or Territory;
Institute Practice Notes;
Selective papers from Institute courses and the Journal;
Sharkey & Dorte—Commercial Arbitration; The Law Book Company Limited;
Russell on Arbitration; Ed. 20; Stevens & Sons Limited—The Law Book Company Limited; Paris, Arbitration—Principles and Practice (1983)—Granada Publishing;
Mustill & Boyd—Commercial Arbitration (Butterworths).

—NATIONAL COURSES.

1. The emphasis is on the national aspect of the courses.
2. The general course is not by any means of the introductory level but rather of a standard high enough for those who do not quite qualify for the advanced course.
3. Accordingly Chapters are encouraged to conduct their own introductory courses, seminars etc.
4. The advanced course is sometimes under-estimated. Accordingly those seeking to register for it should first have attended a general course.
5. Being national courses, the general and advanced course have to be approved in advance as to both:—
 - (a) syllabus;
 - (b) proposed speakers,by the Council, Executive Committee or Education Committee.

INSTITUTE EXAMINATIONS

Members are reminded that examinations are conducted once annually for the purpose of examining candidates seeking admission to the Institute's grading lists.

The date of the examination is the *third Monday of February* each year.

The examination is a "closed book" examination i.e. candidates may not take any notes or reference materials into the examination. Upon entering the examination room each candidate will be handed a "clean" copy of the local State/Territory Commercial Arbitration Act or Ordinance for use in the examination.

A pre-requisite for admission to the examination is the completion of both the Institute's General Arbitration and Advanced Arbitration courses.

A list of suggested reading is published by the Institute in each journal issue for the benefit of students. (see above)

Further information and past papers may be obtained from your local Chapter Secretariat or Chief Administrative Officer, The Institute of Arbitrators Australia, 6th Floor, Building B, World Trade Centre, Melbourne, Vic. 3005. Tel. (03) 6143891.