



## Trainee SP Pathway

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This will only be needed for those that are completing their SP concurrently or after the CL qualification.

**Name:**

**Student Number:**

**Date Completed:**

	Competency	Practice Areas of work	Outcome	Year of SP	Key date to achieve cluster at each level
<b>Cluster:</b>	<b>Practical Application of the law and Legal Practice (PA)</b>				
	Identify and apply the relevant law to the matter.				1
					2
					3
	Identify and apply relevant legal procedure to a matter.				1
					2
					3
	Draft process documents				1

					2	
					3	
	Identify and deal with the issues arising in a matter.				1	
					2	
					3	
	Undertake legal research				1	
					2	
					3	
<b>Cluster:</b>	<b>Communication skills</b>					
	Seek appropriate information through communication.				1	
					2	
					3	
	Represent a client / user through effective communication and other skills.				1	
					2	
					3	
	Negotiate or mediate solutions to client matter				1	
					2	
					3	
	Address all issues in communication.				1	
					2	
					3	
<b>Cluster:</b>	<b>Client relations</b>					
	Take accurate instructions relating to a legal matter from clients or service users.				1	
					2	
					3	
	Identify and understand a client's or service user's position.				1	
					2	
					3	
	Evaluate the risks, costs and benefits of alternative courses of action.				1	
					2	
					3	
	Provide clear legal advice to clients or service users.				1	
					2	
					3	
	Take action to deal with instructions received.				1	
					2	
					3	
<b>Cluster:</b>	<b>Management of workload</b>					
	Manage a client's or service user's				1	

	expectations.				2	
					3	
	Plan workloads to deliver a professional legal service to clients or service users.				1	
					2	
					3	
	Manage workloads and progress matters				1	
					2	
					3	
	Apply understanding, critical thinking and analysis to solve problems				1	
					2	
					3	
	Maintain files and accurate records in accordance with procedures.				1	
					2	
					3	
<b>Cluster:</b>	<b>Business Awareness</b>					
	Demonstrate an understanding of the business environment of a legal practice or organisation.				1	
					2	
					3	
	Evaluate the risks, costs and benefits of alternative courses of action to the business.				1	
					2	
					3	
	Apply the rules of professional conduct appropriately to relevant situations				1	
					2	
					3	
	Provide appropriate information to clients and service users.				1	
					2	
					3	
	Understand the need to avoid discrimination and promote equality and diversity				1	
					2	
					3	
<b>Cluster:</b>	<b>Self-awareness and development</b>					
	Evaluate your professional skills and legal knowledge.				1	
					2	
					3	
	Understand the limitations of your professional skills and knowledge.				1	
					2	
					3	
<b>Cluster:</b>	<b>Working with others</b>					
	Establish effective working relationships with others involved in a legal matter.				1	
					2	

					3	
	Demonstrate ability to select and provide appropriate information to others as required by the law.				1	
					2	
					3	