



Additional Guidance for Compiling Competence Portfolios

Preparing logbook sheets and selecting evidence

1. Your logbook sheet is your opportunity to fully explain and demonstrate to the Assessor that you have met every criteria of each required Outcome.
2. Each Outcome in the relevant Handbook contains specific criteria that must be fully satisfied by your examples to be accepted. The Handbooks can be found on the CRL website at: [Resources Archive - CILEx Regulation](#).
3. To ensure clarity and completeness, you should use the **Outcome criteria as subheadings within your logbook sheet** and address each point directly and fully. This approach ensure that no criteria is overlooked.
4. Some Outcomes will require more than one piece of evidence to meet all the criteria. You should review the Outcome criteria carefully to ensure your logbook sheet is supported with all relevant evidence to meet the Outcome.
5. There are instances where evidence to meet an Outcome may come from different files. For example, to meet Outcome 1.5 – Draft legal documents, there are a range of different documents that may be evidenced (each specialism will have a list specified within the relevant Handbook). In these circumstances the evidence may come from different matters.
6. In your logbook sheet, you should clearly set out **how your evidence meets the criteria**.
7. Your **name** and **date** must be visible on each piece of evidence (i.e. in emails, letters, drafted documents (if possible)) as required by the Handbook.
8. Please note all Outcomes are mandatory except for Outcome 6.5. which is optional.

Explaining scenarios and your role

9. Where an Outcome requires a scenario, description or explanation of your actions, your logbook sheet must set out:
 - the matter or situation involved
 - what you did
 - how your actions meet the Outcome criteria

10. This explanation must be detailed within the logbook sheet. The Assessor can only rely on what you have written and what is evidenced. Assumptions or implied information cannot be taken into account.

Referencing law, procedure and the Code of Conduct

11. Where an Outcome requires reference to **applicable law or procedure**, you must identify and explain the relevant section of the statute, common law or procedural rule.
12. Several Outcomes also require you to demonstrate compliance with the **CILEX Code of Conduct**. In these cases, you must refer to and explain **specific Outcomes** from the code (**for example, Outcome 5.12**) rather than the broader Core Principles.
13. Please be aware that some AI supported platforms/applications may refer to the CILEX Code of Conduct and its Principles/Outcomes incorrectly, so you should access the CILEX Code of Conduct on the CILEx Regulation website directly when preparing your logbook sheets.

Evidence

14. Each Outcome is broken down into multiple criteria. One single document is rarely enough to cover all criteria. You should therefore ensure you gather **all** relevant documents that support what you state within your logbook sheet.
15. Evidence that should be provided within your portfolio ought to have been used contemporaneously during the course of a matter.
16. It is essential that you clearly demonstrate your skills and support what you state within your logbook sheet by providing the strongest possible evidence.
17. Acceptable evidence may include:
 - tailored copies of letters
 - telephone attendance notes
 - client attendance notes
 - documents or reports you prepared and **sent to someone**
 - emails to clients, colleagues or third parties
 - correspondence with professionals, lenders, the Land Registry, Courts, local authorities, experts, external counsel and other bodies and organisations
 - drafting and completing documents and forms
 - reports on title and mortgage
 - research log/research file note
 - commissioning reports and opinions
 - client care letters, quotes and completion statements
 - documents relating to negotiations, contractual terms or submissions
 - complaint-handling correspondence

Evidence Content and redaction

18. All evidence must include **visible dates**.
19. **Leave your name unredacted in all evidence.** If, for any reason, some pieces of evidence do not contain your name or reference, please provide an explanation as to why it is omitted within the logbook sheet.
20. You should also redact personal data in line with UK GDPR, Data Protection and confidentiality requirements.
21. Names of non-confidential persons or entities should remain visible to assist the assessor.

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