



**TRAINEE ACCREDITED PARALEGAL – QUARTERLY REVIEW FORM**

At the end of each quarter the work carried out by the trainee should be checked against the general competencies, standards and competencies relating to the chosen area of practice.

The trainee and supervising solicitor should refer to the trainee grading structure and allocate a score of between one and nine to each section of the review form. Additional comments can also be added to demonstrate the trainee’s progression during the quarter.

<b>Name</b>	
<b>Review due</b>	
<b>Review number</b>	
<b>Supervising solicitor</b>	
<b>Name of firm</b>	
<b>Review completed</b>	

<b>Knowledge, understanding, familiarity and awareness</b>					
Trainee mark:		Supervising solicitor mark:		Agreed mark:	
Comments:					

<b>Technical skills (e.g IT, office equipment, literacy, numeracy)</b>					
Trainee mark:		Supervising solicitor mark:		Agreed mark:	
Comments:					

**Organisational skills**

Trainee mark:		Supervising solicitor mark:		Agreed mark:	
Comments:					

**Communication skills**

Trainee mark:		Supervising solicitor mark:		Agreed mark:	
Comments:					

**Inter-personal skills**

Trainee mark:		Supervising solicitor mark:		Agreed mark:	
Comments:					

**Interviewing**

Trainee mark:		Supervising solicitor mark:		Agreed mark:	
Comments:					

**Writing and drafting**

Trainee mark:		Supervising solicitor mark:		Agreed mark:	
Comments:					

**Legal and ethical values**

Trainee mark:		Supervising solicitor mark:		Agreed mark:	
Comments:					

**Attitudes**

Trainee mark:		Supervising solicitor mark:		Agreed mark:	
Comments:					

**Focus (e.g client and professional)**

Trainee mark:		Supervising solicitor mark:		Agreed mark:	
Comments:					

**Average**

Trainee mark:		Supervising solicitor mark:		Agreed mark:	
Overall comments:					