



**Tutorial Pack:
Advanced
Professional
Development
Planning**

Introduction

The activities contained within this document are designed to be worked on both independently and as part of tutorials.

All articles and cases referred to in this pack may be found towards the end of the pack or by following the links provided.

Week 1

Activity 1

There is an agreed statement between ACLT and the CLSB known as a competence statement. That statement looks like this:

a competent trainee will have successfully completed the Costs Lawyer qualification, have achieved 3 years relevant work experience in costs law and practice and have been granted a practicing certificate by the CLSB. They will have a sound working (and background) knowledge of costs law, practice and procedure to enable them to work independently to prepare costs related documentation and conduct advocacy on costs related matters that may be complex in nature. Further, they will understand the regulatory framework and standard of professional conduct expected of a Costs Lawyer.

Research what is meant by a competence statement and make a note of your findings. Be prepared to share your responses with the group.

Activity 2

Consider the competence statement found in full in activity 1, and the requirement that you must have 'successfully completed the Costs Lawyer qualification', do you understand what it means?

Make a note of your thoughts and be prepared to share them with the group.

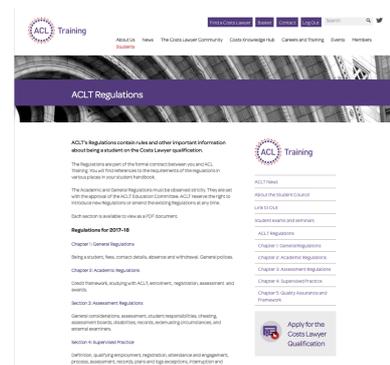
Activity 3

Locate and consider the outcomes you must evidence during supervised practice in order to qualify as a costs lawyer, these can be found on the CLSB website under the tab across the top of the site called 'qualifying'.

Review the competence statement in light of having read these outcomes and consider if these help you understand what the CLSB require you to do in the work place in order to qualify and achieve competence? If they help, how do they help? If they don't help, why not?

Activity 4

Consider the supervised practice framework on the ACL website. The CLSB Outcomes are listed down the left hand side of the document (clusters), and these are underpinned with competence statements and competencies (i.e mini objectives or outcomes). Review the competence statement in light of having read these outcomes and consider if these help you understand what the CLSB require



you to do in the work place in order to qualify and achieve competence? If they help, how do they help? If they don't help, why not?

Activity 5

Locate and read chapter 4 of the ACLT Regulations on the ACL website. Consider what documents you need to produce in order to satisfy ACLT's requirements. Are there any similarities in the documents required for this and the documents required for the module assignment? Make a list of the documents you will need to complete and any activities that you will need to undertake in order to satisfy the assessment of supervised practice.

Week 2

Activity 1

Locate your most recent CV. Since drafting it have any major changes happened to your role at work? Changed employers? Had a promotion? Or have you done any new work? Worked on big cases? If so, make a note of these.

Activity 2

Consider again the SP framework that you looked at last week. Tick off any competencies you think you could already evidence or have completed. If you feel you could evidence them all think about whether you can develop your skills in any way. Remember, you will need to get these signed off by a supervisor or supervised practice tutor at some point

Review what you have/haven't done and write 2-3 objectives you will include in your PDP for the assignment.

Activity 3

A competent Costs Lawyer will be able to work independently. Do you work independently?

If not, when will you know that you are able to work independently to prepare costs related documentation? How will you know you have achieved this?

If you do, do you supervise others? If so, how do you help them to work independently? If not, will you ever need or have the opportunity to?

Make a note of your ideas.

Week 3

Activity 1

Now you have satisfied yourselves that you will be able to evidence the CLSB requirements for supervised practice, or if you can't do this immediately that you will be able to do this in the future, start to think of longer term aspirations. What is your ultimate goal? Consider this and make a note

Activity 2

There is a shift in attitude towards CPD today, research the changes the SRA and CILEx have introduced to their CPD schemes. Identify any problems with the shift. Make notes on your findings and save any relevant websites or articles that you find.

ACL Training
Herringbone House
Lion Road
Palgrave, Diss,
Norfolk, IP22 1AL
Tel: 0203 1740 967

Email: enquiries@costslawyer.co.uk

Web: www.associationofcostslawyers.co.uk.co.uk

ALCD (Training) Limited trading as ACL Training.
Registered in England and Wales.