

WORK MANAGEMENT AND BUSINESS SKILLS

This information has been taken from Schedule 3 of the Legal Profession (Admission) Rules 2008. Each applicant for admission to the legal profession is required to provide evidence that the applicant has achieved the requisite competence in each element.

Descriptor:

An entry level lawyer should be able to manage workload, work habits, and work practices in a way that ensures that clients' matters are dealt with in a timely and cost-effective manner.

Element. 1 Managing personal time

Performance criteria

The lawyer has competently:

- used a diary or other system to record time limits or deadlines and to assist in planning work.
- identified conflicting priorities as they arise and managed the conflict effectively.
- used available time effectively, to the benefit of the lawyer's clients and employer.

Element. 2 Managing risk

Performance criteria

The lawyer has competently:

- conducted each matter in a way that minimises any risk to the client, lawyer or firm arising from missed deadlines, negligence or failure to comply with the requirements of the law, a court or other body.
- recognised the limits of the lawyer's expertise and experience and referred the client or matter to other lawyers, counsel or other professionals, as the circumstances require.

Element. 3 Managing files

Performance criteria

The lawyer has competently:

- used a file management system to ensure that work priorities are identified and managed; clients' documents are stored in an orderly and secure manner; and to alert the lawyer to any need to follow up a matter or give it other attention.
- rendered timely bills, in accordance with law and any agreement between the lawyer and client, which set out the basis for calculating the lawyer's fees.
- accurately recorded all communications and attendances, with details of dates and times.

Element. 4 Keeping client informed

Performance criteria

The lawyer has competently:

- communicated with the client during the course of the matter as frequently as circumstances and good practice require.

- confirmed oral communications in writing when requested by the client or required by good practice.
- dealt with the client's requests for information promptly.
- informed the client fully of all important developments in the matter, in a way which the client can easily understand.

Element. 5. Working co-operatively

Performance criteria

The lawyer has competently:

- worked with support staff, colleagues, consultants and counsel in a professional and cost-effective manner.

Explanatory Note

This competency standard applies to the exercise of good work habits in a legal practice to ensure that:

- clients do not suffer loss or damage from a lawyer missing deadlines or neglecting matters;
- clients are kept informed regularly and fully of the progress of their matters;
- clients' matters are dealt with in a cost-effective manner.