

ANNEX 11: SUMMARY OF PROPOSED EDUCATION STANDARDS

GENERAL KNOWLEDGE REQUIREMENTS FOR ALL CILEx PRACTITIONERS

MINIMUM CONTENT: (Minimum assessment at Level 3)
STAGE 1
Introduction to law and legal practice
Introduction to dispute resolution
Introduction to conveyancing
Introduction to criminal practice
Introduction to wills and probate
Introduction to public law
Introduction to equality and human rights law
Introduction to legal technology
Conduct and professional ethics
STAGE 2
Contextualised legal technology
Conduct and professional ethics
PRACTITIONER (Minimum assessment at Level 6)
Basic accounts
Specialist legal technology
Conduct and professional ethics

KNOWLEDGE REQUIREMENTS SPECIFIC TO A GENERAL PRACTITIONER (Minimum assessment at Level 6)

MINIMUM CONTENT:
This will depend on the distinct area of practice in which practitioner status is sought.

COMPETENCE FRAMEWORK

<p>APPLICATION OF LAW AND PRACTICE <i>(See Required Technical Knowledge document for more detail):</i> Using technical knowledge, you will be able to:</p> <ul style="list-style-type: none"> ✓ Find solutions ✓ Undertake legal research ✓ Critically analyse facts and law ✓ Synthesise all relevant information ✓ Draft legal documents 	<p>CONDUCT, ETHICS AND PROFESSIONALISM</p> <p>You will be able to:</p> <ul style="list-style-type: none"> ✓ Identify, understand and put into practice the CILEx Regulation Code of Conduct ✓ Identify, understand and put into practice all legal and regulatory requirements (e.g. data protection) ✓ Understand and put into practice the principles of client care ✓ Provide certainty and clarity as to the legal services being provided and the basis of charging ✓ Understand and put into practice complaint handling requirements ✓ Understand and put into practice, principles of equality and diversity, including the needs of vulnerable consumers ✓ Recognise and handle value conflicts and ethical dilemmas to maintain professional integrity ✓ Understand and apply ethical concepts and resist pressure to condone, ignore or act unethically <p style="text-align: center;">USE OF TECHNOLOGY</p> <p>You will be able to:</p> <ul style="list-style-type: none"> ✓ Use available technology and systems and identify uses for emerging technology ✓ Identify uses for emerging technology ✓ Understand ethical challenges of technology ✓ Use technology ethically
<p>COMMUNICATION You will be able to:</p> <ul style="list-style-type: none"> ✓ Communicate orally and in writing clearly and effectively ✓ Negotiate ✓ Advocate (formally or informally as appropriate) ✓ Develop, maintain and manage 3rd party relationships 	
<p>CLIENT RELATIONSHIP You will be able to:</p> <ul style="list-style-type: none"> ✓ Take instructions ✓ Evaluate options and risks to the client ✓ Give advice ✓ Manage expectations ✓ Provide customer service 	
<p>EFFECTIVE WORKING PRACTICES You will be able to:</p> <ul style="list-style-type: none"> ✓ Progress matters ✓ Plan workload and manage files ✓ Project manage ✓ Understand and utilise innovation (entrepreneurship) 	
<p>BUSINESS AWARENESS You will be able to:</p> <ul style="list-style-type: none"> ✓ Identify and evaluate options and risks ✓ Undertake business development ✓ Network ✓ Identify marketing opportunities ✓ Understand and use financial management 	
<p>SELF DEVELOPMENT You will be able to:</p> <ul style="list-style-type: none"> ✓ Reflect and self-evaluate, open to change ✓ Understand your own limitations ✓ Be resilient ✓ Demonstrate leadership and management including management of others ✓ Identify and undertake professional development necessary to ensure competence and good practice and a commitment to supervisory requirements 	