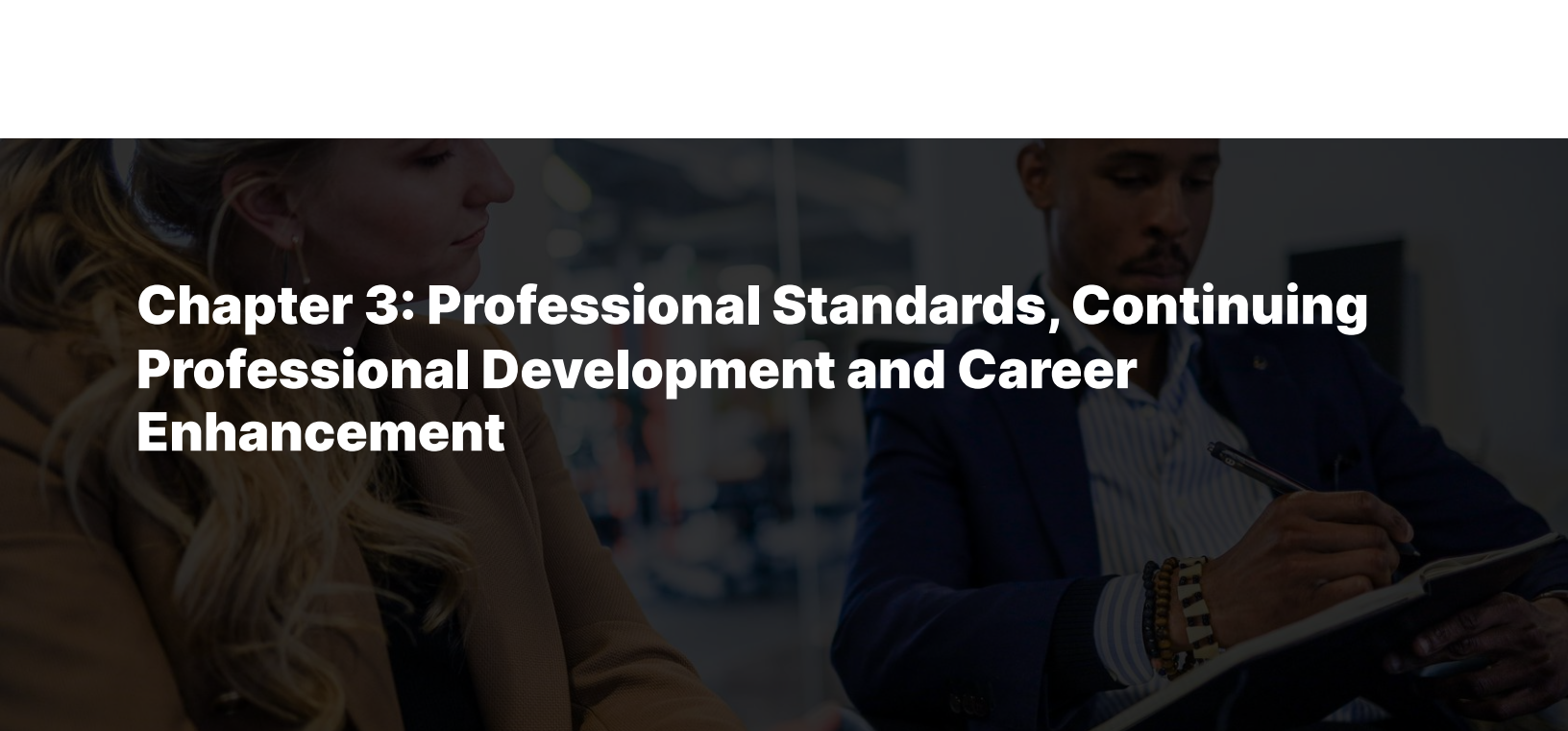




Chapter 3: Professional Standards, Continuing Professional Development and Career Enhancement



3.1 Introduction



3.2 Professional Regulation



3.3 Continuing Professional Development (CPD)



3.4 Self-appraisal and feedback



3.5 Personal Development Plan



3.6 Summary

3.1 Introduction



As a lawyer you are a professional. Professionals across all sectors are required to comply with regulatory requirements, and law is no exception.

In this chapter you will be introduced to your obligations in respect of the CILEX Code of Conduct and its associated rules and regulations, as well as the rules surrounding Continuing Professional Development (CPD).

But it is not just complying with rules. You want to be able to develop your career. CPD will help keep you up-to-date, not only with law, but other developments in the legal sector. For example, later in the module you will learn about technology in the workplace, including automation, and keeping abreast of developments in technology is likely to be beneficial for your career.

It is also important to reflect on your strengths and weakness and put plans in place for how you want your career to develop – be active, not passive, in how your career evolves.



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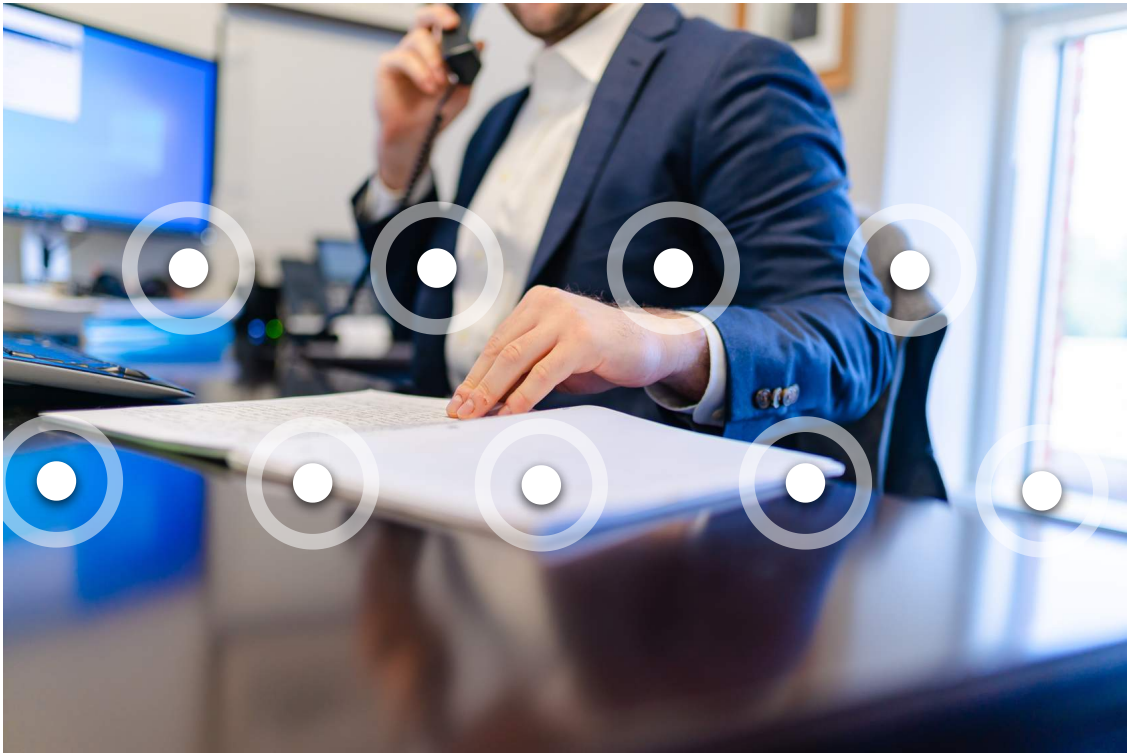
3.2 Professional Regulation

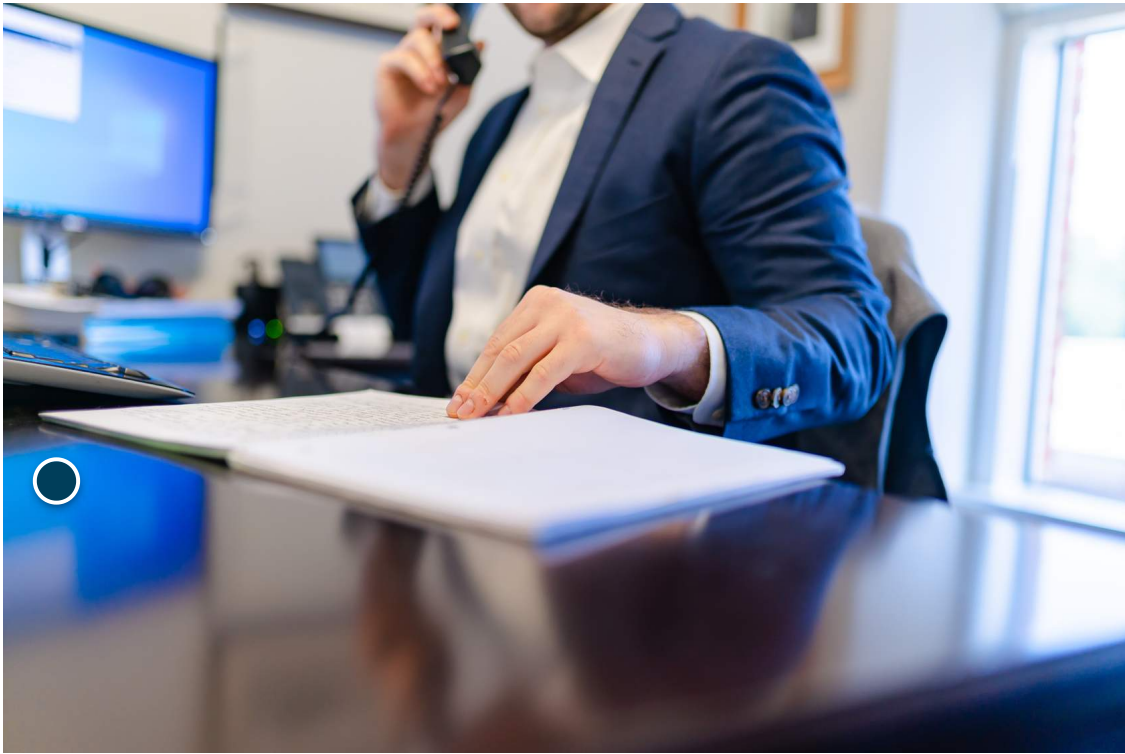
As a member of CILEX you are regulated as an individual by the legal regulator CILEX Regulation.

Regulation brings both rights and responsibilities. It sets you apart from other professionals who are not regulated and brings obligations that you must understand and follow.

The professional standards that you must follow are set out in the CILEX Code of Conduct.

The Code is made up of **nine Core Principles**. You must:

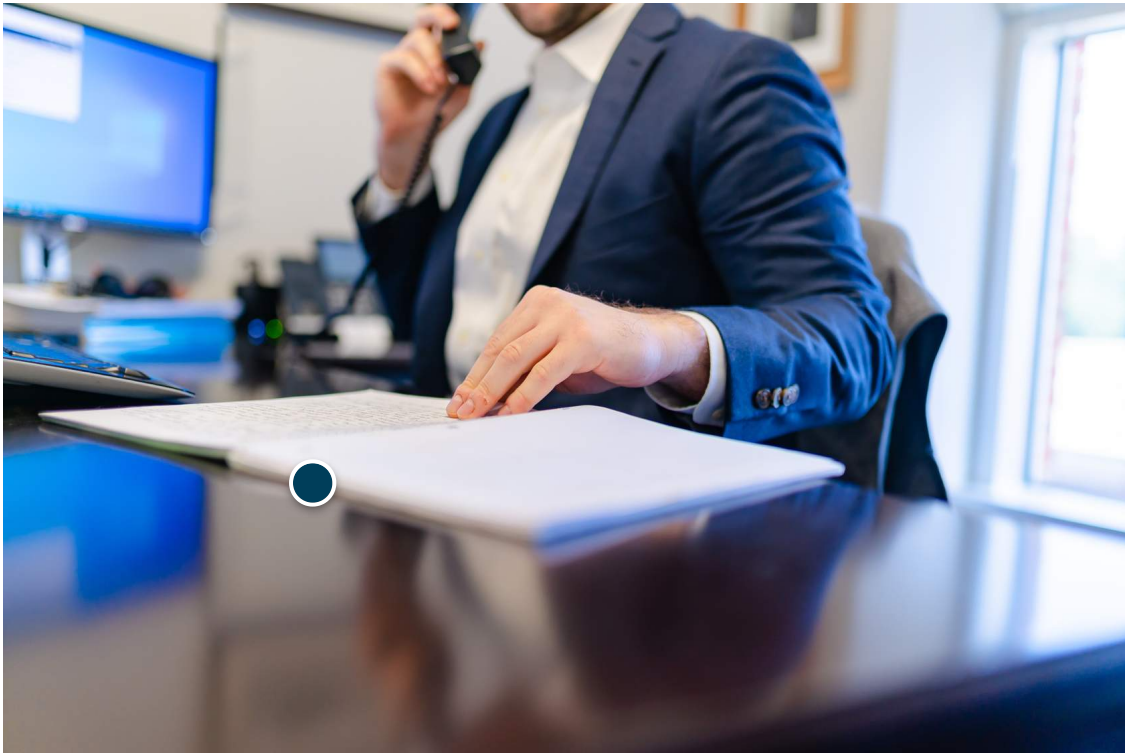




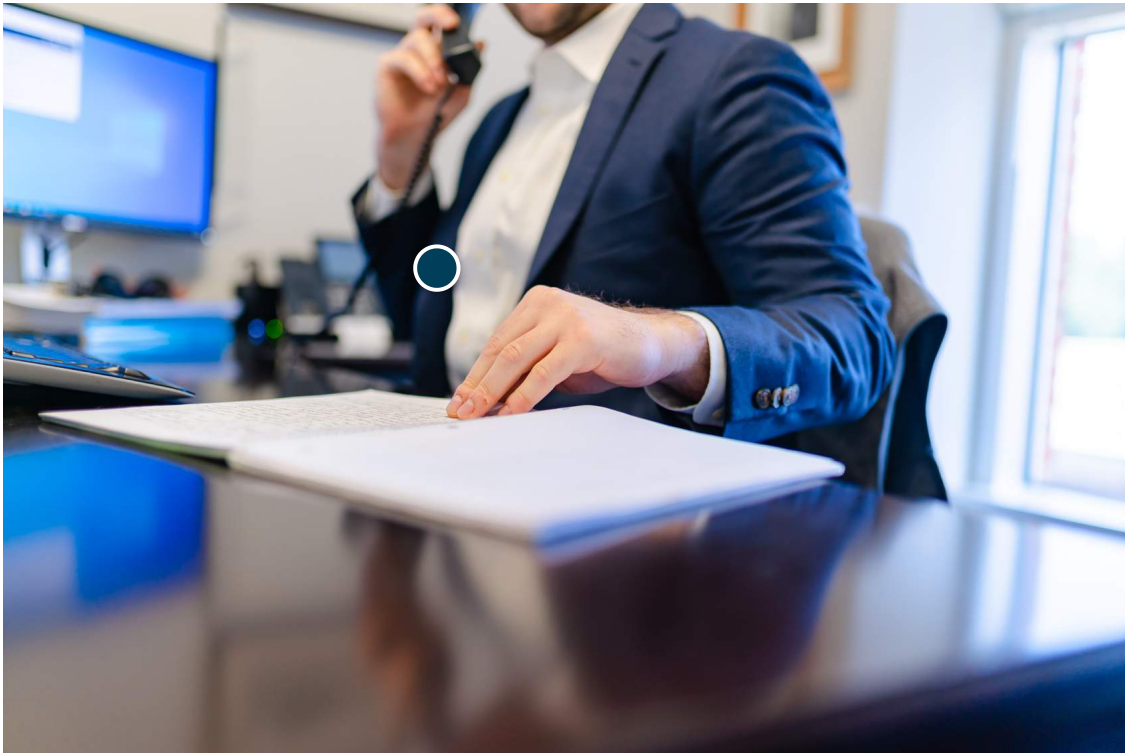
Uphold the rule of law and the impartial administration of justice.



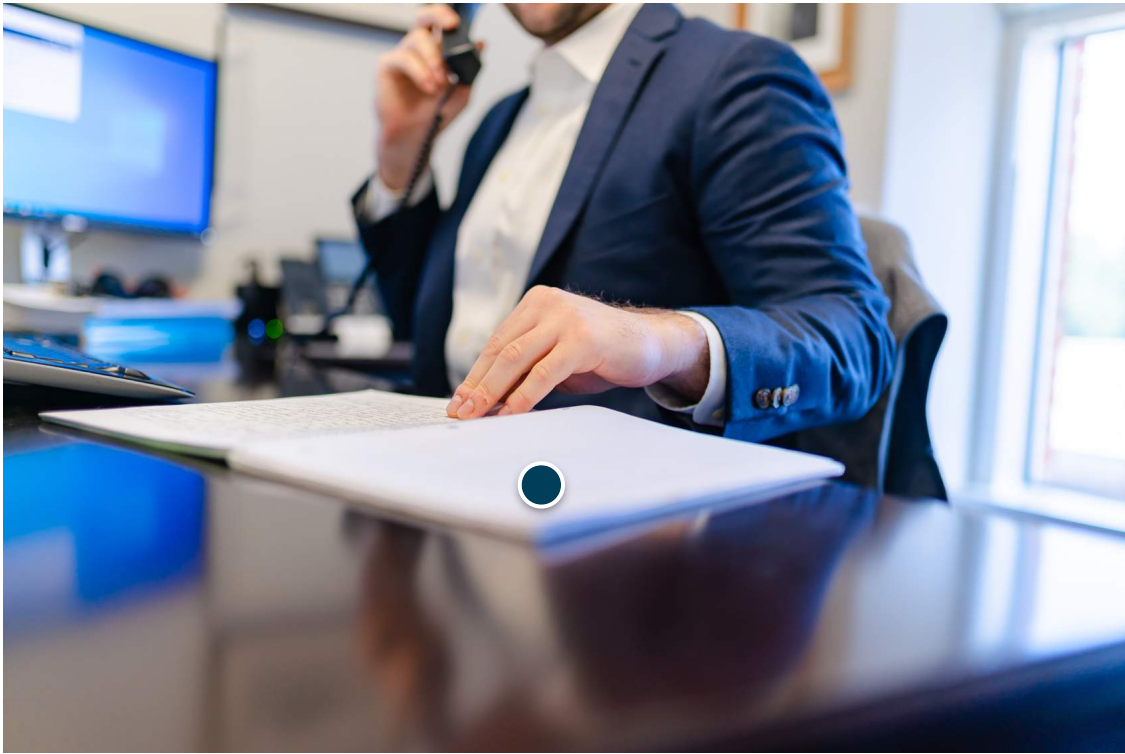
Maintain high standards of professional and personal conduct and justify public trust in you, your profession and the provision of legal services.



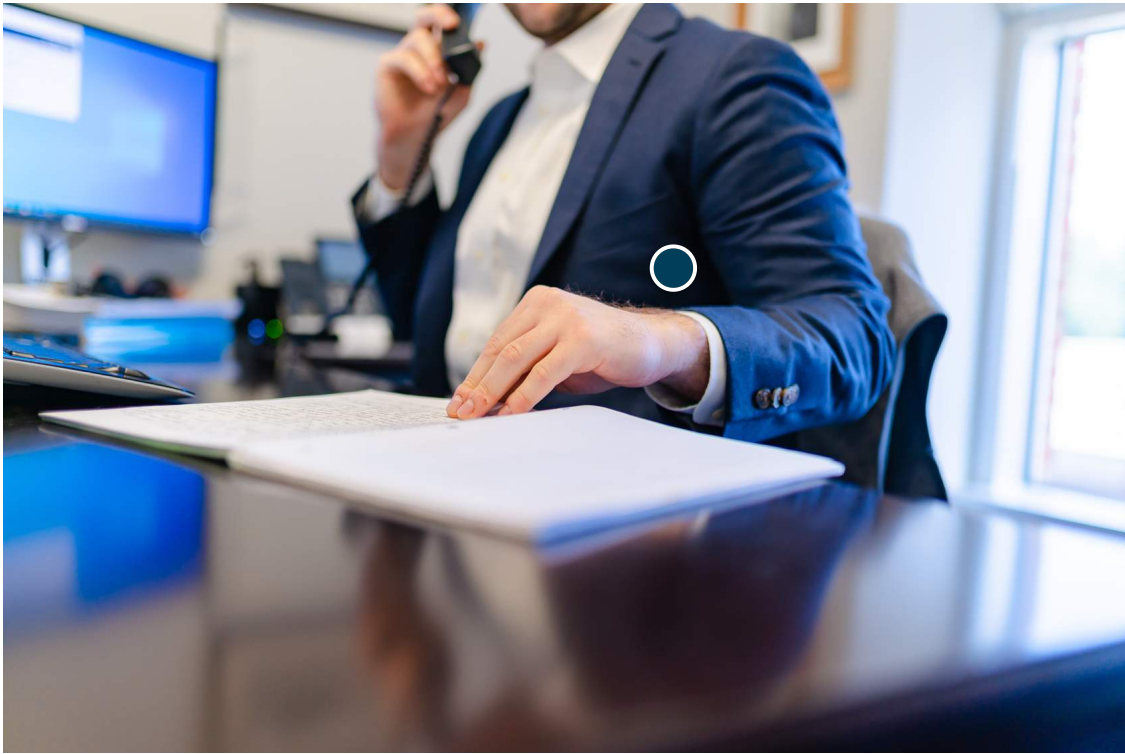
Behave with honesty and integrity.



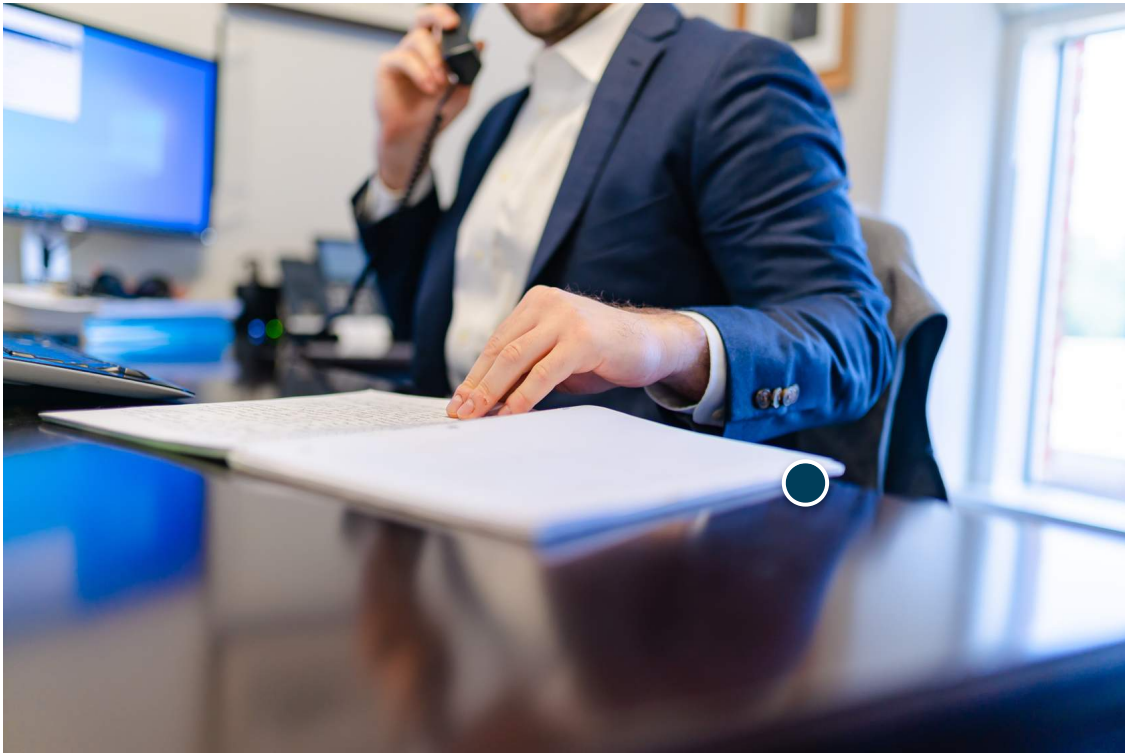
Comply with your legal and regulatory obligations and deal with regulators and ombudsmen openly, promptly and co-operatively.



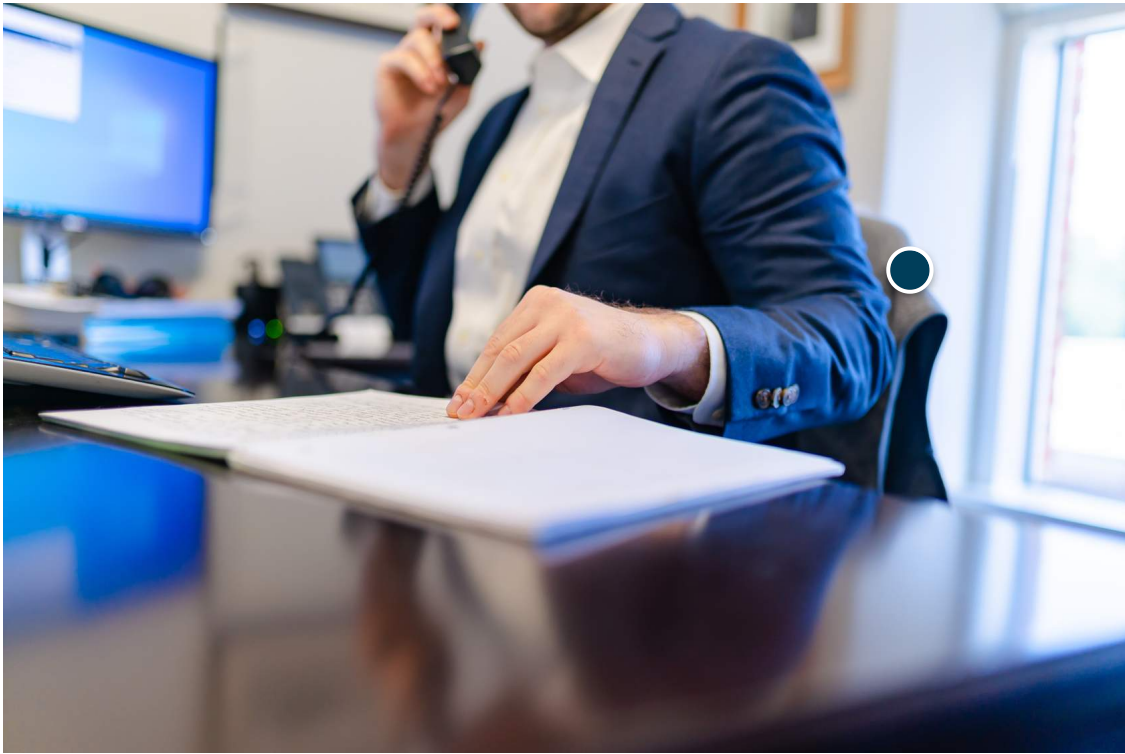
Act competently, in the best interests of your client and respect client confidentiality.



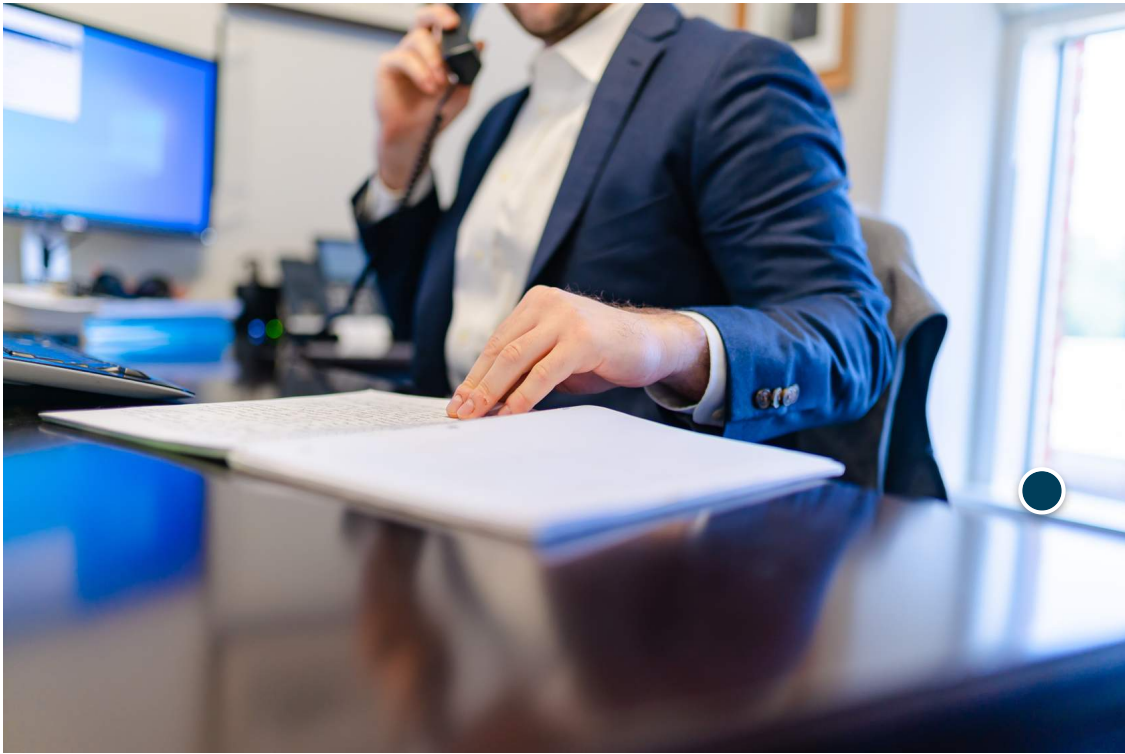
Treat everyone fairly and without prejudice.



Ensure your independence is not compromised.



Act effectively and in accordance with proper governance and sound financial and risk management principles.



Protect client money and assets.

You must also be aware of and comply with the following Rules and Regulations:

- Enforcement Rules
- CPD Regulations
- Titles, Logos and Regulatory Statement (Non-Authorised Entities)
- Royal Charter and Bye-Laws
- Membership Requirement Regulations

It is important that you read and understand the CILEX Code of Conduct, Rules and Regulations because they explain the responsibilities you have and

must follow.

The principles set out in the CILEX Code of Conduct also help members of the public know the standards of conduct and professional performance they can expect from a member of CILEX.

You must adhere to all the principles of the Code, which include maintaining high standards of conduct in both your professional life and your personal life.

Be aware that CILEX Regulation can take action against you if you are found to have breached the Code of Conduct or Rules.



Activity

Read the information on this page, before downloading a copy of the CILEX Code of Conduct and reading the Code itself.



the_code_of_conduct - Cilex

The Code of Conduct Governance CILEX Professional Board Approved Regulator Our Strategy Annual Report The Code of Conduct Consultations Consultation Responses Consultation Archive Practitioners Directory Privacy Statement Code of Conduct This is the Code of Conduct (the Code) of CILEX and its regulatory body, CILEX Regulation.

READ MORE CILEX



Complete the content above before moving on.

3.3 Continuing Professional Development (CPD)



Continuing Professional Development is the means by which individuals in our regulated community maintain, improve and broaden their knowledge and skills.

It is essential that legal practitioners sustain and enhance their knowledge and skills so that their clients, the legal profession and the wider public can be assured of their ongoing competency.

CPD is necessary:

“To maintain, improve and extend the skills and qualities necessary for the proper performance of professional and legal duties and compliance required by CILEX Regulation, to ensure confidence in the professionalism and competence of CILEX members.”

When you reach the Associate grade of membership, you must undertake Continuing Professional Development or CPD.

Information on the CILEX Regulation CPD requirements can be found at:





cpd - Cilex

CPD Career Progression CILEX Advocates CILEX Coroners CILEX Judges CILEX Judicial Development Programme Pre-Application Judicial Education Programme Meet our CILEX Judges Mentoring Scheme Work shadowing Judicial Work Shadowing Case Studies CILEX Foundation CPD Recording your CPD Membership grades and fees Membership benefits Oxford University Press Member Insights Survey Practice Advice Anti Money Laundering Guidance Criminal [...]

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You can satisfy your CPD learning outcomes each year by reading articles written about the law or by attending training courses or seminars. CILEX also provides a whole host of CPD learning content through CPD webinars, workshops and e-learning.

As a member of CILEX you also have unlimited access to myCareer a hub of career information, tools and resources that will help you to develop your career in law and achieve your CPD learning outcomes.

Communicating CILEX CPD requirements to your supervisor

It is important that your supervisor is made aware of the requirements for you to complete CPD outcomes, ideally before you reach the point

in your membership with CILEX where it is a requirement. This is because your employer may need to take it into account when completing your annual appraisal, planning your time in the office as there may be CPD training events and seminars which take place during office time and when planning their annual training budget.

It is also important they are aware that you are required as a member of CILEX to maintain, improve and broaden your knowledge and skills continually as they need to be sure that their clients will be receiving the best and most up to date legal services so this is a reassurance not only to your supervisor/employer but also to your clients.



Complete the content above before moving on.

3.4 Self-appraisal and feedback

The ability to reflect and consider your own strengths and weaknesses is key to developing your career path.

Completing a SWOT analysis allows you the time to identify each area and then potentially build a plan on developing your weaknesses, embracing the opportunities and overcoming the threats.

Select each letter to learn more.



Strengths

Identify your skills, competencies and experience.



Weaknesses

Consider technical, behavioural and operational skills.



Opportunities

Consider a professional, educational or skill building opportunity.



Threat

What threatens success in your role?

Understanding how others see you and the work that you do is vital to self development. If you don't ask for feedback, you will be working with a very narrow perspective – just your own view. Asking for feedback however can be challenging as we don't always know what to expect!

Here are some strategies which will help make the process of asking for feedback more comfortable.

Make it regular —

Asking for feedback on a regular basis will make it become second nature.

Real time —

Don't wait for specific events such as a performance review: you need the feedback now, not in 6 months' time!

Make it specific

Don't say 'did you enjoy my presentation?'. Instead, ask 'what could I do next time to make the presentation even more engaging?'

Ask a wide range of people

Don't just ask your manager; your colleagues will also provide valuable insights from their perspective.

Make it informal

Save the formal feedback for your performance review; having a chat over coffee is a great opportunity to gain insights from others.

Listen without judgment

Try to listen, not get defensive or judge the feedback you receive.

Focus on the future

Focus on the future by simply adding an 'even' to a question (e.g., 'how could I have been even better at answering the clients' question?') focusses on future improvement.

Choose what happens next

How will you use their insights to improve your performance and relationships? How will you take on board a new perspective and what does it teach you about yourself?



Activity

Complete a SWOT analysis of your strengths and weaknesses, as outlined above.



Complete the content above before moving on.

3.5 Personal Development Plant

Personal Development Plans (PDP's) are vital to plan and track your development based on your wider career ambitions.

There are many formats for PDP's. Here is an example:

Objective	Priority	Activities to achieve objective	Support/Resources required	Target date	Receive/ Actual date

The first step is to work out your development needs. For example, if you want to given a specific role or responsibility, gather as much information as you can find about that role or responsibility, before identifying the areas that you are inexperienced or less experienced in. Or you may complete a SWOT analysis and concentrate on your weaknesses and opportunities. This forms the basis of your needs. Make sure that you identify

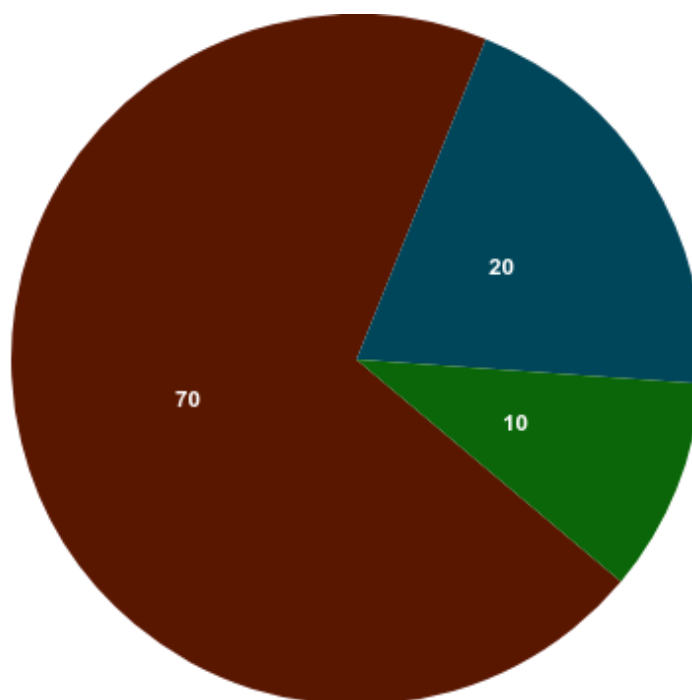
characteristics and values that reflect your personal and professional goals and you assess what needs to improve.

Next you need to recognise what solution(s) will fulfil that need – it could be reading a book, work experience, joining a forum or attending a webinar.

We know that we learn best using the 70:20:10 model.

For example, if you wanted to learn the skill of Project Management, 10% of the learning will be through formal learning such as attending a course. 20% of the learning will be through mentoring or peer discussions and then the majority, 70% will be on the job learning - implementing what you have learnt and fully immersing yourself in the task.

Example: The skill of Project Management



-  Job learning
-  Mentoring or peer discussions
-  Formal learning

Each of the objectives you set yourself must follow the SMART format.

Select each letter to learn what SMART stands for.



Specific



Measurable



Achievable

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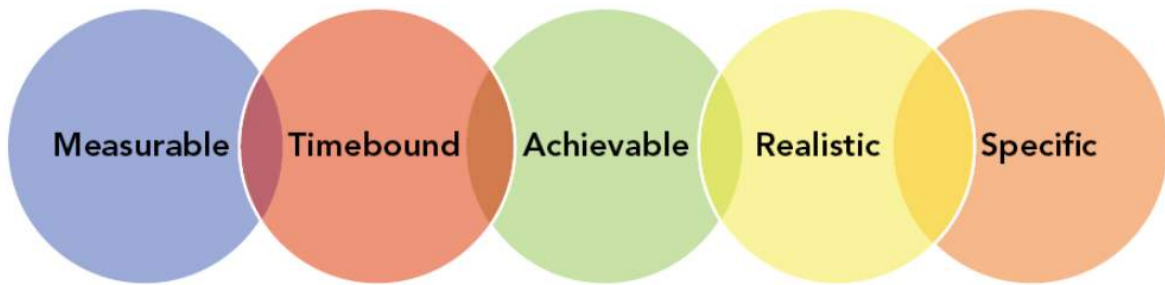
Realistic

A large, bold, red 3D letter 'T' with a metallic sheen and a slight shadow, positioned in the bottom-left quadrant of a 2x2 grid.

Timebound

When we consider writing **SMART** objectives the natural starting point is **Specific**. A simpler process is to start by defining the **Measure** – it must be easy to identify if it has been achieved or not. For example, by writing ‘reduce spend on stationery’ is that by £10, £100 or £1? Each of them would be a reduction! The next stage is adding the **Timescale** – to continue with our example ‘reduce spend on stationery by 10% by end of March 22’.

There is a clear Measure based on spend and Time which can be monitored and evidenced when achieved. All that is left then is to sense check the final three steps – is it **Achievable** and **Realistic** based on current role/activities etc and is it Specific? By starting with the Measure and Timescale – yes it is.



The goals of a Personal Development Plan (PDP).

Your PDP is a live document, so update it constantly. Keep it somewhere easily accessible, tick off objectives when complete and add new ones as required to keep your development plan on track.



Complete the content above before moving on.

3.6 Summary

(1) You are regulated by CILEX Regulation and are required to comply with the CILEX Code of Conduct and other rules and regulations.

(2) You will be required to undertake and log CPD.

(3) Reflecting on and considering your own strengths and weaknesses is key to developing your career path.

(4) It is important to reactive positively to feedback.

(5) Creating a personal development plan will help steer your career in the direction you want to go.

You have completed Chapter 3.

EXIT