

Competency	Learning Outcome	Example Number
7	7.2 Understand the limitations of your professional skills and knowledge	1
<b>Evidence provided</b>		
Email chain between me and a senior colleague.		
<b>Explain how the example meets the learning Outcome and how the evidence shows this</b>		
<p><b>Identify where you do not have the skills/knowledge to undertake a task:</b> I was working on a project that involved the negotiation of amendment agreements to CSAs due to a change in regulatory compliance. Whilst working on the project, I had to gather confirmations from the client in relation to certain changes we were proposing in order to make the CSAs regulatory compliant. By working alongside our International Capital Markets department on this project, it meant that I would be able to follow our client's instructions accurately by questioning any points that were unclear and confirming with a colleague with more experience in this area of law.</p> <p><b>Act to resolve the situation:</b> I emailed a colleague (i.e. an associate) who was assisting with this counterparty, detailing the point that I was unsure of and she responded with a confirmation and further question that we needed to ask the client. However I was able to confirm that the client had approved the retention of a clause in a follow up email.</p> <p><b>Provide evidence of the limitation, how it was identified and action taken to resolve:</b> The email to my colleague shows the point that I was unsure of and required further guidance on. It was essential that I had all of the relevant approvals from the client before reverting to the counterparty. With her guidance I was able to respond to the counterparty with a revised CSA.</p>		
<b>Reflection and evaluation</b>		
I understand and am aware of the limitations of my own professional skills and knowledge. When working on a matter where my knowledge is initially limited, it is vital to seek the support of more experienced colleagues to advise and provide guidance. It is important to ask for assistance when needed, as I must ensure that the client's instructions are followed and accurately recorded.		
<b>Date work completed:</b>	28/11/2017	

<b>(i.e. evidence date)</b>		
<b>Applicant's Name</b> Please print name	<b>Applicant's signature</b> I confirm that the work within the evidence is my own work	<b>Date</b>



[Redacted]

**From:** [Redacted]  
**Sent:** 28 November 2017 15:48  
**To:** [Redacted]  
**Cc:** [Redacted]  
**Subject:** RE: [Redacted]

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Many thanks [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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**From:** [Redacted]  
**Sent:** 28 November 2017 15:26  
**To:** [Redacted]  
**Cc:** [Redacted]  
**Subject:** RE: [Redacted]

Hi [Redacted],

I will remove the definition of Covered Transactions. I can also confirm that [Redacted] have also previously approved 250,000 for the MTA (please see attached email).

I will amend the CSA and then send to the CP with all the relevant parties cc'd.

Thanks

[Redacted]

290

**From:** [REDACTED]

**Sent:** 28 November 2017 11:32

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** RE: [REDACTED]

Thanks [REDACTED]

1. **Covered Transactions:** if the underlying CSA is silent on the scope of Covered Transactions, this means that all transactions were covered. Therefore, no amendment to the definition of Covered Transactions is required. Please remove this.
2. **MTA:** Has [REDACTED] approved the retention of 250,000 MTA?

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**From:** [REDACTED]

**Sent:** 27 November 2017 18:15

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** [REDACTED]

Hi [REDACTED],

Please see attached the [REDACTED] and my draft [REDACTED] English Law CSA for your review of [REDACTED]

Note on page 3 in relation to the definition of Covered Transactions that we are unable to determine if the [REDACTED] CSA covers all Transactions or all Transactions excluding FX Spot Transaction only or excludes FX Forward Transactions as the definition is not contained within the [REDACTED] CSA. If possible could you provide guidance on we should amend in relation to Covered Transactions?

Thanks,

[REDACTED]