



Guidance on submitting an application for authorisation of Civil Litigation Practice Rights under the Portfolio Route

Introduction

1. This guidance has been developed to provide you with support in applying to CRL for authorisation as a Chartered Legal Executive Litigator (Civil Litigation). It includes guidance on suggested ways to provide evidence you can gather from your casework to meet the individual learning outcomes in the CRL-defined elements.

Suggested steps to follow to prepare your application for submission

2. Before you start to prepare your application form, litigation portfolios, Skills Logsheets and supporting evidence, please familiarise yourself with all the information on the CRL website at: [Stand-alone Litigation Practice Rights](#). You can also download copies of the Application Form, Portfolio Template Form and Skills Logsheets Template Form on this section of the website.
3. The first thing to clarify how many litigation portfolios and Entry Skills you need to complete for your application. The number you are required to complete depends on the qualifications you hold and the modules you completed within those qualifications. These are explained below in the section entitled '**What do I need to submit?**'. If you are unsure of the modules you completed as part of your qualification or the date the qualification was awarded, please log into your MyCILEX account and raise a query with CILEX.
4. Once you have confirmation of exactly what you need to provide for your application, review the requirements for the litigation portfolios. Select cases you have assisted with that will cover a range of the learning outcomes from the **knowledge and understanding** section of the competency framework and which demonstrate the breadth of experience you have in Contract Law or Law of Tort and Civil Litigation. Do not select cases with very similar civil legal issues. **Please note that the cases must not be older than 2 years at the point of submission of your application.** Further guidance is available on pages 13 to 16 of the [Civil Litigation Handbook](#). Use the [Litigation Portfolio Template](#) provided on our website.

5. If you did not complete modules in Client Care and Legal Research as part of your qualification, you will need to complete [Skills Logsheets](#) to demonstrate your competence against the Learning Outcomes in the **Entry Skills**. In this guidance, we have included suggested ways to provide evidence for each of the learning outcomes.
6. Complete [Skills Logsheets](#) for each individual learning outcomes in the **Skills Elements**. You may be able to use evidence generated for the work you completed on the cases you selected for your litigation portfolios; however, you can use evidence from other cases. You can use the same piece of evidence for more than one individual learning outcome. If you are submitting letters to clients or other parties involved in a particular matter that you have drafted but the letter is signed by an Authorised Person, please explain why on the relevant Skills Logsheets. If you feel that you have not covered all the criteria in the Experience Criteria column with the evidence provided, we ask you to add additional statements to cover the missing criteria on the Skills Logsheets. Further information on evidencing the Skills Elements can be found on pages 16 to 18 of [Civil Litigation Applicant Handbook](#).
7. Whilst compiling your litigation portfolios, Skills Logsheets and redacted evidence, you may find it useful to refer to CRL's Guidance on Conduct of Litigation and Supervision which can be accessed [here](#).

What do I need to submit?

8. In addition to your completed application form, the supporting evidence you need to submit, depends on the legal qualifications you hold. This is demonstrated in the table below:

Scenario 1	Scenario 2	Scenario 3
If you hold a CILEX Level 6 Diploma in Law and Practice and as part of that qualification, you successfully passed exams in Contract Law or Law of Tort and Civil Litigation, you must submit the following:	If you hold an equivalent Level 6 qualification and as part of that qualification, you successfully passed examinations in Contract Law OR Law of Tort and Civil Litigation but the qualification DID NOT include Client Care or Legal Research modules, you must submit the following:	If you do not hold a CILEX Level 6 Diploma or an equivalent Level 6 qualification, you must submit the following:

• Three portfolios of cases in which you have assisted an authorised person in the conduct of litigation demonstrating your knowledge and understanding of Contract Law or Law of Tort and Civil Litigation. These cases will be from your own work. AND • Skills Logsheets and redacted evidence against each of the following skills elements: Element 1: Interviewing, advising and communicating Element 2: Costs and funding Element 3: Professional conduct and ethics Element 4: Managing litigation work Element 5: Settlement V Litigation Element 6: Legal writing and drafting	• Three portfolios of cases in which you have assisted an authorised person in the conduct of litigation demonstrating your knowledge and understanding of Contract Law or Law of Tort and Civil Litigation. These cases will be from my own work; AND • Skills Logsheets and redacted evidence to meet learning outcomes in Client Care and Legal Research Entry Skills: AND • Skills Logbook Sheets and redacted evidence against the following skills elements: Element 1: Interviewing, advising and communicating Element 2: Costs and funding Element 3: Professional conduct and ethics Element 4: Managing litigation work Element 5: Settlement V litigation Element 6: Legal writing and drafting	• Five portfolios of cases in which you have assisted an authorised person in the conduct of litigation demonstrating your knowledge and understanding of Contract Law or Law of Tort and Civil Litigation. These cases will be from your own work; AND • Skills Logsheets and redacted evidence to meet learning outcomes in Client Care and Legal Research Entry Skills; AND • Skills Logsheets and redacted evidence against each of the following skills elements: Element 1: Interviewing, advising and communicating Element 2: Costs and funding Element 3: Professional conduct and ethics Element 4: Managing litigation work Element 5: Settlement V Litigation Element 6: Legal writing and drafting
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Knowledge and Understanding

9. You must demonstrate your knowledge and understanding of either Law of Tort and Civil Litigation or Contract Law and Civil Litigation.

10. For those of you in hybrid roles such as in-house or local authority, a mixture of tort and contract is acceptable.

Learning Outcome:	Experience Criteria:	Requirements to be met in your evidence
Demonstrate knowledge and understanding of:		
Contract Law	Examples from your work to demonstrate your knowledge and understanding of contract formation and an ability to apply the law to relevant facts. This may include, but is not limited to, evidence of agreement, communication, revocation, termination and acceptance of an offer	<i>In the context of contract formation, you have demonstrated:</i> Your knowledge and understanding of contract formation That you can apply the law to the facts in the following areas of contract law: • Agreement • Communication • Revocation • Termination • Acceptance of offer • Other areas of contract law (please specify)
	Examples from your work to demonstrate the specific application of matters relating to the law of contract.	<i>In the context of the law of contract, you have demonstrated:</i> Specific application of matters arising relating to the law of contract:

	This may include, but is not limited to, matters of privity, contractual terms, the incorporation of contractual terms, exemption clauses, misrepresentation, duress and undue influence, illegal contracts, discharge, revocation and remedies.	• Matters of privity • Contract terms including incorporation • Exemption clauses • Misrepresentation • Duress, undue influence • Illegal contracts • Discharge • Revocation • Remedies • Other principles in contract law (please specify)
Tort Law	Examples from your work to demonstrate your knowledge and understanding of the tort of negligence and an ability to apply the law to relevant facts. This may include, but is not limited to, evidence of identifying the duty of care, breach of duty (of care), causation, remoteness of damage, quantum, defences and remedies	<i>In the context of tort, you have demonstrated:</i> That you can apply the law to the facts in the following areas of negligence: • Duty of care • Breach of duty (of care) • Remoteness of damage • Quantum • Defences • Remedies • Other principles in the tort of negligence (please specify)
	Examples from your work to demonstrate the specific application of matters relating to the law of tort. This may include, but is not limited to, matters of trespass, employer liability cases, liability for premises, nuisance and defamation. and	<i>In the context of tort, you have demonstrated:</i> Specific application of matters relating to the law of tort: • Trespass • Employer liability • Occupier's liability/liability for premises

		• Nuisance • Defamation • Other torts (please specify)
Civil Litigation	Examples from your work to demonstrate your experience in the application of facts to the law and of the practical advice to be given arising from that application	In the context of the selected area of law (contract/tort) and the practice of civil litigation, you have demonstrated that you can: Apply law to the facts of a matter and provide practical advice arising from that application
	Examples from your work to demonstrate your knowledge, understanding and experience of the practice and procedure of civil litigation to include, but not limited to, pre-action matters, ADR, the application of the CPR and of the steps required to progress an action through the courts. This may include, but is not limited to, matters of funding, the appropriate court, the tracks, causes of action, defences, counterclaims, additional claims, requests for further information, allocation, case management and directions, disclosure, evidence (both of fact and expert evidence), interim applications, costs, judgments, enforcement, appeals and professional conduct issues.	Have you demonstrated your knowledge, understanding and experience of the practice of civil litigation by demonstrating that you can: Engage in pre-action conduct in accordance with the overriding objective of the CPR, including methods of ADR Apply the CPR and take steps to progress an action through the Courts, including e.g. matters of funding, the appropriate court, the tracks, causes of action, defences, counterclaims, additional claims, requests for further information, allocation, case management and directions, disclosure, evidence (both of fact and expert evidence), interim applications, costs, judgments, enforcement, appeals and professional conduct issues. <i>Other examples of application of CPR can be accepted – please specify</i>

Entry Skills

Client Care

Learning Outcome	Experience Criteria	Suggested ways to provide evidence
Demonstrate knowledge and understanding of the role of client interviewing and negotiation in legal practice	You must demonstrate that you can: Explain what is understood by successful client interviewing Demonstrate interviews which you consider to be successful and identify what made them successful Explain what is understood by negotiation and its importance in legal practice, including identification of a number of types of negotiation and the importance of preparation in successful negotiation Provide examples of the following which have been overcome in a negotiation situation: • The use of different types of negotiation using different media • A situation in which preparation for negotiation was central to success • A situation in which communication barriers were overcome for a successful outcome • Use of persuasion to achieve a successful outcome	Statement on your Skills Logsheet. Notes of interviews or emails summarising interviews plus statement on Skills Logsheet. Statement on Skills Logsheet. Statement on Skills Logsheet.

Demonstrate good practice in legal writing	Provide evidence of legal writing which demonstrates your understanding of the following key areas of good practice: • Accurate, succinct, complete and precise writing • Awareness of the need to use ‘plain English’ and use correct grammar and spelling • Legal language is used only when necessary and is appropriately explained • Judicious use of structure to clearly and logically set out information • The synthesis of a variety of sources to provide advice to the client • Use of appropriate communication, including use of appropriate tone and style, to sensitively manage client expectations	Evidence from own work.
Demonstrate knowledge and understanding of professional conduct issues arising in practice	Explain where you will find the rules of professional conduct which affect your practice of the law Identify situations in which an ethical issue may have arisen in your practice and how you dealt with those situations Identify any professional organisations that exist within your area of practice and explain the benefits of membership.	Statement on Skills Logsheet. Statement on Skills Logsheet. Statement on Skills Logsheet.

Demonstrate knowledge and understanding [of] the importance of client care in legal practice	Explain the rules relating to client care and evidence your use of the rules in practice Evidence your use of client care letters and complaint management, 'Your Clients, Your Business' and the benefits of LEXCEL membership etc. Demonstrate an understanding of the need for good client care to benefit the business	Statement on Skills Logsheet. Evidence from own work. Statement on Skills Logsheet.
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Legal Research

Learning Outcome	Experience Criteria	Suggested ways to provide evidence
Demonstrate knowledge and understanding of legal research and be able to analyse the scope and complexity of situations which need legal research Demonstrate knowledge and understanding of and be able to evaluate legal research sources Demonstrate knowledge and understanding of and be able to perform appropriate legal research	Identify situations in which the need for legal research has arisen in your work Explain the steps you undertook to identify relevant sources of information and how you determined the reliability, accuracy and currency of the information discovered Explain your understanding of primary and secondary sources and how these sources can be used to ensure you have sufficiently researched the problem. Identify relevant statutes, case law and other sources from your research.	Statement on Skills Logsheet. Statement on Skills Logsheet. Statement on Skills Logsheet. Evidence from own work.

Demonstrate knowledge and understanding of and be able to analyse the law in relation to practical problems Ability to record and evaluate information Ability to synthesise research to present advice	Evidence how you prioritised and analysed the research and used this to better understand the issues raised in the legal matter. Evidence your synthesis of the research materials to provide a structured and accurate report. Evidence how you evaluated the research ensuring that it is comprehensive and sensitive to the needs of the recipient.	Evidence from own work. Evidence from own work. Evidence from own work.
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Skills Elements

Important Note

To be successful with your application to gain civil litigation practice rights, you must demonstrate that you have met each learning outcome. If your role does not currently enable you to demonstrate that you meet each learning outcome, please arrange with your supervisor/manager to facilitate undertaking of work activities to enable you to generate evidence.

If you do not address each Learning Outcome and each experience criteria, the assessor who reviews your application will ask you to provide further information which will delay the approval of your application.

You can use the same piece of evidence for more than 1 learning outcome or even multiple learning outcomes as long as it evidences the learning outcomes you are linking it to. Please ensure you provide supporting information on the Skills Logsheets.

Element 1: Interviewing, advising and communicating

Learning Outcome	Experience Criteria	Suggested ways to provide evidence
INTERVIEWING An ability to conduct effective interviews with the client and potential witnesses across a range of civil disputes	Prepare for an initial interview and apply a structured approach to it Greet the interviewee appropriately Use appropriate listening, questioning and feedback techniques Maintain rapport with the interviewee Be sensitive to diversity issues Keep a full and accurate record of the interview	Telephone Attendance Note of an initial meeting with client demonstrating achievement of all evidence criteria. On the Skills Logsheets, it may be useful to explain how you prepared for the interview and were sensitive to diversity issues if not apparent from the Telephone Attendance Note.

	Close the interview appropriately Obtain all relevant information and identify the client's objectives Disseminate, appropriately and accurately, the information received from the client and seek appropriate instructions. Produce an accurate record of the interview	
ADVISING AND COMMUNICATING An ability to give and communicate clear, accurate and practical advice both orally and in writing on matters relating to law, procedure, strategy and prospects of success (either orally, in writing or other media)	Communicate clear, accurate and practical advice orally on matters Communicate clear, accurate and practical advice in writing/other media Give clear advice on all relevant matters arising Identify the options available and explain the pros and cons of each of those options Enable the client to make decisions in the case based on appropriate advice Give clear, appropriate and accurate advice regarding costs and funding	Telephone Attendance Note PLUS letter/email to client demonstrating achievement of the experience criteria. You should ensure your selected evidence enables you to demonstrate the diversity and emotionally distressed experience criteria.

	Seek appropriate instructions and give clear advice regarding the next steps to be taken Deal appropriately with any diversity issues that arise Identify and effectively communicate the complex legal, tactical and commercial factors involved in litigation and appreciate the options available for seeking resolution of a dispute.	
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Element 2: Costs and funding

Learning Outcome	Experience Criteria	Suggested ways to provide evidence
COSTS An awareness of the requirements of the relevant practice rules that relate to contentious and non-contentious costs and be able to give clear, accurate and regular advice or information on costs issues arising in the case	Provide realistic costs estimates of all costs and disbursements at the start of the case and update throughout the progress of the action to include the cost implications of case strategies Ensure full compliance with the CPR costs rules Explain the differences between the indemnity and standard basis of costs Explain the cost implications of CPR 36 and other Offers to Settle Provide appropriate advice regarding the fees that will be charged Prepare estimates and schedules of costs Understand all matters relating to a summary assessment of costs and detailed costs assessments	Letter/email to client providing advice and guidance on costs which covers the experience criteria. Provide an explanation on the Skills Logsheet of how you ensure full compliance with CPR costs and understand all matters relating to a summary assessment of costs and detailed costs assessments.
FUNDING An ability to give and communicate clear, accurate and practical advice both orally and in writing on matters	Identify the funding options available in a particular case Communicate the risks and benefits of each method of funding available	Letter/email to client providing advice on funding options covering all the experience criteria. Please note - the correspondence must identify at least 2 options open to the client.

relating to law, procedure, strategy and prospects of success (either orally, in writing or other media)	Be aware of the funding regulations and restrictions (for example non-regulated activities) Advise the client or service user of significant developments in the case Identify and have regard to potential conflicts of interest on funding issues Identify the appropriate documents to put in place the agreed funding method.	If evidence provided does not cover all experience criteria, add statements on the Skills Logsheet.
DOCUMENTATION Draft or complete the necessary documents relating to funding	Draft client care letters Draft or complete for the client or inform the client of the appropriate documentation and explain the requirements of the agreed funding method Draft funding agreements Prepare estimates and schedules of costs Understand all matters relating to a summary assessment of costs and detailed costs assessment.	Copies of Client Care letters covering the drafting or completion of appropriate documentation and an explanation of the requirements of the agreed funding method. Provide evidence of funding agreements you have drafted along with estimates and schedules of costs.

Element 3: Conduct and ethics

Learning Outcome	Experience Criteria	Suggested ways to provide evidence
CONDUCT AND ETHICS PROFESSIONAL OBLIGATIONS An awareness of your professional obligations in a diverse range of situations in respect of matters relating to substantive law and the rules of professional conduct An awareness of your obligations to: the court; your client; other lawyers; the public and money laundering legislation and regulation	Draft client care letters Identify situations where your obligations to: the court; your client; other lawyers; the public and money laundering legislation arise Demonstrate an understanding of the application of your professional obligations in your dealing with these persons or bodies.	Letter/email to clients, colleagues or other professionals OR an Attendance Note relating to your (personal and the firm's) obligations to the court, your client, other lawyers or the public and anti-money laundering legislation.
CONFLICTS An ability to identify and deal appropriately with conflicts of interest throughout the handling of the matter	Identify and deal appropriately with conflicts: <i>NB only one needs to be met</i> arising between you and the client or service user; arising between you and your duty to the court; or arising between you and any relevant third party.	Letter/emails/memos with parties involved in the matter demonstrating your effective handling of a conflict relating to one of the three criteria identified in the Experience Criteria column.

WITHDRAWAL FROM A CASE An awareness of when you can and/or must withdraw from a case; the proper steps to be taken when doing so whilst observing the interest of the client	Show an awareness of the need to withdraw Show an awareness of the proper action when the client refuses to make proper disclosure Show an awareness when the client's or service user's interests' conflict with the applicant's duties to the court Or any other circumstances where withdrawal is required.	Letter to a client identifying reasons for withdrawing from a case. If evidence provided does not cover all experience criteria, add statements on the Skills Logsheet.
UNDERTAKINGS An understanding of the bases for the giving of professional undertakings to clients, the court and others; the implications of giving such undertakings; the consequences of breaching such undertakings and demonstrate Awareness of the appropriate use of undertakings in legal proceedings	Identify when an undertaking may be required and Show an awareness of the implications of giving the undertaking and putting in place or obtaining the appropriate safeguards in respect of the undertaking given.	Correspondence with parties involved in a matter where an undertaking is required to meet your clients objectives and expectations. For those involved in a role which does not have scope to provide undertakings, add statements on the Skills Logsheet to demonstrate the learning outcomes.
CONFIDENTIALITY AND PRIVILEGE In respect of confidentiality and privilege the applicant must demonstrate an understanding of and the ability to apply the	Distinguish between legal advice privilege and litigation privilege	Letter to a client/internal file note/Telephone Attendance Note relating to disclosure obligations and legal professional privilege.

law and practice of confidentiality and privilege in a variety of practical contexts	Distinguish between confidential information and privileged information.	If evidence provided does not cover all experience criteria, add statements on the Skills Logsheet.
COMPLAINTS AND NEGLIGENCE In respect of complaints and negligence the applicant must demonstrate an understanding of the professional conduct rules as they are applied in practice and the steps that must be taken in the event that a mistake (or an act of negligence) as occurred	Identify the circumstances when a complaint could be made or negligence may arise Describe/explain the complaints procedure operated by your professional body Be aware of procedures or processes which can be adopted to reduce the risk of complaints or allegations of negligence being made Explain what steps would need to be taken in respect of the identified, or potential mistake or act of negligence Identify the appropriate professional conduct rules applying and the indicative behaviours that would need to be shown to evidence that no mistake or negligence occurred.	For example, evidence of either pre-empting a complaint or handling a complaint from a party involved in a matter demonstrating resolution to the satisfaction of all parties involved. Where the evidence of handling a complaint does not cover all experience criteria for this learning outcome, add statements to the Skills Logsheet. You should refer to the most up to date CILEX Code of Conduct and ensure you identify individual outcomes from the code.

Element 4: Managing litigation work

Learning Outcome	Experience Criteria	Suggested ways to provide evidence
FILE HANDLING An ability to plan and manage litigation, to progress matters expeditiously and maintain files and records in accordance with procedures	Plan and prioritise a workload and manage files and tasks concurrently, efficiently, making the best use of available resources, exercise good judgment, be realistic (as to the client's or service user's expectations, proportionality, time or available funds) and seek support when necessary Show that you are able to deal with a diverse range of client issues presenting a range of civil disputes Deal with matters without causing delay Maintain files and systems (which may include electronic systems) appropriately and correctly Ensure that files are up to date and 'in budget' Manage financial transactions on the file correctly and appropriately Exercised and applied appropriate case analysis, critical judgment and evaluation through a thorough risk assessment and identified the issues arising and applied the correct law and procedures to a matter	Evidence from appropriate systems used in own workplace to plan and manage litigation effectively. This could be anything from excel spreadsheets up to Case Management System. This should be supported by statements on the Skills Logsheet.

	Adopt and maintain an appropriate, and effective, case strategy that is compatible with the client's aims or requirements and that is legally, procedurally and ethically sustainable Ability to think independently and highlight strategies available to the client that meet the client's objectives Act within a team and independently and demonstrate self-direction and an assumption of responsibility for the actions undertaken.	
CASE ANALYSIS AND CASE PREPARATION An ability to formulate a case strategy which is: • Compatible with the client's objectives and • Is legally and procedurally sustainable An ability to draft legal documents and letters that can be used effectively in the presentation and procedures for an action to proceed either by way of settlement or litigation	Identify the 'strengths' and the 'weaknesses' in a case Identify gaps in available evidence Draw up a realistic case plan Relate the case theory to the client's or service user's objectives and expectations Provide the client with a balanced view of the likely risks, costs and benefits of the case strategies Adopt a cost effective, analytical and pragmatic approach to the wider issues (which may include the client's or service users' commercial objectives).	Internal emails/notes of meeting with peers/colleagues leading to production of a case plan mapped to client's or service user's objectives and expectations. Evidence of advice provided to client supported by statements on the Skills Logsheet. Evidence of drafting of legal documents or letters to proceed to settlement or litigation.

	Draft legal documents or letters to proceed to settlement or litigation	
DEALING WITH OTHER PROFESSIONALS An appropriate level of professionalism in establishing an effective working relationship with others involved in a legal matter Identify and provide appropriate information to others involved in a matter which may include: An ability to instruct an advocate when necessary An ability to select, appoint and instruct an expert and show an awareness of the range of expertise that may be needed for a case	Deal with other professionals involved in a matter appropriately, professionally and ethically Provide other professionals involved in a matter with appropriate information, instructions and guidance.	Evidence of correspondence with other professionals involved in a matter and demonstrating provision of appropriate information, instructions and guidance to assist them.

Element 5: Settlement V Litigation

Learning Outcome	Experience Criteria	Suggested ways to provide evidence
SETTLEMENT Be able to identify when settlement of a case is in the client's interest and give clear and accurate advice on settling this case and take the necessary steps to secure settlement	Explain the merits of settlement in achieving the client's or service user's objectives Give consideration to offers to settle Understand the significance of 'open' offers, Part 36 Offers and Global Offers Explain the advantages of a form of offer Advise the client when responding to an offer to settle Understand the appropriate way to settle an action (e.g. by discontinuing or consent orders – this is not an exhaustive list of examples, please specify) Understand and apply an appropriate use of the different types of consent orders.	Letter/email to a client providing: • advice on offers to settle • the advantages of the offer proposed • how it meets their expectations and objectives • How to proceed and next steps should the client accept.
NEGOTIATION Be able to negotiate in a client's case	Negotiate a settlement, this may include, but is not limited to, effective and appropriate negotiation immediately before, and during, a trial or hearing Prepare effectively prior to negotiating with the other party	Telephone attendance note describing a negotiation of a settlement for a client along with a pre-prepared agenda for the call.

	Identify the client's interests and expectations (and manage those expectations appropriately) Identify the other party(ies) interests and expectations Identify the strengths and weaknesses of the client's and other party(ies) cases Prepare an agenda to deal with the relevant issues Explain the appropriateness of the form of negotiation entered into (this may be by, but not limited to, an exchange of letters, or meeting).	
ADR (ALTERNATIVE DISPUTE RESOLUTION) Be aware of the ADR processes available, including mediation, early neutral evaluation and expert determination Identify the relevant and appropriate method of ADR and be aware of the role of the persons engaged in a form of ADR	Explain the nature and procedures of alternative dispute resolution methods Explain the advantages and disadvantages of those methods Recommend any appropriate ADR process which would be in the client's or service user's best interests Advise the client or service user how to pursue a particular ADR process.	Letter/email to a client explaining an upcoming mediation and taking them through the process of mediation. Letter could cover practical arrangements, steps in a typical mediation, costs and advice on how to prepare for the negotiation.

Element 6: Legal writing and drafting

Learning Outcome	Experience Criteria	Suggested ways to provide evidence
LEGAL WRITING AND DRAFTING An ability to understand and apply the principles of good writing and drafting	Understand and apply the principles of good writing Use accurate, straightforward and modern language and correct spelling, grammar, syntax and punctuation Draft a document that is clear, logical, consistent and with appropriate structure and format Draft a document that forms a coherent whole and, where appropriate, has advanced the matter, has identified the client's objectives and priorities and provided a clear risk analysis Address the document appropriately and accurately Understand the appropriate use of e-mails, letters, memoranda and other forms of written communication Choose the appropriate medium, form and style of written communication	Evidence of correspondence with client, Counsel or other parties involved in a matter. If this does not evidence all experience criteria, provide additional statements on the Skills Logsheet.

	Tailor the written communication to suit the purposes of the communication and the needs of different clients or recipients.	
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