****

|  |
| --- |
| **Paralegal Membership Application Form**  **Experience Assessment Route** |

|  |  |
| --- | --- |
| Applicant’s name |  |
| Place of employment |  |
| Area of legal practice |  |
| Date legal work commenced |  |
| Preferred email address |  |
| Preferred contact number |  |
| Legal qualifications studied/held |  |
| Name and email address of where the invoice should be sent (if different to above) |  |

|  |
| --- |
| **Duty 1** |
| **Your Conduct** |
| In this section you will provide evidence of giving high standards of client care, acting in the client’s best interests and upholding ethical and professional conduct. |

|  |
| --- |
| **Question** |
| Question 1.1  Describe your understanding of the **CILEx Regulation Code of Conduct 2019** and how it impacts your delivery of legal services. |
| Answer  **CHECK YOU HAVE:**   * Explained your understanding of the CILEx code of conduct * Explained how the CILEx code of conduct has impacted your delivery of legal services * Given a specific relevant principle from the CILEx Code of Conduct and explained it relevance to service delivery. |
| Question 1.2  Describe an ethical issue you have encountered while representing a client’s interests and explain how you managed the issue to show your commitment to upholding professional conduct and ethical principles. Please ensure you **reference the appropriate code** **of conduct** within your answer. |
| Answer  **CHECK YOU HAVE:**   * Given an example of an ethical issue you have encountered * Explained how you managed the ethical issue * Referenced the relevant principle from the CILEX Code of Conduct relevant to the example used. |

|  |
| --- |
| **Duty 2** |
| **Performing Routine Tasks** |
| In this section you will provide evidence of supporting others to complete routine tasks includinglegal research and analysis using a range of resources, presenting information clearly and with a proposed solution/recommendation. |

|  |
| --- |
| Question 2.1  With a specific example, explain your method for conducting legal research, showing an awareness of the:   * objective of the research * approach to the research and reliability of sources used * analysis of your research, including conclusion, opinion or recommendation. * how you communicated your findings. |
| Answer  **CHECK YOU HAVE:**   * Given an example of legal research you have conducted * Explained the objective of the research * Described your approach to the research and the reliability of sources used * Given an analysis of your research, including conclusion, opinion or recommendation * Explained how you communicated your findings |
| Question 2.2  Give an example of a routine task where you supported your team, or another legal professional, explaining how your contribution helped to progress and/or manage the matter, resulting in a positive outcome. |
| Answer  **CHECK YOU HAVE:**   * Given an example where your contribution has helped to progress and/or manage the matter * Explained how your contribution assisted the outcome. |
| Question 2.3  Give an example of a time when you responded to a query relating to a **legal** matter.  Please outline:   * the steps you took to deal with the query * how it was resolved. |
| Answer  **CHECK YOU HAVE:**   * Given a suitable example of responding to a query on a legal matter * Explained the steps taken to deal with the query * Detailed how the query was resolved |

|  |
| --- |
| **Duty 3** |
| **Working with legal documentation** |
| In this section you will provide evidence of identifying, processing and drafting legal documentation using appropriate digital tools. You will demonstrate your understanding of the purpose of the document and any legal or regulatory requirement relevant. You will have confidence in your ability to proofread and use clear and precise language. |

|  |
| --- |
| Question 3.1  Provide **two** examples of working on legal documentation, including producing first drafts, proof-reading, using digital tools and templates and adhering to process.    Your answer must include:   * the purpose of the document being drafted * your consideration of the language used * your use of digital tools/resources * adherence to legal, procedural, regulatory or organisational requirements. |
| Answer  **CHECK YOU HAVE:**   * Given two examples of independently drafted legal documentation * Explained the purpose of the documents * Described why the language used is appropriate for the intended purpose and/or recipient * Explained how you used digital tools/resources to ensure accuracy * Referenced the relevant rule/requirement etc for the legal documents and explained how the documents adhere to the legal, procedural, regulatory or organisational requirements. |
| Question 3.2  Describe a situation where you had to meet a tight deadline for drafting legal documentation, explaining how you approached the task efficiently without compromising on quality to deliver the document on time. |
| Answer  **CHECK YOU HAVE:**   * Described a situation where you met a tight deadline for drafting legal documentation * Explained how you approached the task efficiently, without compromising on quality, to deliver the document on time |
| Question 3.3  Provide an example of where your attention to detail and careful proofreading has ensured the quality of a legal document. |
| Answer  **CHECK YOU HAVE:**   * Given an example of when you have critically reviewed your drafting * Explained how the review improved the quality of the document * Explained how you gave consideration to accuracy, appropriate attention to detail and careful proofreading |

|  |
| --- |
| **Duty 4** |
| **Working in a client’s best interests** |
| In this section you will provide evidence of acting in the best interests of the client, such as vulnerable clients, recognising individual risks and needs. You will show your knowledge of the law and your ability to apply this correctly to the client matter. |

|  |
| --- |
| Question 4.1  Give an example of demonstrating your knowledge of the law and how you were able to apply this knowledge correctly in a client matter.    Your answer should outline:   * how you identified the relevant law * how you applied your legal knowledge to the matter, and * the outcome of your application of the law. |
| Answer  **CHECK YOU HAVE:**   * Given a suitable example relating to a client matter * Explained how you identified the relevant law * Detailed how you applied your legal knowledge to the matter * Described the outcome following your application of the law and how this was recorded/relayed. |
| Question 4.2  With reference to **Principle 5** of the **CILEx Regulation Code of Conduct 2019**, can you explain what it means to act in the best interests of the client and give an example of when you have acted in a client’s best interests. |
| Answer  **CHECK YOU HAVE:**   * Explained your understanding of Principle 5 of the CILEX Regulation Code of Conduct * Described what it means to act in the best interests of the client * Provided an example of when you have acted in a client’s best interests |
| Question 4.3  Provide an example demonstrating your ability to ensure your client’s needs are met.  You should outline:   * how you checked your understanding to ensure you had a clear picture of the client's needs or objectives * what steps you took to progress the matter in accordance with your client's instructions. |
| Answer  **CHECK YOU HAVE:**   * Provided a suitable example of ensuring a client’s needs are met * Explained how you checked your understanding to ensure you had a clear picture of the client's needs or objectives * Confirmed what steps were taken to progress the matter in accordance with your client's instructions |

|  |
| --- |
| **Duty 5** |
| **Working with stakeholders and other professionals** |
| In this section you will provide evidence of supporting a team and engaging with stakeholders to move forward transactions, resolve issues, and build and maintain working relationships, recognising the principles of diversity and inclusion. |

|  |
| --- |
| Question 5.1  Give an example of a legal matter you have worked on to support your team or a legal professional, and how your contribution impacted positively on the experience of the stakeholder(s) involved. |
| Answer  **CHECK YOU HAVE:**   * Given an example of a legal matter you have worked on to support your team or a legal professional * Explained how your contribution impacted positively on the experience of the stakeholder(s) involved |
| Question 5.2  Describe a challenge you have faced, either on a legal matter or within your team, explaining what you did to overcome the challenge and how you contributed to achieving a resolution. |
| Answer  **CHECK YOU HAVE:**   * Given an example of a challenge you have faced, either on a legal matter or within your team * Explained your approach to overcoming the challenge * Described how your involvement helped to achieve a positive outcome |
| Question 5.3  Give an example of a time when you have considered equality and diversity to act in a fair and inclusive way. |
| Answer  **CHECK YOU HAVE:**   * Given an example of when you have considered equality and diversity * Explained what you did to act in a fair and inclusive way |

|  |
| --- |
| **Duty 6** |
| **Progressing cases** |
| In this section you will provide evidence of understanding the principles of workload management and the progression of legal matters using systems and management tools where appropriate, to ensure all actions are accurately recorded in line with organisational procedure. You will also demonstrate an awareness of how technology supports legal practice and is used within your organisation. |

|  |
| --- |
| Question 6.1  Explain how technology has been incorporated in your organisation and the benefits it has brought.  How does technology enable you to progress legal matters?  You may wish to consider:   * the preparation and collation of bundles or documentation * taking and filing accurate notes * using templates or precedents * following file opening procedures. |
| Answer  **CHECK YOU HAVE:**   * Identified at least one example of digital tools or software used within organisation * Explained the benefits technology has brought to the organisation * Provided at least 1 example of how you have used technology to progress legal matters |
| Question 6.2  Describe how you progress legal matters using system and management tools, and how your effective workload management ensures service level expectations are met.    You may wish to consider:   * closing and reviewing files * maintaining databases * diarising deadlines and key dates. |
| Answer  **CHECK YOU HAVE:**   * Explained how you progress legal matters using system and management tools. * Explained how your effective workload management has ensured service level expectations were met. |

|  |
| --- |
| **Duty 7** |
| **Commercial Awareness** |
| In this section you will provide evidence of recognising and supporting the organisational commercial strategy, with an understanding of your organisation’s aims and objectives and how you contribute to achieving these. |

|  |
| --- |
| Question 7.1  What is your understanding of the commercial or economic aims and objectives of your organisation and how do you play a role in meeting those objectives? |
| Answer  **CHECK YOU HAVE:**   * Explained your understanding of the commercial or economic aims and objectives of your organisation * Identified at least two commercial or economic aims and objectives of the organisation * Described your role in contributing to achieving those objectives |
| Question 7.2  Give an example of when you have considered time, resources, public funds, budget, sustainability of business model or profitability when working on a matter and explain how this impacted on the work you did. |
| Answer  **CHECK YOU HAVE:**   * Given an example of when you have considered time, resources, public funds, budget, sustainability of business model or profitability when working on a matter * Explained how this impacted on the work you did |

|  |
| --- |
| **Duty 8** |
| **Managing data risks and other risks to the organisation** |
| In this section you will demonstrate your understanding of key legislation and regulation including the **General Data Protection Regulation** (**GDPR**) and the **Data Protection Act 2018**.  You will demonstrate understanding of the risks of data breach, money laundering, fraud and cybersecurity, and how your organisation is protected from these. |

|  |
| --- |
| Question 8.1  Explain your organisation’s **legal and regulatory requirements** for the use of data.  What are the risks associated with your organisation’s use of data and the organisational policies and procedures in place to mitigate the risk? |
| Answer  **CHECK YOU HAVE:**   * Identified the underpinning legal or regulatory requirements for the use of data, e.g. UK GDPR, DPA 2018. * Explained at least one of the organisation’s policies or procedures relating to the use of data. * Identified at least one risk associated with the organisation’s use of data. |
| Question 8.2  What are the risks associated with money laundering, cybersecurity or fraud in your organisation? What measures are in place in your organisation to protect against these risks? |
| Answer  **CHECK YOU HAVE:**   * Identified the risks associated with money laundering, cybersecurity or fraud within your organisation. * Explained the measures in place within the organisation to protect against these risks. |

|  |
| --- |
| **Duty 9** |
| **Knowing your limit** |
| In this section you will provide evidence of identifying the limits of your personal professional experience and competence and escalating instructions that are beyond your scope of expertise. |

|  |
| --- |
| Question 9.1  Give an example of a client/stakeholder scenario where you escalated a matter to a senior colleague.    Outline why you escalated the matter and how you recognised it was beyond your remit. |
| Answer  **CHECK YOU HAVE:**   * Given an example of a suitable situation requiring escalation. * Explained why the matter was escalated. * Described how you recognised it was beyond your remit. |
| Question 9.2  Provide an overview of relevant training and development you have completed in the last year and explain how it informed your approach to work. |
| Answer  **CHECK YOU HAVE:**   * Given an overview of CPD you have completed in last year. * Explained how the training undertaken has informed/improved your approach to work. |

**Authentication**

|  |  |
| --- | --- |
| Length of service with current employer |  |
| Supervisor’s name |  |
| Supervisor’s role |  |
| Supervisor’s legal qualification level  (if held) |  |
| Supervisor’s professional membership level   (if held) |  |
| Supervisor’s email address |  |
| If you do not have a supervisor or line manager who is able to act as a referee for you, please state why. | |
|  | |

**Notice to Applicants**

The work you submit for assessment must be your own.

All examples given must have taken place within the last 10 years, and you must have at least 2 years paralegal work experience within the last 5 years. We may, on occasion, request details of previous employment.

Your application will not be marked if there is evidence of plagiarism and malpractice procedures will be followed.

**Declaration of Authentication**

I have read and understood the Notice to Applicants above.

I can confirm that the work produced is authentic and my own.

Signed (Applicants) ……………………………………………………………………………………….

Date ………………….………………………………………………………………………………………..

**Notice to Supervisors**

The application submitted to CILEX must contain examples which are written by the applicant, and which reflect the work undertaken.

**Declaration of Authentication**

I have read and understood the Notice to Supervisors above.

I can confirm that the work produced by the applicant is authentic and true.

I further confirm the Applicant has been employed within the organisation for the duration stated above.

Signed (Supervisor) ……………………………………………………………………………………….

Date ………………….………………………………………………………………………………………..