

DRAFT

Annex 5

**CLCA: Part 5
Statement of competence
Work based experience**

This statement sets out the practice areas that a Candidate is expected to have achieved competence in at the point of qualification.

11. WORK BASED EXPOSURE TO CLIENTS & ETHICAL PROBLEMS

11(a)	Practical application of current law in England & Wales relating to legal costs
11(b)	Legal research
11(c)	Taking accurate client instructions
11(d)	Evaluating risks, costs and benefits of courses of action
11(e)	Advising client on courses of action
11(f)	Understanding a clients' position and acting on their instructions
11(g)	Managing the expectations of the client
11(h)	Representing the client through effective communication and other skills
11(i)	Negotiation and mediation
11(j)	Planning & managing workload to deliver professional legal service to client
11(k)	Developing effective working relationships with others involved in the client matter
11(l)	Understanding & applying professional conduct code and rules
11(m)	Understanding the limitations of professional skills & knowledge