



## FAQ for Applicants 2021 Competition

### 1. Process

**Q. I have applied in this competition but have not received any further contact?**

A. Apart from acknowledging receipt of your application, we will not contact you at this stage unless we identify a problem with your application form or with payment.

**Q. Some of my assessors' addresses have altered, or I have moved since applying. What should I do?**

A. Contact the QCA Secretariat who will make the necessary amendments. Note that no assessors can be added or deleted after the closing date for applications, even if one or more of those originally listed is no longer available.

**Q. When will I hear whether I have been invited for an interview?**

A. Invitations for interview (and letters informing those applicants who are not invited to interview) will be emailed in September.

**Q. If I am not invited to interview when will I receive my feedback?**

A. You should receive your feedback in October.

**Q. When are the interviews and where?**

A. Interviews will be held in Manchester and London from mid-September to mid-October.

**Q. When will the Selection Panel's recommendations be sent to the Lord Chancellor?**

A. They will be submitted in late October.

**Q. When will we hear the results?**

A. We hope the announcement will be before Christmas 2021. Applicants will be emailed in advance of the public announcement

**Q. When will the ceremony take place?**

A: It depends on the availability of the Lord Chancellor and on the Parliamentary authorities making Westminster Hall available. We will notify applicants direct (as well as updating the website) but it is likely to be in February or March 2022

**Q. If I have any questions or require assistance who should I contact?**



A. The QCA Secretariat is always happy to assist. You can either email [applications@qcappointments.org](mailto:applications@qcappointments.org) or telephone 0207 831 0020.

## **2. Service**

**Q. I am unhappy with the service received from QCA staff; how should I raise the matter?**

A. Please refer your concern to the Chief Executive of QCA in the first instance.

## **3. Timing**

**Q. I am very busy (or have been ill). Can I have an extension to submit my application later than 5pm on 31 March 2021?**

A. Unfortunately not. If you cannot meet that deadline then you will have to wait until next year to apply.

**Q. Will there be another competition next year?**

A. The intention is to continue running competitions on an annual basis.

## **4. Fees**

**Q. How are the fees set?**

A. The fees are set by the QCA Directors. All the costs of the selection process have to be met by applicants' fees. There is no subsidy from the professional bodies or from the taxpayer. We try to keep the costs as low as possible, but operating a process as rigorous as the QC appointment process is necessarily expensive. The current fees have not increased for several years.

**Q. Can I pay by Debit / Credit card?**

A. You can pay by debit card. However, QCA does not accept credit card payment.

**Q. How do I make payment?**

A. You can make your initial payment by debit card (our preferred option). In that event, Worldpay will issue a receipt. You may also pay by electronic payment direct to our bank account:

Bank: Royal Bank of Scotland, Child & Co Branch,  
1 Fleet Street, London EC4Y 1BD  
Sort Code: 15-80-00  
Account: Queen's Counsel Appointments  
Account No: 10578135



You must quote your surname and ID number as the reference for your payment. You may wish to ask your bank for confirmation of payment.

If you wish to pay by cheque, please contact the QC Secretariat.

**Q. What are the fees for the 2021 competition?**

A. For the 2021 competition, the application fee is £1,800 (+ VAT). The additional fee payable by those who are appointed is £3,000 (+ VAT). Those applicants with low incomes (gross fees below £60K) are entitled to pay concessionary fees, which are half the standard fees. All those appointed also pay a fee for the issue of Letters Patent (this will be included in the final invoice).

**5. The Form**

**Q. Can I have a PDF copy of the Form?**

A. Yes, but are you sure that is what you require? The online form will assist with the requirement to list assessors for each of your 12 cases using auto-complete functions. If necessary, we can send you a copy of the PDF version of the form but please be aware that it is more difficult to complete. You will receive a PDF version of your application in the email acknowledging your submission.

**Q. Can I have assistance with completing the form as I have a disability ?**

A. Yes, please contact the Secretariat and we will assist.

**Q. I am having issues with the application form not covered by these FAQs. What should I do?**

A. Contact the QC Secretariat on 0207 831 0020 or email [applications@qcappointments.org](mailto:applications@qcappointments.org)

**Q. I am unsure concerning a number of issues posed by the application form.**

A. Refer to the Guidance for Applicants and if you still need help please contact the QCA on 0207 831 0020 or email [applications@qcappointments.org](mailto:applications@qcappointments.org) and we will be happy to assist.