

## PERFORMANCE INDICATORS FOR CLIENT SQE2 ATTENDANCE NOTE/LEGAL ANALYSIS

<b><i>Skills</i></b>	<b><i>Indicators demonstrating competence</i></b>	<b><i>Indicators that do not demonstrate competence</i></b>
<b>Record all relevant information</b>	<ul style="list-style-type: none"> <li>• The candidate identifies and sets out the relevant facts contained in the assessment documents and elicited from the Client Interview, e.g. facts which are important in ensuring the client's needs/ objectives are met or relevant to the legal analysis</li> </ul>	<ul style="list-style-type: none"> <li>• The candidate does not identify relevant facts from the assessment documents, or elicited from the Client Interview, which meet the client's objectives or are relevant to their legal analysis</li> <li>• The candidate includes many facts in their answer which have no bearing on their legal advice</li> </ul>
<b>Identify appropriate next steps</b>	<ul style="list-style-type: none"> <li>• The candidate sets out the steps to be taken to progress the client's matter, e.g. the solicitor will provide a letter of advice to the client, or request further information from the client</li> </ul>	<ul style="list-style-type: none"> <li>• The candidate does not set out any relevant next steps to progress the client's matter</li> <li>• The candidate sets out next steps which do not progress the client's matter, e.g. recommending lines of enquiry which have no bearing on the client's problem</li> </ul>
<b>Provide client focused advice (ie advice which demonstrates an understanding of the problem from the client's point of view and what the client wants to achieve, not just from a legal perspective)</b>	<ul style="list-style-type: none"> <li>• The candidate demonstrates an understanding of the client's concerns from the client's perspective (e.g. the candidate addresses the client's legal problems, any relevant commercial considerations and/ or the client's personal circumstances).</li> </ul>	<ul style="list-style-type: none"> <li>• The candidate does not approach or appreciate the client's problem from the client's perspective, e.g. produces a legal analysis which does not take into account the client's concerns</li> </ul>

<b>Law</b>	<b><i>Indicators demonstrating competence</i></b>	<b><i>Indicators that do not demonstrate competence</i></b>
<b>Apply the law correctly to the client's situation</b>	<ul style="list-style-type: none"> <li>The candidate identifies the relevant fundamental legal principles in accordance with the SQE2 assessment specification and applies them correctly to the facts of the client's case</li> </ul>	<ul style="list-style-type: none"> <li>The candidate does not identify and correctly apply the relevant legal principles to the facts of the client's case</li> <li>The candidate does not apply the relevant legal principles in a way that addresses the client's needs and concerns</li> </ul>
<b>Apply the law comprehensively to the client's situation, identifying any ethical and professional conduct issues and exercising judgment to resolve them honestly and with integrity</b>	<ul style="list-style-type: none"> <li>The candidate's attendance note and legal analysis is sufficiently detailed in the context of the client's case and the relevant factual and legal issues</li> <li>Where relevant, the candidate recognises ethical issues and exercises effective judgment in addressing them in accordance with the SRA Principles and rules of professional conduct</li> </ul>	<ul style="list-style-type: none"> <li>The candidate's attendance note and legal analysis is not sufficiently detailed in the context of the client's case and the relevant factual and legal issues</li> <li>The candidate does not recognise ethical issues or exercise effective judgment in addressing them in accordance with the SRA Principles and rules of professional conduct</li> </ul>