**Portfolio Outcome Evidence Checklist**

| **OUTCOMES – Grouped by Competency** | **Date Achieved** | **Page Ref** |
| --- | --- | --- |
| **Ex 1** | **Ex 2** | **Ex 1** | **Ex 2** |
| **Competency 1: Practical application of the laws and legal practice** |
| 1.1 | Apply the law to the matter | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| 1.2 | Apply relevant legal procedure to a matter | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| 1.3 | Identify and deal with the issues arising in a matter | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| 1.4 | Undertake legal research | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| **Competency 2: Communication Skills** |
| 2.1 | Communicate legal issues using appropriate methods | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| 2.2 | Use suitable language in communication | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| 2.3 | Address all issues in communication | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| 2.4 | Seek appropriate information through communication | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| 2.5 | Represent a client through effective communication and other skills | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| **Competency 3: Client Relations** |
| 3.1 | Identify and understand a client’s or service user’s position | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| 3.2 | Take accurate instructions on legal matters from clients or service users | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| 3.3 | Provide clear legal advice to clients or service users | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| 3.4 | Evaluate the risk, costs and benefits of alternative courses of action | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| 3.5 | Take action to deal with instructions received | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| 3.6 | Manage a client’s or servicer user’s expectations | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| **Competency 4: Management of Workload** |
| 4.1 | Progress matters expeditiously | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| 4.2 | Plan your workload to deliver a good legal service to clients or service users | Click here to enter a date. |  | Enter page no(s) |  |
| 4.3 | Maintain files and records in accordance with procedures | Click here to enter a date. |  | Enter page no(s) |  |
| **Competency 5: Business Awareness** |
| 5.1 | Demonstrate an understanding of the business environment of a legal practice or organisation. | Click here to enter a date. |  | Enter page no(s) |  |
| 5.2 | Evaluate the risks, costs and benefits of alternative courses of action to the business | Click here to enter a date. |  | Enter page no(s) |  |
| **Competency 6: Professional Conduct** |
| 6.1 | Apply the rules of professional conduct appropriately to relevant situations | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| 6.2 | Provide appropriate information to clients and service users | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| 6.3 | Understand the need to avoid discrimination and promote equality and diversity | Click here to enter a date. |  | Enter page no(s) |  |
| **Competency 7: Self Awareness and Development** |
| 7.1 | Evaluate your professional skills and legal knowledge | Click here to enter a date. |  | Enter page no(s) |  |
| 7.2 | Understand the limitations of your professional skills and knowledge | Click here to enter a date. |  | Enter page no(s) |  |
| **Competency 8: Working with Others** |
| 8.1 | Establish effective working relationships with others involved in a legal matter | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |
| 8.2 | Demonstrate ability to select and provide appropriate information to others as required by the law | Click here to enter a date. | Click here to enter a date. | Enter page no(s) | Enter page no(s) |