

Name: [REDACTED]

Membership no: [REDACTED]

1. Competency: 2		Learning Outcome: 2.1 (examples 1 of 3)
Communicate legal issues using appropriate methods.		
2. Evidence provided:		
Telephone note		
3. Outline how the evidence demonstrates you meet the outcome		
<p>Methods of communication used: I decided to obtain the witness statement by discussing the incident with the witness over the telephone as this was the most efficient method with which to communicate with the witness.</p> <p>Why each was the most effective method of communication: Taking the witness statement by telephone was the most appropriate method as the witness was not local and it would not have been economical to travel to the witness. I was also working to a tight deadline and it was useful to obtain the information I required over the phone rather than wait for a response to my correspondence and risk not hearing back in time.</p>		
4. Reflection and evaluation (what you learnt from the activity you undertook to meet the outcome). Note: you may want to complete this section at a later date once you have had time to reflect on your practice and experience.		
<p>I understand that it is important to choose the most effective and convenient means of communication with others involved in a matter. Whilst email is often the most convenient means, it is not always appropriate. The telephone enables witness statements to be taken without inconveniencing the witness, although inexperienced witnesses are likely to feel more comfortable with a face to face meeting. My experience helps me to judge the best method of communication, based on the particular circumstances.</p>		
5. Completion date: 11 February 2013		
6. Signed (applicant) [REDACTED]	Date: 07/10/13	
7. Signed (supervisor) [REDACTED]	Date: 9/10/2013	

ATTENDANCE NOTE

File: [REDACTED]

Date: 11 February 2013

[REDACTED] engaged in telephone call out to [REDACTED] on [REDACTED]

I advised [REDACTED] that he had previously spoken with my [REDACTED] however it would be very useful if we would be able to get a full Statement from him. [REDACTED] confirmed that was fine and that he was happy to discuss this further.

[REDACTED] confirmed that he had been driving along [REDACTED] Road intending to turn left onto [REDACTED] Terrace when he saw a [REDACTED] vehicle in the junction indicating to turn left onto [REDACTED] Road. [REDACTED] confirmed that he therefore brought his vehicle to a stop in order to allow the [REDACTED] vehicle to exit the junction.

[REDACTED] confirmed that the [REDACTED] vehicle was about 10 yards away from the junction and he was manoeuvring to the right slightly in order to get a larger turning circle to enable him to move onto [REDACTED] Road.

I asked whether the [REDACTED] vehicle was indicating and [REDACTED] confirmed that he was indicating. I asked whether the [REDACTED] vehicle was over the central reservation at all and [REDACTED] confirmed that he may have been slightly over the central line.

[REDACTED] confirmed that when the [REDACTED] vehicle was around 2-3 yards before the give way line, he saw a red vehicle approach from behind the [REDACTED] vehicle and it appeared to slow down. [REDACTED] said that the red car looked like it had mounted the kerb and [REDACTED] assumed that the red car was coming to a stop whilst it waited for the [REDACTED] vehicle to complete the manoeuvre. However, at this point, the red car then proceeded to drive along the kerb and squeeze along the inside of the [REDACTED] vehicle in what [REDACTED] thought was an attempt to get round the [REDACTED] vehicle.

He confirmed that he heard a noise of the collision however he did not believe that the damage was likely to be too severe given the noise and the low speed of the vehicles.

I asked [REDACTED] what he remembered about the red car and he confirmed that there may have been 1 passenger however he did not look at the red car in detail as it left shortly after the incident.

████ confirmed that he was doing the collection on █████ Terrace and while he was in the process of completing this, the █████ driver approached him and requested his details and asked him to be a witness.

I asked █████ what the conditions were like at the time and he confirmed that it was the middle of the afternoon so it was light and fairly dry.

I thanked █████ for his assistance and asked whether I could obtain his address as we may need to have a formal written Witness Statement taken and █████ confirmed that it was █████

I thanked █████ for his assistance and advised that I may be in touch in due course.

Time Engaged: As Per Cognito

Reference: █████