

**WBL Logbook Sheet Template**

Competency e.g. 1	Learning Outcome e.g. 1.1	Example Number
5	5.1 Demonstrate an understanding of the business environment of a legal practice or organisation.	1
<b>Evidence provided</b> e.g. letter to client dated 01.01.2017, Telephone attendance note dated 01.01.2017		
Email to _____ Trust dated 11 <sup>th</sup> February 2019 Email from The _____ Trust dated 24 <sup>th</sup> May 2019		
<b>Explain how the example meets the learning Outcome and how the evidence shows this</b>		
<p>I work for _____ Solicitors, a large firm who specialise in representing people who have suffered personal injury due to the negligence of others. In my role I represent some of the more seriously injured client's, some of which have suffered brain injuries of varying degrees.</p> <p>One element of the business objectives relates to their Corporate Social Responsibility(CSR) activity. Each employee of the firm is entitled to one day leave per year from work to support a charity which is within or has links to our local community.</p> <p>Given the size of the firm I work for this is an incredibly large amount of time and resource they pledge to those in need, amounting to just short of 3,500 hours per year.</p> <p>I took on the task of arranging our volunteering day by sounding out a number of local charities. Some of those contacted were not appropriate or did not have any volunteering opportunities available to us. I contact The _____ Trust on the 11<sup>th</sup> February 2019 as their head office was based in _____ and I felt that, given most of the patients had suffered neurological injuries including those to the brain, this was an ideal charity for us to become involved in.</p> <p>On 22<sup>nd</sup> May 2019 we attended upon a neurorehabilitation centre within the local community for our volunteering. We were tasked with painting a fence which had been left untreated for some time. The caretaker at the centre explained that he simply did not have enough time to keep up with the maintenance of the centre so our assistance on the day was invaluable.</p>		
<b>Reflection and evaluation</b>		
Describe what you learnt from the activity you undertook to meet the Learning Outcome. You may want to complete this section at a later date once you have had time to reflect on your practice and experience.		

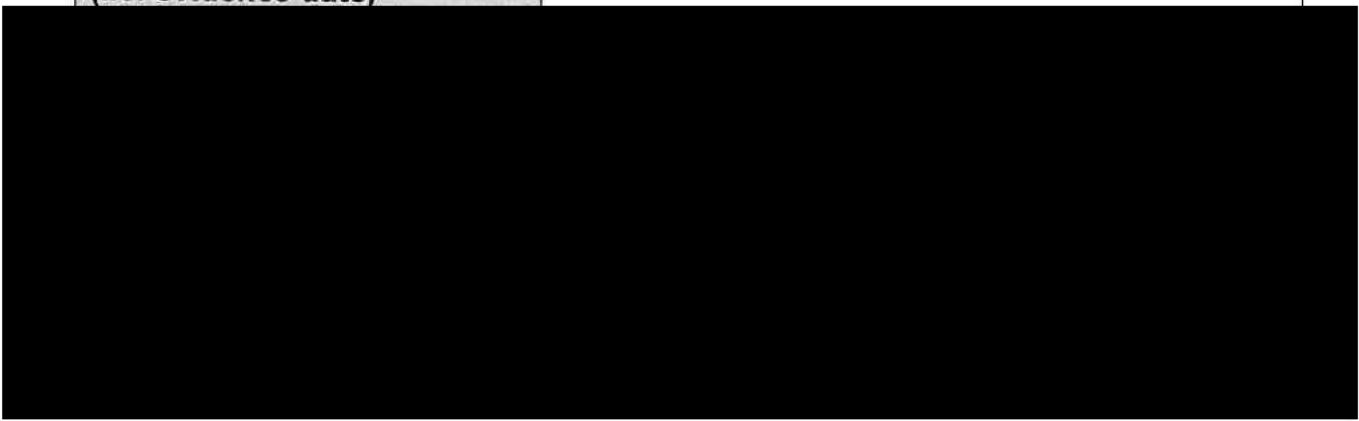
Following the volunteering day the Trust uploaded some photos of the team and gave a mention on social media.

I learnt that volunteering is not just about adhering to our corporate responsibilities but that it also has the potential to bring about exposure to the firm by promoting us on various platforms.

The Trust are keen to become involved further which may help strengthen the relationship that has now been formed.

**Date work completed:  
(i.e. evidence date)**

22/05/2019



From: Sa  
To: [REDACTED]  
Cc: S  
Subject: Volunteer opportunities

Sent: Mon 11/02/2019 12:49

Good afternoon,

I am enquiring to see if you have any volunteer opportunities over the coming months.

I work with a team of 5 other lawyers and para legals in the serious injury department at [REDACTED] .. We act on behalf of individuals who have suffered life-changing injuries following accidents caused by someone else. We are instructed to pursue damages for their personal injury but alongside this we also assist in the provision of rehabilitation to our clients, with injuries ranging from major orthopaedic, psychiatric and brain injury.

As a firm, we are able to offer one full day each to volunteering and this year we are focusing our attentions on charities within the local community.

Would you be able to confirm whether or not you have any volunteering available to the 6 of us at all? Ideally this would take place over one day for our team of 6 and can be admin based or manual tasks – we are flexible.

I look forward to hearing for you.

Regards



From: [REDACTED]  
To: S  
Cc:  
Subject: RE: Volunteering at

Sent: Fri 24/05/2019 11:11

H [REDACTED]

Thank you for the email and I look forward to the feedback, that is a shame that you ran out of paint, I will make sure that they have plenty more in for you and they would be delighted to have you back. I spoke to the Service Manager this morning and she passes on her sincere thanks as you all did a wonderful job.

I am not back in the office until Wednesday but I look forward to seeing the photos.

Enjoy the bank holiday weekend

Kind regards  
H

From: S [REDACTED]  
Sent: 23 May 2019 19:07  
To: [REDACTED]  
Subject: RE: Volunteering at [REDACTED]

Hi [REDACTED]

We had an excellent day, thank you.

The staff and patients there were really friendly and happy to help where they could.

The only negative was that we ran out of paint so couldn't finish the fence! We would love to come back soon and finish the job if they'll have us!

I'm just logging off now for the weekend and not back in till Tuesday next week. I will arrange to complete the feedback form and provide you with some photos from the day.

Take care.

[REDACTED]