

# COSTSMaster TRAINING QUESTIONNAIRE

Name .....

Company.....

What Costs Drafting experience do you have?

- None: Only started within the last month
- Trainee: Some experience of basic bills
- Moderate: Experience of all common bills (3 column/6column/CLAIM1)
- Experienced: Detailed knowledge of all bill formats

What Computer experience do you have?

- None: How do I turn it on?!
- Beginner: Can achieve limited specific tasks (i.e. email, letter writing etc)
- Intermediate: Confident in everyday computer tasks/programmes and/or keyboard skills.
- Experienced: Have a considerable number of years experience with computers and is confident in their ability to learn by exploring.

What is your knowledge of CostsMaster?

- None: Never looked at it before.
- Beginner: Have looked at it but not prepared a bill.
- Intermediate: Have prepared basic bill(s).
- Advanced: Have been using it to prepare various types of bills for some time.

Please indicate your knowledge of the following CostsMaster features.  
(If features do not apply to the work you do please tick "not interested")

	Not interested	None	Some	Very familiar
Enhancement				
Rates/fee earners/categories				
Success Fees				
Autocomplete				
Abbreviations				
Keyboard shortcuts				
Presets/export options/phrases				
Undelete/backups				
Copy/move/merge				

Which type of bills do you have experience in preparing? (Please indicate all that apply)

Inter Partes; Legal Aid only; Inter Partes/Legal Aid; CLAIM1; Points of dispute/replies

Which areas of law do you prepare bills in relation to? (Please indicate all that apply)

Civil; Family; Criminal, Court of Protection; Solicitor/own client; arbitrations; House of Lords; Admiralty; Other (please specify)