



# Entry Course in Arbitration & Alternative Dispute Resolution *Course Application Form*



## About the Course

The Chartered Institute of Arbitrators Kenya Branch in collaboration with the Institute of Engineers of Kenya has organised the above two-day course to be held online on Wednesday 16<sup>th</sup> and Thursday 17<sup>th</sup> February, 2022. This course is designed to give you an understanding of the general principles and practice of arbitration and other forms of Alternative Dispute Resolution (ADR).

## This Course is for you if:

- You wish to learn more about Arbitration and ADR.
- You are considering further study to become a practising Arbitrator, and wish to improve knowledge you have gained at work.
- You wish to join the Institute as and Associate Member

## The Course content

EXAMINABLE	NON-EXAMINABLE
<ul style="list-style-type: none"><li>➤ Appointment, Jurisdiction and Powers of the Arbitrator</li><li>➤ Interlocutory and Preliminary Proceedings</li><li>➤ Submission to the Arbitration and Disclosure of Documents</li><li>➤ Procedures at the Hearing</li><li>➤ Evidence</li><li>➤ Costs and Interest</li><li>➤ Award Writing and Essentials of a Valid Award</li><li>➤ Alternative Dispute Resolution Mechanisms</li><li>➤ The Arbitration Acts 1996 History and Development</li></ul>	<ul style="list-style-type: none"><li>➤ The Arbitration Acts 1995 As amended</li><li>➤ The Arbitration Acts 1997</li><li>➤ UNICITRAL Model Law</li></ul>

Soft copy course notes will be available at least two weeks before the commencement of the course. Only the participants who will have registered and paid the full course Tuition fees will be eligible to access the course notes. Hard copy notes, postage or courier delivery can be requested at an additional cost.

## Course Fees

The special course fee under the collaboration is Kshs 20,000/-. This caters for tuition. The fee can be paid in instalments provided all instalments are paid before the closing date of **Friday 14<sup>th</sup> January, 2022**.

## Programme

- Tutorials - 16<sup>th</sup> & 17<sup>th</sup> February, 2022, from 08.30 to 17.00 hours.
- Examination will be released via link on Wednesday 9<sup>th</sup> March, 2022

## Examination Fees

Learners have the option of taking the Tutorials and attempting the examination either immediately after training or thereafter or at a later available date.

The examination fee is Kshs 12,000/-. The examination fee can also be paid in instalments provided all instalments are paid before the closing date of **Friday 18<sup>th</sup> February, 2022**.

## FREQUENTLY ASKED QUESTIONS

### What will happen at the course?

The course will take the form of a series of virtual lectures and discussions and includes the opportunity for you to take part in identifying issues from a set scenario.

After successful completion of the 2-day course, Assessment is completed through an online multiple-choice test accessed via Learn ADR, CI Arb's online learning platform. Candidates will be given 28 days to complete and submit the assessment. Candidates are required to achieve a minimum overall mark of 55% to pass the course. Successful candidates will be informed immediately on completion and submission of the test.

### There are two other Introduction courses, what is the difference and do I have to attend all three?

Because the use and flexibility of private dispute resolution is growing, the Institute recognises that some students may wish to learn more about Mediation or Construction Adjudication, so we also offer Introduction Courses specifically dealing with these topics.

You are more than welcome to attend more than one Introduction, but you only need to take one test from any one introductory program leading to Associate status.

### Applications

Application forms can be obtained from Chartered Institute of Arbitrators (Kenya Branch) office or from our web site [www.ciarkbkenya.org](http://www.ciarkbkenya.org). Application will be received on a first come first served bases.

***Application forms together with the requisite course fee must be submitted on or before Friday 14<sup>th</sup> January, 2022 to the following address: -***

The Course Administrator  
Chartered Institute of Arbitrators (Kenya Branch)  
Nicholson Drive, Off Ngong Road  
P O Box 50163-00200  
NAIROBI  
E - Mail : [info@ciarkbkenya.org](mailto:info@ciarkbkenya.org)



INTRODUCTION TO ARBITRATION & ADR  
FEBRUARY 16<sup>TH</sup> & 17<sup>TH</sup>, 2022

## REGISTRATION FORM

Please complete all sections in BLOCK CAPITALS and return your completed form to:

CIArb Course Administrator, Chartered Institute of Arbitrators  
Nicholson Court, Nicholson Drive, off Ngong Road  
P.O. Box 50163 – 00200 NAIROBI

- E [info@ciarbkkenya.org](mailto:info@ciarbkkenya.org)
- M +254 (020) 0722 200496/ 0734 652205



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evolving to resolve

Kenya Branch

### PERSONAL DETAILS

Surname:	First Name:
Other Names:	Title:
Profession/Trade	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Date of Birth:</b>	
Address:	
Postcode:	Town : Country:
Physical (Delivery) Address if different from main address (for course materials and results):	
Cell Phone:	Email:
Employer/ Firm/ Organisation	

- Bank Transfer    Deposit / transfer date: ...../...../.....  
 Cheque / Bank Draft

Any costs arising out of unpaid or uncleared cheque will be met by the applicant.

Cancellation charges will STRICTLY apply as follows:

**Notice Prior to commencement of event**

- ≈ Over Three weeks
- ≈ One to two weeks
- ≈ Less than one week

**Cancellation charges**

- Full refund
- 50 % refund
- No refund

Cancellation notice should be sent to the institute by email to [info@ciarbkkenya.org](mailto:info@ciarbkkenya.org) or a hard copy letter dropped off at the Institute. Verbal or other forms of cancellation will not apply. A deduction of 10% of Course fees will be made on all participants wishing to defer their training to the next course provided there are not more than two deferrals and notice to differ is received at least seven days before the date of the 1<sup>st</sup> Tutorial.

If payment is made by bank transfer/ deposit, this should be made payable to **the Chartered Institute of Arbitrators, Commercial Bank of Africa(CBA) , Mama Ngina Branch, Account Number: 6435390017. Or Mpesa Paybill No. 975743 Account No. ECOIEK1**

Signature:

Date:

Receipt No:

Issued documents

Receiving officers Signature: .....