**Continuing competence - learning and development template**

You can use this template to help make sure you are competent to carry out your role and keep your professional knowledge and skills up to date. It is not a regulatory requirement to complete this.

To help, there is an example of how a solicitor may complete the steps for one learning and development need. The example is not intended to demonstrate a complete record, and you should add as many rows as needed to the tables. [Find out more about the steps and how to complete them](https://www.sra.org.uk/solicitors/resources/continuing-competence/cpd/continuing-competence-toolkit/tool-kit/address-learning-development/)

1. **Reflect and identify**

We expect you to regularly reflect on your knowledge and skills, and the quality of your practice, to identify your learning and development needs. [Find out more](https://www.sra.org.uk/solicitors/resources/continuing-competence/cpd/continuing-competence-toolkit/tool-kit/identify-learning-development/)

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| **My learning & development needs** | **How I identified them** | **How they relate to my practice** |
| List your learning and development needs and number them so you can refer back to them later. | Explain how you reflected on your practice to identify your learning and development needs. Possible examples include reflecting on:   * feedback from clients and colleagues * changes to the law and procedure in your area(s) of practice * your perception of your strengths and weaknesses. * what went well/badly in individual cases | To further evidence the process of reflection, explain how your learning and development needs relate to your practice.  Where possible, refer to [our Competence Statement](https://www.sra.org.uk/solicitors/resources/continuing-competence/cpd/competence-statement/) and any expectations or examples of good practice for specific areas of law. |
| **Example**  **LD1** Improve my ability to deal effectively with vulnerable clients and witnesses. | Feedback from a vulnerable client showed they didn’t feel fully supported or understood. I reflected on the quality of my work for that client, and other vulnerable clients, to identify some gaps in my knowledge and skills. I was given an objective to address them in my appraisal. | I represent vulnerable people in court and question vulnerable witnesses as part of my criminal law practice. This means I need to pay careful attention to competences C2.b, C2.d and B5.f from the Statement of Solicitor Competence. |
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1. **Plan**

We expect you to keep an up-to-date plan of how you intend to address your learning and development needs. Find out more - [How to plan](https://www.sra.org.uk/solicitors/resources/continuing-competence/cpd/continuing-competence-toolkit/tool-kit/planning-learning-development/) and [How to address learning needs](https://www.sra.org.uk/solicitors/resources/continuing-competence/cpd/continuing-competence-toolkit/tool-kit/address-learning-development/)

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| **Plan of action** | **What I want to achieve** | **Timescales** |
| Explain the activities you will complete to address your learning and development needs. Where appropriate, specify the time and resource requirements of each activity. | For each learning and development activity, explain what you want to achieve. Be specific and show you have thought about how each activity relates to your learning and development needs and practice. | Include dates for booked activities like events and courses, and target completion dates for other activities such as self-study. |
| **Example**  **LD1**   * Complete Advocacy and the Vulnerable Training with the ICCA – 12hrs. * Study relevant toolkits from The Advocate’s Gateway. | * I want to get better at identifying and meeting the needs of vulnerable clients. * I want to learn strategies for the effective questioning of witnesses with different forms of vulnerability. | * Complete self-study by [date] * ICCA course reserved on [date] |
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1. **Record and evaluate**

We expect you to keep an accurate record of the learning and development activity you complete, and to evaluate how it helped address your learning and development needs. [Find out more](https://www.sra.org.uk/solicitors/resources/continuing-competence/cpd/continuing-competence-toolkit/tool-kit/evaluating-learning-development/)

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| **Record of completion** | **Evaluation** | **Next steps** |
| List the learning and development activities you completed, and when you completed them. | For each activity, explain:   * what you learnt * how it helped address your learning and development needs * if it led you to identify any additional learning and development needs. | For each activity, explain:   * how you will improve your practice as a result * any further steps you will take to address your learning and development needs, including any needs you identified as a result of learning and development activity. |
| **Example**  **LD1**   * [Date] - finished self-study of toolkits 1a, 2, 3, 4, 5, 11 and 14 from The Advocate’s Gateway. * [Date] - completed ICCA Advocacy and the Vulnerable training. | * Self-study improved my understanding of effective questioning strategies for vulnerable people and how specific conditions can impact people’s ability to participate effectively in proceedings. * The ICCA training gave me a detailed and practical understanding of how to question vulnerable witnesses, and identified that when I deal with a specific vulnerability for the first time, I need to do more work to understand it and tailor my questioning style as needed. | * I applied what I learnt when I questioned a vulnerable witness in a trial and found that they could understand and respond to my questions more effectively. * I am working to effectively identify and adapt to the needs of my deaf client . I will request communication aids at a ground rules hearing. * If I am faced with a vulnerability for the first time, I will complete self-study as a minimum to understand how to question people with that vulnerability and how it can impact their ability to participate effectively in proceedings. |
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