



HOW LTC4 WORKS...

This overview explains how LTC4™ Learning Plans and certification work

What is an LTC4™ Learning Plan?

- LTC4™ Learning Plans can be purchased by any law firm, legal department or law school seeking to improve technology skills
- Each Learning Plan defines a set of required skills against which individuals must be assessed in order to achieve competence

Licensing and Renewal

- Each Learning Plan is licensed on an annual renewal basis.
- The license cost is based on the size of the firm not the number of individuals being trained or certified

Skills and Assessment

- Each Learning Plan includes a list of skills that individuals must be assessed against to demonstrate competence
- At least 85% of the Learning Plan skills listed must be assessed
 1. There is flexibility to reflect your firm's own policies and procedures
 2. Assessment methods may vary (e.g. testing, practical application, knowledge checks) and must be approved by the Certification Pod
- A pre-check of the assessment method by the Certification Pod is included in the purchase

Training Delivery

- Training can be delivered any format that suits your firm, including:
 1. In person sessions
 2. eLearning, video or blended approaches

Individual Certification

- To qualify for certification, each individual person must achieve 80% competence across the required skills to qualify for certification

Submitting Certified Individuals

- The purchasing firm can submit the list of names of successful individuals twice per annum (*once in the case of the new AI competency*)
- This included in the Learning Plan purchase – additional submissions are subject to a small charge

Promoting your Firm's Involvement

- Firms using LTC4™ Learning Plans can state that they are:
“Working with LTC4 for technology competency”
- This applies even if your firm is not seeking formal certification for individuals

No minimum Certification Requirement

- There is no requirement to certify a minimum number of people
- Firms can use LTC4™ purely as a framework to structure and benchmark their technology training, if they wish