



**Tutorial Pack:
Foundation
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

Find a copy of your most recent CV.

Do you feel there are any areas that require development? What are these areas? Write a short paragraph to explain what you wish to improve.

You should then go on to consider posts by other members of the group. Has anyone identified similar areas for development?

Activity 2

Visit the CLSB website and access the Costs Lawyer Handbook. Look at the CLSB Practising Rules and answer the following questions.

- How do the rules define a costs lawyer?
- How do the rules define a practising certificate?
- Which rules sets out what you must do when making an application for a practising certificate?
- Which rules deals with the revocation of a practising certificate?
- Who is entitled to practice as a Costs Lawyer?

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'.

Read the assignment brief and consider the outcomes contained therein. These outcomes are quite generic do you know why? Write a short paragraph as to why you believe this is.

Now think about the skills you believe a costs lawyer needs. Write five bullet points of skills or activities you think every costs lawyer should be able to do.

Activity 4

Consider the supervised practice framework on the next page. 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).

Locate and read chapter 4 of the ACLT Regulations on the ACL website. Specifically consider the supervised practice handbook. 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

Last week you created a list of skills/experience every costs lawyer needs.

- Which of these do you have experience in?
- Make a note of them on the forum. Does your CV specifically say you have this experience?
- Which of the list do you not have experience of or in?
- Is there a chance in your current role that you may be able to gain that experience?

Be prepared to write a short post on the forum explaining where you have identified a skills gap and whether or not you believe you can fill that gap in your current post.

During your tutorial consider where somebody else identified an area where they are not getting experience. Is that area very different to the work they undertake currently? Can you make a suggestion as to how they may advance their skills in that area or which skills are similar in their present role which are easily transferable?

Activity 2

Consider again the SP framework from last week and tick off any competencies you think you could already evidence or have completed. Identify any clusters or statements you do not think you could evidence. If you feel you could evidence them all think about whether you can develop your skills in any way.

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

Activity 3

We are all human. Can you recall a time when you have made a mistake at work which has helped you learn? Write a short paragraph about that experience.

Week 3

Activity 1

What was the last CPD session you attended? Could you see the point of it? Was it out of choice or because your firm required it of you? Was it a valuable session?

Write a sentence in response to each question raised and be prepared to post it in the forum.

During the tutorial, look at the responses of your peers. Has anybody attended a CPD session you think would be interesting? Why? Comment on the forum and tell your peer why you believe that CPD session could be useful.

Activity 2

CPD is often looked upon to help you maintain competence, but could it help you change your future career progression? Look online and find a CPD session that may add to your skill base. Post a link to the session with a short explanation as to why it may help you (or others).

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