

Sample copy of the Report on the Experiential Training Competencies

<i>Instructions</i>	2
<i>1. Professional Responsibility</i>	3
<i>2. Interviewing</i>	4
<i>3. Fact investigation and legal research</i>	5
<i>4. Drafting and legal writing</i>	6
<i>5. Planning and Advising</i>	7
<i>6. File and Practice Management</i>	8
<i>7. Negotiation</i>	10
<i>8. Advocacy</i>	11
<i>9. Transactional/ advisory matters</i>	12

Instructions

At the end of the articling placement, Principals and candidates are each required to report on the candidate's experience during the placement as it relates to the experiential training competencies. These reports must be filed separately and online.

This document includes all the experiential training competencies and a range of up to five levels of experience to choose from for each. A five-point scale describing sample levels of experience is included for each competency. When you complete the report online, you will be asked to select a response that is most reflective of the level of the candidate's experience with each of these competencies during the placement. You will also be given an opportunity to provide additional information in a text box below each question. Several of the scales are defined by the terms Regularly, Frequently, Occasionally and Rarely; these terms may be defined as follows:

Regularly 11 or more times during the placement

Frequently 6-10 times during the placement

Occasionally 3-5 times during the placement

Use this document to review the requirements, track progress or provide feedback throughout the placement. Please do not attempt to file this form with the Law Society.

You must complete your reporting requirements using the Record of Experiential Training in Articling Program (RET), an online tool developed by the Law Society that you can access through your online account. The Law Society will not accept reporting through any other delivery method.

1. Professional Responsibility

1. *Discuss ethical obligations and responsibilities of a lawyer.*
 - *Regularly discussed ethical obligations and responsibilities of a lawyer.*
 - *Frequently discussed ethical obligations and responsibilities of a lawyer.*
 - *Occasionally discussed ethical obligations and responsibilities of a lawyer.*
 - *Rarely discussed ethical obligations and responsibilities of a lawyer.*
 - *Not applicable in this context.*
2. *Observe procedures related to engagements/retainers and/or documenting the scope of services.*
 - *Regularly observed procedures related to engagements/retainers and/or documenting the scope of services.*
 - *Frequently observed procedures related to engagements/retainers and/or documenting the scope of services.*
 - *Occasionally observed procedures related to engagements/retainers and/or documenting the scope of services.*
 - *Rarely observed procedures related to engagements/retainers and/or documenting the scope of services.*
 - *Not applicable in this context.*
3. *Discuss the lawyer's duty to preserve client confidentiality and the appropriate measures to be taken.*
 - *Discussed the lawyer's duty to preserve client confidentiality and actively took appropriate measures.*
 - *Discussed the lawyer's duty to preserve client confidentiality and took appropriate measures.*
 - *Discussed the lawyer's duty to preserve client confidentiality and observed the appropriate measures to be taken.*
 - *Discussed the lawyer's duty to preserve client confidentiality or observed the appropriate measures to be taken.*
 - *Not applicable in this context.*
4. *Discuss potential client conflict of interest issues and observe or use client conflict management process.*
 - *Discussed potential client conflict of interest issues and initiated the client conflict management process.*
 - *Discussed potential client conflict of interest issues and followed the client conflict management process.*

- *Discussed potential client conflict of interest issues and observed use of the client conflict management process.*
- *Discussed potential client conflict of interest issues or observed the use of the client conflict management process.*
- *Not applicable in this context.*

5. *Discuss appropriate steps to take when asked by a client to do something that would breach professional obligations.*

- *Extensively discussed the appropriate steps to take if asked by a client to do something that would breach professional obligations.*
- *Discussed the appropriate steps to take if asked by a client to do something that would breach professional obligations.*
- *Briefly discussed the appropriate steps to take if asked by a client to do something that would breach professional obligations.*
- *Did not discuss the appropriate steps to take when asked by a client to do something that would breach professional obligations.*
- *Not applicable in this context.*

2. Interviewing

6. *Participate in/observe client interviews.*

- *Independently conducted client interviews.*
- *Jointly conducted client interviews.*
- *Participated in client interviews.*
- *Observed client interviews.*
- *Not applicable in this context.*

7. *Document client meetings (e.g. meeting notes, memos to file).*

- *Regularly documented client meetings.*
- *Frequently documented client meetings.*
- *Occasionally documented client meetings.*
- *Rarely documented client meetings.*
- *Not applicable in this context.*

8. *Attend interviews with witnesses and/or experts.*

- *Independently conducted witness and/or expert interviews.*
- *Jointly conducted witness and/or expert interviews.*

- *Participated in witness and/or expert interviews.*
- *Observed witness and/or expert interviews.*
- *Not applicable in this context.*

9. *Prepare witness statements, affidavits, or other court documents based on interview.*

- *Independently prepared final drafts of witness statements, affidavits, or other court documents based on interview.*
- *Prepared preliminary drafts of witness statements, affidavits, or other court documents based on interview.*
- *Assisted in the preparation of draft witness statements, affidavits, or other court documents based on interview.*
- *Prepared summaries of expected evidence to be used in the drafting of witness statements, affidavits, or other court documents based on interview.*
- *Not applicable in this context.*

3. *Fact investigation and legal research*

10. *Review and/or summarize relevant documentation (e.g., transcripts, client's personal or internal files, corporate minute books, contracts, files maintained by government or administrative bodies).*

- *Conducted detailed reviews and summarized relevant documentation for a variety of matters.*
- *Conducted detailed reviews and summarized relevant documentation.*
- *Conducted detailed reviews of relevant documentation.*
- *Conducted limited reviews of relevant documentation.*
- *Not applicable in this context.*

11. *Identify applicable areas of law and legal issues.*

- *Regularly identified applicable areas of law and legal issues.*
- *Frequently identified applicable areas of law and legal issues*
- *Occasionally had the opportunity to identify applicable areas of law and legal issues.*
- *Rarely had the opportunity to identify applicable areas of law and legal issues.*
- *Not applicable in this context.*

12. *Conduct research on substantive and procedural issues.*

- *Conducted extensive research on complex substantive and procedural issues on a wide variety of topics.*

- *Conducted extensive research on complex substantive and procedural issues on a limited number of topics.*
- *Conducted research on substantive and procedural issues.*
- *Conducted limited research on substantive and procedural issues.*
- *Not applicable in this context.*

13. Interpret and apply results of research.

- *Regularly interpreted and applied results of research.*
- *Frequently interpreted and applied results of research.*
- *Occasionally interpreted and applied results of research.*
- *Rarely interpreted and applied results of research.*
- *Not applicable in this context.*

14. Report results of research to lawyer orally and/or in writing.

- *Regularly reported results of research to lawyer orally and/or in writing.*
- *Frequently reported results of research to lawyer orally and/or in writing.*
- *Occasionally reported results of research to lawyer orally and/or in writing.*
- *Rarely reported results of research to lawyer orally and/or in writing.*
- *Not applicable in this context.*

4. Drafting and legal writing

15. Use precedents to prepare legal documents.

- *Given the opportunity to use precedents and to make extensive, substantive modifications.*
- *Given the opportunity to use precedents and to make substantive modifications.*
- *Given the opportunity to use precedents and to make minor modifications.*
- *Given the opportunity to use precedents without making modifications.*
- *Not applicable in this context.*

16. Formulate and draft legal argument, analysis, advice or submissions.

- *Formulated and drafted complex legal argument, analysis, advice or submissions*
- *Formulated and drafted legal argument, analysis, advice or submissions.*
- *Formulated complex legal argument, analysis, advice or submissions.*
- *Formulated legal argument, analysis, advice or submissions.*
- *Not applicable in this context.*

17. *Prepare drafts of litigation documents (e.g., pleadings, notices of motion, notices of application, draft orders, offers to settle, notices of appeal, affidavits, facta, minutes of settlement, releases).*
- *Prepared drafts of a wide variety of litigation documents.*
 - *Prepared drafts of a variety of litigation documents.*
 - *Prepared drafts of a limited range of litigation documents.*
 - *Prepared drafts of litigation documents for one type of matter.*
 - *Not applicable in this context.*
18. *Prepare drafts of solicitor-type documents (e.g., correspondence, resolutions, officer's certificates, powers of attorney, agreements, letters of opinion, reporting letters, Wills).*
- *Prepared drafts of a wide variety of solicitor-type documents.*
 - *Prepared drafts of a variety of solicitor-type documents.*
 - *Prepared drafts of a limited range of solicitor-type documents.*
 - *Prepared drafts of solicitor-type for one type of matter.*
 - *Not applicable in this context.*

5. Planning and Advising

19. *Conduct due diligence to ensure all relevant information has been obtained and reviewed.*
- *Regularly conducted due diligence.*
 - *Frequently conducted due diligence.*
 - *Occasionally conducted due diligence.*
 - *Rarely conducted due diligence.*
 - *Not applicable in this context.*
20. *Generate options and formulate strategy with lawyer in light of client's needs and circumstances.*
- *Generated legal options and made recommendations to the lawyer regarding strategy in light of the client's needs and circumstances.*
 - *Generated legal options, assessed them with lawyer, and helped to formulate a plan in light of the client's needs and circumstances.*
 - *Generated legal options and assessed them with lawyer.*
 - *Generated legal options for lawyer.*

- *Not applicable in this context.*

21. Observe client meetings in which remedies, options, advice, and instructions are discussed.

- *Regularly observed client meetings in which remedies, options, advice, and instructions were discussed.*
- *Frequently observed client meetings in which remedies, options, advice, and instructions were discussed.*
- *Occasionally observed client meetings in which remedies, options, advice, and instructions were discussed.*
- *Rarely observed client meetings in which remedies, options, advice, and instructions were discussed.*
- *Not applicable in this context.*

22. Advise client under direct supervision of lawyer.

- *Regularly advised client under direct supervision of lawyer.*
- *Frequently advised client under direct supervision of lawyer.*
- *Occasionally advised client under direct supervision of lawyer.*
- *Rarely advised client under direct supervision of lawyer.*
- *Not applicable in this context.*

6. File and Practice Management

23. Keep client informed of progress of the matter.

- *Regularly kept clients informed of the progress of their matters.*
- *Frequently kept clients informed of the progress of their matters.*
- *Occasionally had the opportunity to keep clients informed of the progress of their matters.*
- *Rarely had the opportunity to keep clients informed of the progress of their matters.*
- *Not applicable in this context.*

24. Document a file (e.g., records of telephone calls, memos to file, client instructions).

- *Regularly documented files.*
- *Frequently documented files.*
- *Occasionally documented files.*
- *Rarely documented files.*
- *Not applicable in this context.*

25. **Organize a file.**
- *Regularly organized files.*
 - *Frequently organized files.*
 - *Occasionally organized files.*
 - *Rarely organized files.*
 - *Not applicable in this context.*
26. **Use time docketing system and/or follow process for recording expenses and disbursements.**
- *Regularly used time docketing systems and/or followed process for recording expenses and disbursements.*
 - *Frequently used time docketing systems and/or followed process for recording expenses and disbursements.*
 - *Occasionally had the opportunity to use time docketing systems and/or follow process for recording expenses and disbursements.*
 - *Rarely had the opportunity to use time docketing systems and/or follow process for recording expenses and disbursements.*
 - *Not applicable in this context.*
27. **Become familiar with and apply cost and time saving techniques that benefit the client.**
- *Regularly applied cost and time saving techniques.*
 - *Frequently applied cost and time saving techniques.*
 - *Occasionally applied cost and time saving techniques.*
 - *Became familiar with cost and time saving techniques.*
 - *Not applicable in this context.*
28. **Use a tickler system (bring forward and limitation dates).**
- *Regularly used a tickler system.*
 - *Frequently used a tickler system.*
 - *Occasionally used a tickler system.*
 - *Rarely used a tickler system.*
 - *Not applicable in this context.*

7. Negotiation

29. Prepare for negotiations (e.g., transactional, litigation, ADR).

- *Created and presented negotiation strategy; encouraged client to consider factors not previously raised.*
- *Provided recommendations regarding negotiations.*
- *Identified issues in preparation for negotiation.*
- *Performed basic file review in preparation for negotiation.*
- *Not applicable in this context.*

30. Observe negotiations.

- *Regularly observed negotiations.*
- *Frequently observed negotiations.*
- *Occasionally observed negotiations.*
- *Rarely observed negotiations.*
- *Not applicable in this context.*

31. Review and discuss status or outcome of negotiations with lawyer.

- *Provided strategic recommendations regarding negotiations.*
- *Provided options regarding negotiations.*
- *Shared observations regarding negotiations.*
- *Attended debriefing regarding negotiations.*
- *Not applicable in this context.*

32. Conduct negotiations under supervision of a lawyer (e.g., small claims, simple tribunal matter).

- *Regularly conducted negotiations.*
- *Frequently conducted negotiations.* • *Occasionally conducted negotiations.*
- *Rarely conducted negotiations.*
- *Not applicable in this context.*

33. Observe forms of alternative dispute resolution (e.g., mediation, arbitration, conciliation).

- *Regularly observed forms of alternative dispute resolution.*
- *Frequently observed forms of alternative dispute resolution.*
- *Occasionally observed forms of alternative dispute resolution.*

- *Rarely observed forms of alternative dispute resolution.*
- *Not applicable in this context.*

8. Advocacy

34. *Observe and/or support advocacy in a variety of settings (e.g., motions, tribunal hearings, trials, pre-trial conferences, discoveries, applications, references, assessments of costs, examinations).*
- *Regularly observed and/or supported advocacy in a variety of settings.*
 - *Frequently observed and/or supported advocacy.*
 - *Occasionally observed and/or supported advocacy.*
 - *Rarely observed and/or supported advocacy.*
 - *No opportunity to observe and/or support advocacy.*
35. *Request, provide or participate in document disclosure as required (e.g., affidavits of documents, Crown disclosure, Children's Aid Society)*
- *Regularly participated in document disclosure.*
 - *Frequently participated in document disclosure.*
 - *Occasionally participated in document disclosure.*
 - *Rarely participated in document disclosure.*
 - *Not applicable in this context.*
36. *Attend court or tribunal, where permitted, to speak to routine administrative matters (e.g., unopposed adjournments, uncontested and consent motions, and set dates).*
- *Regularly attended court or tribunal to speak to routine administrative matters.*
 - *Frequently attended court or tribunal to speak to routine administrative matters.*
 - *Occasionally attended court or tribunal to speak to routine administrative matters.*
 - *Rarely attended court or tribunal to speak to routine administrative matters.*
 - *Not applicable in this context.*
37. *Prepare clients or witnesses for trial or other examination.*
- *Prepared clients or witnesses under supervision.*
 - *Jointly prepared clients or witnesses.*
 - *Participated in preparation of clients or witnesses.*
 - *Observed preparation of clients or witnesses.*

- *Not applicable in this context.*
38. *Conduct a hearing or trial where permitted (e.g., status hearings, judgment-debtor examinations, Small Claims Court and tribunal matters).*
- *Regularly conducted hearings or trials.*
 - *Frequently conducted hearings or trials.*
 - *Occasionally conducted hearings or trials.*
 - *Rarely conducted hearings or trials.*
 - *Not applicable in this context.*

9. Transactional/ advisory matters

39. *Use transactional checklists as appropriate (e.g., due diligence checklist, closing agenda).*
- *Routinely and consistently used checklists on a variety of transactions.*
 - *Frequently used transactional checklists.*
 - *Occasionally used transactional checklists.*
 - *Rarely used transactional checklists.*
 - *Not applicable in this context.*
40. *Prepare drafts of relevant transactional documents (e.g., closing agenda, due diligence summaries, resolutions, receipts, requisition letters, purchase agreements, promissory notes, opinions, shareholders agreements, reporting letters).*
- *Prepared drafts of complex transactional documents for a variety of matters.*
 - *Prepared drafts of complex transactional documents*
 - *Prepared drafts of common transactional documents for a variety of matters.*
 - *Prepared drafts of common transactional documents.*
 - *Not applicable in this context.*
41. *Fulfill appropriate regulatory requirements and/or identify forum/parties/stakeholders.*
- *Regularly fulfilled appropriate regulatory requirements and/or identified forum/parties/stakeholders.*
 - *Frequently fulfilled appropriate regulatory requirements and/or identified forum/parties/stakeholders.*
 - *Occasionally had the opportunity to fulfill appropriate regulatory requirements and/or identify forum/parties/stakeholders.*
 - *Rarely had the opportunity to fulfill appropriate regulatory requirements and/or identify*

- *forum/parties/stakeholders.*
- *Not applicable in this context*

42. *Conduct and/or review relevant searches (e.g., PPSA, Bulk Sales Act, bankruptcy, executions, title, corporate names, tax certificates, trademarks, liens.*

- *Regularly conducted and/or reviewed relevant searches for a variety of transactions.*
- *Frequently conducted and/or reviewed relevant searches.*
- *Occasionally conducted and/or reviewed relevant searches.*
- *Rarely conducted and/or reviewed relevant searches.*
- *Not applicable in this context.*

43. *Participate in closing.*

- *Coordinated closings under supervision of a lawyer.*
- *Jointly coordinated closings.*
- *Participated in closings.*
- *Observed closings.*
- *Not applicable in this context.*