

**DRAFT**

**Annex 8**

**CLCA  
Part 5 Certificate of Competence**

Competence achieved through qualifying work experience must:

- (i) be gained from experience of providing legal services (need not be costs law specific) which provides a Candidate with the opportunity to develop the competences set out below; and
- (ii) be of a total duration of at least 24 months. This need not be continuous, it can be full or part-time but must have been achieved over a period of 8 years before applying to the AAP for Costs Lawyer status.

<b>Work based experience competence</b>	
(i)	Practical application of current law in England & Wales relating to legal costs
(ii)	Legal research
(iii)	Taking accurate client instructions
(iv)	Evaluating risks, costs and benefits of courses of action
(v)	Advising client on courses of action
(vi)	Understanding a clients' position and acting on their instructions
(vii)	Managing the expectations of a client
(viii)	Representing the client through effective communication and other skills
(ix)	Negotiation and mediation
(x)	Planning & managing workload to deliver professional legal service to client
(xi)	Developing effective working relationships with others involved in the client matter
(xii)	Understanding & applying professional conduct code and rules
(xiii)	Understanding the limitations of professional skills & knowledge

<b>SECTION 1: TO BE COMPLETED BY CANDIDATE</b>	
<b>Name of Candidate</b>	
<b>Employer name and address where qualifying work experience achieved</b>	<b>Period of qualifying work experience</b>

**SECTION 2:**

To be completed and signed by one of the following, working with the Candidate in the entity in which they are employed.

- (i) A Costs Lawyer authorised and regulated by the CLSB at the time of signing.
- (ii) A Barrister authorised and regulated by the Bar Standards Board at the time of signing.
- (iii) A Solicitor authorised and regulated by the Solicitors Regulation Authority at the time of signing.
- (iv) A Chartered Legal Executive authorised and regulated by C.ILEX at the time of signing.

Name of signatory	
Professional capacity of signatory	
Phone number	

**SECTION 3:**

In the event the Candidate is a sole practitioner this certificate can be completed and signed by one of the following who has direct experience of the Candidates work e.g. client.

- (i) A Costs Lawyer authorised and regulated by the CLSB at the time of signing.
- (ii) A Barrister authorised and regulated by the Bar Standards Board at the time of signing.
- (iii) A Solicitor authorised and regulated by the Solicitors Regulation Authority at the time of signing.
- (iv) A Chartered Legal Executive authorised and regulated by C.ILEX at the time of signing.

Name of signatory	
Professional capacity of signatory	
Phone number	

I, the signatory identified under either section 2 or section 3 above hereby certifies that the Candidate has achieved competence in that stated under (i) to (xiii) inclusive above during work based experience of 12 months minimum.

Signed ..... Dated .....