



TRAINEE QUARTERLY REVIEW – GRADING STRUCTURE

GRADE	LEVEL OF PERFORMANCE
1	Has distinct competency gaps that require immediate attention. There are serious concerns and performance is well below the standard expected.
2	Has some competency gaps that require immediate resolution. There are concerns and performance is below the standard expected.
3	Minor competency gaps that require resolution. Performance is below the standard expected.
4	Just below competency required. Generally good but some areas require improvement.
5	Performing at the required level. Evidence of competency but more exposure required.
6	Consistently works at the required level. Shows some ability to progress.
7	Consistently exceeds the level of performance required. Shows significant ability to progress.
8	Working at a standard well above that required of a Trainee Accredited Paralegal. Always exceeding the level of performance expected.
9	Working at a standard expected of a Law Society of Scotland Accredited Paralegal. Consistently performs above expectations.