

Trainee CILEX Chartered Paralegal Competency Checklist



At the point of submitting your application form for the CILEX Chartered Paralegal assessment, you should be competent in the below duties.

Please use this checklist to identify your areas of development whilst a Trainee CILEX Chartered Paralegal.

In your application form and interview you will be asked to provide specific work-based examples of your knowledge, skill and competency in the below areas. Please consider your role and speak to your supervisor to ensure you get the necessary exposure while a Trainee CILEX Chartered Paralegal to ensure you are competent at the time of application.

You should also review the CILEX Chartered Paralegal application form, guidance, and applicant handbook which you have access to.

Duty 1

Your Conduct

In this section you will provide evidence of maintaining high standards of professional and personal conduct, acting with honesty and integrity and in the best interest of the client.

You will show how you consistently uphold ethical and professional conduct and regulatory duties, with an awareness of managing risk, compliance or organisational requirements.

- ☐ Do you understand the **CILEx Regulation Code of Conduct 2019** and how it impacts your delivery of legal services?
- ☐ Are you able to demonstrate accountability and/or take responsibility for your performance and behaviour, understanding how this complies with the CILEX Code of Conduct?
- ☐ Have you encountered an ethical issue while representing a client's interests? Can you explain how you managed the ethical issue while upholding professional conduct and ethical principles?
- ☐ Are you able to manage risk, compliance or organisational requirements relating to clients and/ or your organisation?
- ☐ Do you have specific, work-based examples to demonstrate this?

Duty 2

Performing Routine and Complex Tasks

In this section you will provide evidence of conducting accurate legal research and analysis using digital tools to support routine and more complex legal matters. You will give examples of providing clear legal advice, applying the law correctly to present options and recommendations, and how you have communicated effectively with clients and/or stakeholders to obtain instructions. You will demonstrate your analytical thinking and problem-solving skills to overcome challenges.

- ☐ Are you able to conduct legal research using appropriate sources and tools, and then analyse and present the outcome of your findings to your client and/or stakeholder?
- ☐ Are you able to solve a legal problem or potential legal problem, understanding why it was a problem and use your analytical skills to present a plausible solution or make recommendations?
- ☐ Can you understand your client's position and given clear advice **of a legal nature**?
- ☐ Do you have specific work-based examples to demonstrate this?

Duty 3

Working with legal documentation

In this section you will provide evidence of identifying, processing, and drafting legal documentation using appropriate digital tools. You will demonstrate your understanding of the purpose of the documents and any legal or regulatory requirements for completion of the documents. You will also describe how your ability to proofread and draft using clear and precise language ensures quality and accuracy.

- ☐ Are you able to draft legal documents, understanding the purpose of the document and any legal, procedural, regulatory or organisational requirements?
- ☐ Can you meet a tight deadline for drafting legal documentation without compromising on quality?
- ☐ Do you critically review your drafting to improve the quality of your document and ensure accuracy?

Duty 4

Working in a client's best interests

In this section you will provide evidence of your knowledge and applying the law correctly. You will demonstrate how you have been able to act in the best interests of the client, such as acting for a vulnerable client, and how you recognise individual risks and needs.

- ☐ Can you correctly apply the law in a complete legal issue to determine an appropriate course of action?
- ☐ Can you assist in a legal matter to act in the best interest of your client?

Duty 5

Working with stakeholders and other professionals

In this section you will provide evidence of engaging, building and maintaining effective working relationships with a team, clients or stakeholders to move forward transactions or legal matters and resolve issues. You will show how you recognise the principles of diversity and inclusion and the importance of this to the client and organisation.

- ☐ Are you able to recognise the interests of the stakeholder(s) in a legal issue, analyse the options available and assess the risks and benefits?
- ☐ Can you build strong working relationships with stakeholders and other legal professionals?
- ☐ Do you consider equality and diversity to ensure you act in a fair and inclusive way?

Duty 6

Progressing cases

In this section you will provide evidence of taking responsibility for your own workload, managing competing priorities and progressing legal matters, using digital systems and management tools where appropriate, to ensure all actions are accurately recorded in line with organisational procedure.

- ☐ Can you use digital tools and software to support your work, understanding how this ensures the highest standards of client delivery?
- ☐ Are you able to use effective administration and management to progress a legal matter?
- ☐ Are you able to prioritise and reprioritise to ensure effective management and progression of tasks to meet service level expectations?

Duty 7

Commercial Awareness

In this section you will provide evidence of maintaining a focus on the commercial strategy and economic drivers within the organisation. You will show how you have identified opportunities to maximise business, where relevant, and manage workloads to ensure commercial viability.

You must demonstrate your understanding of the need to balance a high standard of service delivery with your organisations aims and objectives. You may want to consider time, resources, public funds, budget, sustainability of business model or profitability.

- ☐ Do you have a good understanding of the commercial or economic aims and objectives of your organisation and how you play a role in meeting those objectives?
- ☐ Are you able to achieve a balance between meeting your organisation's commercial objectives and providing a high standard of service?
- ☐ Can you plan your work or recommend changes to maximise efficiency and consider proportionality?

Duty 8

Managing data, risks and limiting liability for negligence

In this section you will demonstrate your understanding of key legislation and regulation including the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**. You will show awareness of the risks of data breach, money laundering, fraud and cybersecurity, and how your organisation is protected from these. You will also show how you consider risk or potential risk of negligence and takes steps to protect your organisation from such risk.

- ☐ Are you aware of your organisation's **legal and regulatory requirements** for the use of data and the risks associated with data use?
- ☐ Are you aware of the risks associated with money laundering, cybersecurity or fraud in your organisation and the measures that are in place to protect against these risks?
- ☐ Do you consider risk or potential risk of negligence in your organisation and take steps to protect your organisation from those risks?

Duty 9

Knowing your limit

In this section you will provide evidence of giving appropriate advice and supporting team members in their development, with the ability to identify the limits of your professional experience and competence and escalating instructions that are beyond your scope of expertise. You will show how you recognise the requirement to maintain knowledge and competence.

- ☐ Are you able to recognise when a matter is beyond your remit and escalate to a senior colleague?
- ☐ Do you proactively seek feedback to improve your working practice?
- ☐ Do you ensure you have ongoing relevant training and development?
- ☐ Are you able to support other legal professionals in their professional development, training or career progression within your organisation or legal network?

Duty 10

Embracing developments

In this section you will provide evidence of embracing and adopting new developments in working practices and technology. You will demonstrate an awareness of the need to continually develop, grow and improve, sharing ideas for best practice and process improvement.

- ☐ Are you aware of emerging technology in the legal sector and how this may impact on the delivery of legal services?
- ☐ Are you able to adapt to change in your organisation and recognise how this helps to develop you and improve your organisation?
- ☐ Can you identify and act upon an opportunity to improve a process, a procedure or the service provided to clients?