

Foundation PDP Assignment Brief

General Guidance

Where a question is in several parts and a words total is indicated, that is the total for the whole question, not for each part of it. Where a word limit is per part of a question, this will be clearly stated. You will not incur penalty for exceeding the word limit by up to 10% but excessively lengthy and prolix scripts will be penalised.

Whilst it is acceptable to use the internet for legal research, this means proper legal research on sites such as Westlaw, Lexis, Baili, legislation.gov.uk etc; citing Google or Wikipedia and such as authority for any legal proposition is unacceptable.

Paper-based resources will include the materials given to you for this module but you are expected to read more widely and to locate relevant materials beyond the course materials.

Module Guidance

Module Title:	Foundation Professional Development Planning
Module Code:	Module 1(a)
Assignment Number:	1
Assignment Type:	PDP and Reflective Log Book
Date Set:	13 January 2020
Date Due:	23 August 2020

Module Learning Outcomes

1. Critically discuss and evidence your own learning in academic and work-based contexts.
2. Evaluate and recognise your own strengths and weaknesses and identify ways in which perceived weaknesses might be improved and make best use of strengths.
3. Reflect upon and identify areas of development from things that did not go according to plan and respond to feedback.
4. Create personal records that evidence learning to demonstrate to others what they know and can do.

Required Task

Prepare a PDP and reflective log book. There is no word limit for this assignment although it is expected that each of your reflective logs will be between 1 and 2 pages in length. This assignment will be marked as either a pass or fail. There are no grade boundaries.

Please Note: All submissions must be made no later than midnight on 23 August 2020. Work MUST be submitted via the online learning environment.

Brief

Under rule 6.2 of the relevant CLSB Training Rules, a trainee must have undertaken work experience in costs law and practice in order to qualify as a costs lawyer. This is work that is of a costs nature, or work involving activities that require the application of costs law or costs practice or procedure. A qualified costs lawyer must have undertaken this work for a period of 3 years or more. This could be as an employee, self-employed or working for a registered charity. The experience can be gained before, during or after study for the Costs lawyer qualification and does not need to be continuous.

In order to qualify with ACLT as a costs lawyer, an individual has to achieve a core or threshold level of competency, as set out in the CLSB Aims and Outcomes Document 2013. An element of the training required must be achieved through costs work experience. The supervised practice approach provides structured learning and development, and assessment opportunities during that work experience. This is contextualised by the ACL Supervised Practice Framework (SP Framework). The ACL SP Framework maps out all of the abilities or competencies that a qualified costs lawyer should have developed through supervised practice. When undertaking this assignment you should have regard to the SP Framework. This framework is a part of the ACL Professional Development Framework. The competencies are organised in clusters. All CLSB clusters, underpinned by ACL Competencies, up to the level 3 threshold of the framework will need to be evidenced, through supervised practice or the formal qualification, in order to qualify as a costs lawyer. For this assignment you will be finalising part of your evidence for the supervised practice requirement. You should therefore consider the competencies at level 3 at this stage of the course.

You are required to produce a single PDP and eight reflective logs (one for each of requirements 1 – 8) using the ACLT template provided. You should complete a separate logbook sheet to demonstrate how you meet each of the main requirements set out below. You do not need to set targets in respect of each sub-requirement nor do you need to reflect and evaluate upon each sub-requirement. Please note, some of the course content will be delivered during your online tutorials during this, and other, modules.

Requirements
You MUST complete all of the following requirements:
Requirement 1: Practical Application of the law and legal Practice
<ul style="list-style-type: none"><input checked="" type="checkbox"/> 1.1 Identify and apply the relevant law to the matter<input checked="" type="checkbox"/> 1.2 Identify and apply relevant legal procedure to a matter.<input checked="" type="checkbox"/> 1.3 Identify and deal with the issues arising in a matter.<input checked="" type="checkbox"/> 1.4 Draft process documents<input checked="" type="checkbox"/> 1.5 Undertake legal research.
Requirement 2: Communication skills
<ul style="list-style-type: none"><input checked="" type="checkbox"/> 2.1 Seek appropriate information through communication.<input checked="" type="checkbox"/> 2.2 Represent a client/user through effective communication and other skills.<input checked="" type="checkbox"/> 2.3 Negotiate or mediate solutions to client matter.

- 2.4 Address all issues in communication.

Requirement 3: Client relations

- 3.1 Take accurate instructions relating to a legal matter from clients or service users.
- 3.2 Identify and understand a client's or service user's position.
- 3.3 Evaluate the risks, costs and benefits of alternative courses of action.
- 3.4 Provide clear legal advice to clients or service users.
- 3.5 Take action to deal with instructions received.
- 3.6 Manage a client's or service user's expectations.

Requirement 4: Management of workload

- 4.1 Plan your workload to deliver a good legal service to clients or service users.
- 4.2 Manage workloads and progress matters
- 4.3 Apply understanding, critical thinking and analysis to solve problems
- 4.4 Maintain files and records in accordance with procedures.

Requirement 5: Business Awareness

- 5.1 Demonstrate an understanding of the business environment of a legal practice or organisation.
- 5.2 Evaluate the risks, costs and benefits of alternative courses of action to the business.

Requirement 6: Professional Conduct

- 6.1 Apply the rules of professional conduct appropriately to relevant situations
- 6.2 Provide appropriate information to clients and service users.
- 6.3 Understand the need to avoid discrimination and promote equality and diversity

Requirement 7: Self-awareness and development

- 7.1 Evaluate your professional skills and legal knowledge.
- 7.2 Understand the limitations of your professional skills and knowledge.

Requirement 8: Working with others

- 8.1 Establish effective working relationships with others involved in a legal matter.
- 8.2 Demonstrate ability to select and provide appropriate information to others as required by the law.

Requirement 9: Presentation

For this submission, your logbooks are NOT required to be signed.

- Your submissions are required to be of a good standard in respect of presentation, spelling and grammar as you are required to uphold a professional standard in all that you do;

- ☑ You are required to complete the PDP and reflective logs using the ACLT templates provided;
- ☑ You are required to upload your submission as one word document;
- ☑ Failure to adhere to these presentation requirements may result in a fail.

Your work will be marked against the following criteria:

You must ensure your submission complies with the assignment brief and that all outcomes are evidenced in both your PDP and reflective log to pass this assignment. This assignment will be marked as either a pass or fail. There are no grade boundaries.

Full Marking Scheme: Costs Pleadings Assignment 2020

Pass	Fail
<p>To achieve a pass you must:</p> <p>RQs 1 – 8: Prepare a PDP setting adequate targets which relate to all of the requirements 1 - 8. You are likely to have set some SMART targets as these help you to identify when the target has been achieved.</p> <p>RQs 1 – 8: Prepare 8 separate reflective logs (1 for each requirement). You do not need to reflect upon each sub-requirement or each target set but you do need to include sufficient reflection to demonstrate that you have met that requirement. It is likely that your reflection and evaluation will be between 1 and 2 pages long for each of the 8 requirements.</p> <p>RQs 1 – 8: Demonstrate that you have considered and met the learning outcomes set out in the brief.</p> <p>RQ 9: Submit PDPs and logbooks which are of a sufficiently good standard in respect of presentation, spelling and grammar.</p> <p>You SHOULD:</p> <p>RQ9: Use the templates provided and upload your submission in one word document.</p> <p>RQs 1 – 8: Consider setting targets covering both academic and work based learning.</p> <p>RQs 1 – 8: Consider the following questions when preparing your reflective logs: Where were you? What did you do? Where are you now? Where do you want to be?</p> <p>RQs 1 – 8: You do not need to demonstrate that you have met each of the requirements, but you do need to demonstrate that you are working towards them.</p>	<p>You WILL fail if you:</p> <p>RQs 1 – 8: Do not prepare a PDP.</p> <p>RQs 1 – 8: Do not prepare 8 separate reflective logs (1 for each requirement).</p> <p>RQs 1 – 8: Do not meet the standard for each of the 8 requirements i.e. you must demonstrate that you have set sufficient targets covering all 8 requirements and that you have demonstrated sufficient reflection and evaluation for each of the 8 requirements.</p> <p>RQs 1 – 8: Do not demonstrate that you have considered and met the learning outcomes set out in the brief.</p> <p>RQ9: Do not meet an adequate standard in respect of presentation, spelling and grammar.</p> <p>You MAY fail if you:</p> <p>RQ9: Do not use the templates provided and/or do not upload your submission in one word document.</p> <p>RQ9: Do not produce reflective logs which are 1 to 2 pages in length.</p>