|  |  |
| --- | --- |
| Name  |  |
| Firm  |  |
| Review number  |  |
| Review date  |  |
| Supervising solicitor  |  |

At the end of each quarter your work should be checked against the practice area competencies, standards of conduct and general competencies.

Please use the sections below to demonstrate your progression and development plans for the next quarter.

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| Practice Area Competencies |
| How have you developed your knowledge and skills specific to the practice area?  |
|  |
| What areas of work (if any) do you feel confident completing independently?  |
|  |
| What areas of work do you hope to develop throughout the next quarter? |
|  |
| Please rate your development over the quarter on a scale of 1-5\* |  |

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| General CompetenciesPlease use the sections below to describe how have you developed your general paralegal skills throughout the quarter? |
| Knowledge, understanding, familiarity and awareness  |
|  |
| Technical skills (e.g. IT, office equipment, literacy, numeracy) |
|  |
| Organisational skills  |
|  |
| Communication skills  |
|  |
| Inter-personal skills  |
|  |
| Interviewing  |
|  |
| Writing and drafting  |
|  |
| Values and attitudes |
|  |
| What areas do you hope to develop throughout the next quarter? |
|  |
| Please rate your development over the quarter on a scale of 1-5\* |  |

## Development scale

The development scale is simple scoring system of 1-5 to help you demonstrate progress during your traineeship.

As an example:

a score of one would be – ‘Development phase with distinct gaps in knowledge and skills. Close supervision and training are required’

a score of five would be - ‘Demonstrates good knowledge and skills across all general and practice area competencies. Completes tasks independently’

We would expect you to start your traineeship with a low score and increase throughout the year as you gain more skills, knowledge and experience.

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| Supervising Solicitor Comments  |
| If your supervising solicitor would like to provide additional information on your progress throughout the quarter, they can do so in the box below.   |
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