



**TRAINEE ACCREDITED PARALEGAL – QUARTERLY REVIEW FORM**

At the end of each quarter the work carried out by the trainee accredited paralegal should be checked against the competencies relating to the area of practice that they are registered under and a score between one and nine must be agreed by the paralegal and the supervising solicitor for each question of the review reflecting the level they are currently working at.

Quarterly reviews are required in order that we can assess progress throughout the training year ensuring that by the end of the year any trainee accredited paralegal meets the standard of a Law Society of Scotland accredited paralegal.

<b>Name</b>	
<b>Name of firm</b>	
<b>Area of practice</b>	
<b>Review date</b>	
<b>Supervising solicitor name</b>	

<b>Knowledge, understanding, familiarity and awareness</b>			
<b>Tainee mark:</b>		<b>Mentor mark:</b>	
		<b>Agreed mark:</b>	
Comments: review the work you have carried out against the competencies for your area. We are looking for either party to raise any issues you have or note any areas where further training may be required or requested. This area can also be used to note where the trainee is excelling.			

<b>Technical skills (eg IT, office equipment, literacy, numbers)</b>			
<b>Tainee mark:</b>		<b>Mentor mark:</b>	
		<b>Agreed mark:</b>	
Comments: review the work you have carried out against the competencies for your area. We are looking for either party to raise any issues you have or note any areas where further training may be required or requested. This area can also be used to note where the trainee is excelling.			

<b>Organisational skills</b>			
<b>Tainee mark:</b>		<b>Mentor mark:</b>	
		<b>Agreed mark:</b>	

<p>Comments: review the work you have carried out against the competencies for your area. We are looking for either party to raise any issues you have or note any areas where further training may be required or requested. This area can also be used to note where the trainee is excelling.</p>	
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<b>Communication skills</b>					
<b>Tainee mark:</b>		<b>Mentor mark:</b>		<b>Agreed mark:</b>	
<p>Comments: review the work you have carried out against the competencies for your area. We are looking for either party to raise any issues you have or note any areas where further training may be required or requested. This area can also be used to note where the trainee is excelling.</p>					

<b>Inter-personal skills</b>					
<b>Tainee mark:</b>		<b>Mentor mark:</b>		<b>Agreed mark:</b>	
<p>Comments: review the work you have carried out against the competencies for your area. We are looking for either party to raise any issues you have or note any areas where further training may be required or requested. This area can also be used to note where the trainee is excelling.</p>					

<b>Interviewing</b>					
<b>Tainee mark:</b>		<b>Mentor mark:</b>		<b>Agreed mark:</b>	
<p>Comments: review the work you have carried out against the competencies for your area. We are looking for either party to raise any issues you have or note any areas where further training may be required or requested. This area can also be used to note where the trainee is excelling.</p>					

<b>Writing and drafting</b>					
<b>Tainee mark:</b>		<b>Mentor mark:</b>		<b>Agreed mark:</b>	
<p>Comments: review the work you have carried out against the competencies for your area. We are looking for either party to raise any issues you have or note any areas where further training may be required or requested. This area can also be used to note where the trainee is excelling.</p>					

<b>Legal and ethical values</b>					
<b>Tainee mark:</b>		<b>Mentor mark:</b>		<b>Agreed mark:</b>	
Comments: review the work you have carried out against the competencies for your area. We are looking for either party to raise any issues you have or note any areas where further training may be required or requested. This area can also be used to note where the trainee is excelling.					

<b>Attitudes</b>					
<b>Tainee mark:</b>		<b>Mentor mark:</b>		<b>Agreed mark:</b>	
Comments: review the work you have carried out against the competencies for your area. We are looking for either party to raise any issues you have or note any areas where further training may be required or requested. This area can also be used to note where the trainee is excelling.					

<b>Focus (eg client and professional)</b>					
<b>Tainee mark:</b>		<b>Mentor mark:</b>		<b>Agreed mark:</b>	
Comments: review the work you have carried out against the competencies for your area. We are looking for either party to raise any issues you have or note any areas where further training may be required or requested. This area can also be used to note where the trainee is excelling.					

<b>Average</b>					
<b>Tainee mark:</b>		<b>Mentor mark:</b>		<b>Agreed mark:</b>	
Comments: review the work you have carried out against the competencies for your area. We are looking for either party to raise any issues you have or note any areas where further training may be required or requested. This area can also be used to note where the trainee is excelling.					