

INTRODUCTION – FAMILY LITIGATION PRACTICE RIGHTS

The entry criteria, learning outcomes and evidence of competency stated in this schedule sets out:

- the level of competency, knowledge and understanding required to practise in the area of family litigation
- the elements required to evidence that level of competency, knowledge and understanding
- the level of competency required in the relevant skills for this area of practice – client care, research and interviewing
- the elements required to evidence the required level of competence for these relevant skills
- a statement of the study and work-based experience that demonstrates that an applicant has attained the required level of competence, knowledge and understanding in all the required elements
- In order to obtain family litigation practice rights applicants must combine the application with an application for rights of audience in chambers in the County Courts. An application for advocacy rights of audience in open court remains optional (although it will be necessary in the case of applicants seeking rights of audience in the Family Proceedings Court).

Note that applicants seeking rights of audience accreditation in hearings in open court and/or in chambers should refer to the criteria set out in the Advocacy Rights accreditation document.

Certification of Family Litigation Practice Rights will ensure that the applicant has:

- met the application requirements
- an appropriate level of experience in the field of family litigation in practice, which must include not less than 2 years relevant experience immediately preceding the application
- an appropriate level of knowledge and appreciation of the key legal features of family litigation, including the ability to advise, manage and undertake different methods of dispute resolution in all aspects of family practice. Emphasis will be

given to the practical aspects of conducting cases in a family litigation context through the court system but a level of knowledge and understanding of other forms of dispute resolution will also be expected

- the ability and experience to research aspects of case law, legal procedure and documentation that is current
- the ability and experience to interview clients appropriately, identify the client's objectives and different means of achieving those objectives and advise and be aware of the financial, commercial and personal priorities and constraints to be taken account of together with the costs, benefits and risks involved in a transaction or procedure or course of action
- the ability and experience to perform the tasks required to advance transactions or matters, to include (but not restricted by), drafting letters of advice to clients, communicating with co-professionals and with the court
- the ability and experience to draft statements of case, applications and witness statements
- the ability and experience to undertake advocacy in the required fields within this practice area
- demonstrate a level of experience, knowledge and understanding of all aspects of professional conduct and regulation which includes an understanding of the key ethical requirements contained in the relevant conduct rules and other law and regulations and where these may impact and be able to apply them in context.

	LEARNING OUTCOME:	SUPPORTING EXPERIENCE:
	To obtain family litigation practice rights an applicant must demonstrate that they:	The applicant will need to provide evidence of:
<p>STAGE 1</p> <p>ENTRY CRITERIA</p> <ul style="list-style-type: none"> • KNOWLEDGE • UNDERSTANDING • SKILLS • EXPERIENCE <p>ENTRY KNOWLEDGE AND UNDERSTANDING</p>	<ul style="list-style-type: none"> • Have practical knowledge, understanding, experience and skills 	<p>Either</p> <ul style="list-style-type: none"> • successful completion of CILEX Level 6 Professional Higher Diplomas in Family Law and Family Practice, • successful completion of CILEX Level 6 Professional Higher Diplomas in the skills of Research and Client Care, and • is a Fellow of CILEX <p>NOTE: Where the applicant holds appropriate qualifications which enable an application for Fellowship to be made, this can be made concurrently with the application for Family Litigation Practice Rights</p> <p>Or</p> <p>Has supplied evidence of qualification and/or experience of an equivalent standard</p> <ul style="list-style-type: none"> • Where the applicant does not hold the relevant CILEx Level 6 Family Law or Family Practice examination (or equivalent), they are required to demonstrate their knowledge and understanding of Family Law and Practice through the submission of 5 portfolios in accordance with the Portfolio Guidelines. Examples will be drawn from a range of cases from the applicant's case load.

<p>KNOWLEDGE AND UNDERSTANDING</p>	<p>Demonstrate knowledge and understanding of the underlying legal principles of marriage, adult partnerships and nullity in marriage</p> <p>Demonstrate knowledge and understanding of the underlying legal principles of dissolution of marriage, civil partnership and judicial separation</p> <p>Demonstrate knowledge and understanding of the provisions for family property and ownership,</p>	<ul style="list-style-type: none"> • examples from their work which evidence their knowledge, understanding and application of at least one of these areas, for example analysis of the legal differences between marriage and cohabitation, the concept of domicile and foreign marriages, the legal consequences of a void marriage etc. • examples from their work which evidence their knowledge and understanding of the requirements for each and the application of these. This should include the discussion of undefended divorce and dissolution of civil partnership, the process and effect of each, costs which may be incurred, funding implications and identify best practice (including with reference to the Family Law Protocol). • Using examples from their caseload, identify the most common forms of dispute resolution including mediation and the costs involved in this process • examples from their work which evidence their knowledge and understanding of the effects on property rights of the breakdown of relationships, the impact of express and implied trusts, the acquisition, protection and enforcement of home rights and the application of these in practical situations. • Explain, providing examples, the differences in consequences of breakdown of a relationship for an unmarried family in relation to ownership and occupation of the family home.
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	<p>Demonstrate knowledge and understanding of the law concerning provisions for financial relief during and after marriage/civil partnership</p> <p>Demonstrate knowledge and understanding of the legal basis for parental responsibility, or</p>	<ul style="list-style-type: none"> • Provide examples from their work which evidence their knowledge and understanding of financial relief (both during and after marriage/civil partnership and including financial relief available for children), including the various orders available and their use, the factors taken into account by the court when making financial orders, the power of the court to vary or discharge orders for financial relief and the legal requirements for maintenance agreements. The applicant should evidence the application of their knowledge to their work and should identify best practice (including with reference to the Family Law Protocol). • <i>Applicants may also include examples which evidence knowledge and understanding of the financial relief process, action which may be taken to prevent disposal of assets, enforcement provisions and the need for full and frank disclosure</i> • Explain the costs incurred in these proceedings including consideration of whether costs will be met by private means or by public funding (including the effects of the statutory charge) • Explain the overriding objective in relation to proportionality of costs including tactics for making offers to settle and the pre application protocol • Using examples from their caseload, applicants should identify the most common forms of dispute resolution including mediation, collaborative law, the benefits and limitation as well as the costs involved in those processes. • Provide examples from their work which evidences their knowledge and understanding of how parental responsibility arises automatically
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	<p>Demonstrate knowledge and understanding of the law relating to children: private law</p> <p>Demonstrate knowledge and understanding of the law relating to children: public law</p>	<p>and how it can be acquired under the Children Act 1989, including the factors the court considers in parentage identification cases.</p> <ul style="list-style-type: none">• Provide examples from their work which evidence their knowledge, understanding and application of the welfare principle, no delay principle and no order principle, the orders available for private matters under the Children Act 1989, section 8 orders and entitlement to apply (including requirement for leave), the key legal principles under the Children Act that the court will consider in making any order and their application and the procedure for obtaining these orders. Applicants should where possible identify best practice (with reference to relevant sections of the protocol).• <i>Applicants may also include examples which evidence their knowledge and understanding of relevant legislation and current practice directions relating to removal from the jurisdiction, child abduction or change of name, financial relief available for children under Children Act 1989 and the powers of the court to make family assistance orders. This evidence should demonstrate an understanding of the relevant procedure and the impact of relevant protocols and practice directions.</i>• <i>Provide examples from their work which evidences their knowledge and understanding of Local Authority obligations to support families and children in need; the requirements for the making of and the impact of interim orders, to include emergency protection orders; the statutory criteria for the making of care and supervision orders and the legal effect of such</i>
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	<p>Demonstrate knowledge and understanding of the law relating to adoption</p> <p>Demonstrate knowledge and understanding of the legislation, provisions and remedies available in cases of domestic violence and molestation</p>	<p><i>orders and the discharge of those orders; contact relating to children within public law proceedings and the making of special guardianship orders and their effect.</i></p> <ul style="list-style-type: none"> • <i>examples from their work which evidence knowledge and understanding of relevant legislation and current practice direction relating to the making of adoption orders and their effect</i> • <i>knowledge and understanding of the alternatives to court proceedings in domestic violence cases, the impact of legislation in this area (FLA 1996 and Protection from Harassment Act 1997), the procedure and criteria to apply for appropriate orders, including non molestation and exclusion orders (with or without notice) and methods of enforcement of both orders.</i>
<p>ENTRY SKILLS:</p>		<ul style="list-style-type: none"> • Where the applicant does not hold the relevant CILEx Level 6 Legal Research or Client Care (or equivalent) qualification, they should provide a portfolio of evidence and logbook which demonstrates meeting each of the outcomes set out below in accordance with the Portfolio Guidelines. Examples will be drawn from a range of cases from the applicant's case load.
<p>Client care</p>	<p>Demonstrate knowledge and understanding of the role of client interviewing and negotiation in legal practice</p>	<ul style="list-style-type: none"> • Explain what they understand by successful client interviewing • Demonstrate interviews which they considers to be successful and identify what made them successful

	<p>Demonstrate good practice in legal writing</p> <p>Demonstrate knowledge and understanding of professional conduct issues arising in practice</p>	<ul style="list-style-type: none">• Explain what they understand by negotiation and its importance in legal practice, including identification of a number of types of negotiation and the importance of preparation in successful negotiation. Identify a number of media through which negotiation can take place• Provide examples of the following which have been overcome in a negotiation situation:<ul style="list-style-type: none">◦ The use of different types of negotiation using different media◦ A situation in which preparation for negotiation was central to success◦ A situation in which communication barriers were overcome for a successful outcome◦ Use of persuasion to achieve a successful outcome <p>Provide evidence of legal writing which demonstrates their understanding of the following key areas of good practice:</p> <ul style="list-style-type: none">• Accurate, succinct, complete and precise writing• Awareness of the need to use 'plain English' and writing using correct grammar and spelling• Legal English is used only when necessary and is appropriately explained• Judicious use of structure to clearly and logically set out information• The synthesis of a variety of sources to provide advice to the client.• Use of appropriate communication, including use of appropriate tone and style, to sensitively manage client expectations <ul style="list-style-type: none">• Explain where they will find the rules of professional conduct which affect their practice of the law
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	<p>Demonstrate knowledge and understanding the importance of client care in legal practice</p>	<ul style="list-style-type: none"> • Identify situations in which an ethical issue may have arisen in their practice and how they dealt with those situations • Identify any professional organisations that exist within their area of practice and explain benefits of membership • Explain the rules relating to client care and evidence their use of the rules in practice • Evidence use of the use of client care letters and complaint management, 'Your Clients, Your Business' and the benefits of LEXCEL membership etc. • Demonstrate understanding of the need for good client care to benefit the business
<p>Legal Research</p>	<p>Demonstrate knowledge and understanding of legal research and be able to analyse the scope and complexity of situations which need legal research</p> <p>Demonstrate knowledge and understanding of and be able to evaluate legal research sources</p> <p>Demonstrate knowledge and understanding of and be able to perform appropriate legal research</p> <p>Demonstrate knowledge and understanding of and be able to analyse the law in relation to practical problems</p> <p>Ability to record and evaluate information</p> <p>Ability to synthesise research to present advice</p>	<ul style="list-style-type: none"> • Identify situations in which the need for legal research has arisen in their work • Explain the steps they undertook to identify relevant sources of information and how they determined the reliability, accuracy and currency of the information discovered • Explain their understanding of primary and secondary sources and how these sources can be used to ensure they have sufficiently researched the problem • Identify relevant statutes, case law and other sources from their research • Evidence how they prioritised and analysed the research and used this to better understand the issues raised in the legal matter • Evidence their synthesis of the research materials to provide a structured and accurate report

		<ul style="list-style-type: none"> Evidence how they evaluated the research ensuring that it is comprehensive and sensitive to the needs of the recipient.
<p>ENTRY EXPERIENCE:</p> <p>ALL APPLICANTS</p>	<ul style="list-style-type: none"> family proceedings litigation experience in the 2 years preceding the application 	<ul style="list-style-type: none"> General description of family work carried out Description of typical case load An indication of chargeable hours spent on family proceedings work in each of the last 2 years The proportion of time spent on family proceedings work The number of cases which have included preparation for trial Details of the supervisory arrangements under which the applicant works and/or their supervisory responsibilities <p>The applicant is required to demonstrate their experience of Family Law and Practice through the submission of 3 portfolios in accordance with the Portfolio Guidelines. Examples will be drawn from a range of cases from the applicant's case load</p>
<p>STAGE 2</p> <p>QUALIFICATION CRITERIA:</p> <p>SKILLS</p>	<p>To obtain family litigation practice rights the applicant must demonstrate:</p>	<p>The applicant must demonstrate the outcomes by either</p> <ul style="list-style-type: none"> attendance on a course, or through work experience <p>and</p> <ul style="list-style-type: none"> by satisfying the assessment criteria. <p>Applicants must show the required level of skills in 6 elements, across a range of family matters to include:</p> <p>(1) Matrimonial/divorce and Civil Partnership</p>

		<p>Proceedings</p> <ul style="list-style-type: none"> (2) Relationship breakdown between cohabitants (3) Financial matters/proceedings (4) Domestic violence (5) Private law children proceedings; issues relating to children involving both parents and the wider family (6) Public law children proceedings (7) Adoption (8) Bankruptcy and insolvency in so far as it may affect family problems (9) Welfare benefits and housing <p>This can be evidenced by the applicant demonstrating the ability to</p>
<p>Element 1.</p> <p>INTERVIEWING, ADVISING AND COMMUNICATING</p>	<p>INTERVIEWING</p> <ul style="list-style-type: none"> • An ability to conduct effective interviews with the client and potential witnesses across a range of family disputes. <p>ADVISING & COMMUNICATING</p> <ul style="list-style-type: none"> • An ability to give and communicate clear accurate and practical advice both orally and in writing on matters relating to law, procedure, strategy and prospects of success (either orally, in writing or other media). Where necessary, the applicant will be able to refer the client on to outside agencies or professionals better able to deal with the wider aspect of their problem. 	<ul style="list-style-type: none"> • Prepare for an initial interview and apply a structured approach to it • Greet the interviewee appropriately • Use appropriate listening questioning and feedback techniques • Maintain rapport with the interviewee • Be sensitive to diversity issues • Keep a full and accurate record of the interview • Close the interview appropriately <ul style="list-style-type: none"> • Obtain all relevant information and identifying the clients objectives • Give clear advice on all relevant matters arising • Identify the options available and explain the pros and cons of each of those options • Enable the client to make decisions in the case based on appropriate advice • Give clear, appropriate and accurate advice regarding costs and funding • Seek appropriate instructions and give clear

		<p>advice regarding the next steps to be taken</p> <ul style="list-style-type: none"> • Deal appropriately with any diversity issues that arise • Handle an emotionally distressed client in a sensitive and professional manner • Producing an accurate record of the interview
<p>Element 2.</p> <p>COSTS & FUNDING</p>	<p>COSTS</p> <ul style="list-style-type: none"> • An awareness of the requirements of the relevant practice rules that relate to contentious and non-contentious costs and be able to give clear, accurate and regular advice or information on costs issues arising in the case <p>FUNDING</p> <ul style="list-style-type: none"> • An ability to provide clear and accurate advice on funding options to include private funding, public funding and third party funding. 	<ul style="list-style-type: none"> • Provide realistic costs estimates of all costs and disbursements at the start of the case and update throughout the progress of the action to include the cost implications of case strategies • Ensure full compliance with the FPR, FP(FPC)R and CPR costs rules • Explain the differences between the indemnity and standard basis of costs • Explain the steps that can be taken under CPR and FPR to transfer costs risks to the other side • Provide appropriate advice regarding the fees that will be charged • Identify the funding available in a particular case and advise on the suitability of alternative funding sources • Communicate the risks and benefits of each method of funding available • Be aware of the funding regulations and restrictions (for example non-regulated activities) • Advise the client of significant developments in the case • Identify and have regard to potential conflicts of interest on funding issues • If the client is in receipt of public funding, provide appropriate advice including relevant financial implications and in particular explain the significance of the statutory charge in

	<p>DOCUMENTATION</p> <ul style="list-style-type: none"> • Draft or complete the necessary documents relating to funding 	<p>publicly funded cases where this might have an impact and take all necessary steps to protect the interests of both the client and the CLS fund</p> <ul style="list-style-type: none"> • Prepare estimates and schedules of costs • Understand all matters relating to a summary assessment of costs and detailed costs assessment • Draft client care letters • Complete all appropriate applications, notices and records in publicly funded cases • Prepare detailed cost assessments or instruct a specialist to do so
<p>Element 3.</p> <p>PROFESSIONAL CONDUCT AND ETHICS</p>	<p>CONDUCT AND ETHICS</p> <p>PROFESSIONAL OBLIGATIONS</p> <ul style="list-style-type: none"> • An awareness of their professional obligations in a diverse range of situations in respect of matters relating to substantive law and the rules of professional conduct • An awareness of their obligations to: the court, their client, other lawyers, the public, the Community Legal Service in respect of money laundering legislation and regulation <p>CONFLICTS</p> <ul style="list-style-type: none"> • An ability to identify and deal appropriately with conflicts of interest throughout his handling of the matter <p>WITHDRAWAL FROM THE CASE</p> <ul style="list-style-type: none"> • an awareness of when they can and/or must withdraw from a case; the proper steps to be taken when doing so whilst observing the interest of the client 	<ul style="list-style-type: none"> • Identify situations and their obligations to: the court, their client, other lawyers, the public, and money laundering legislation. • Identify and deal appropriately with conflicts: arising between the applicant and the client, arising between the applicant and their duty to the court, or arising between the applicant and any relevant third party • Show an awareness of the need to withdraw; of the proper action when the client refuses to make proper disclosure; of the proper action where the interests conflict with the applicant's duties to the court or any other circumstances

	<p>UNDERTAKINGS</p> <ul style="list-style-type: none"> • an understanding of the bases for the giving of professional undertakings to clients, the court and others; the implications of giving such undertakings; the consequences of breaching such undertakings and demonstrate awareness of the appropriate use of undertakings in legal proceedings <p>CONFIDENTIALITY AND PRIVILEGE</p> <ul style="list-style-type: none"> • An understanding of and the ability to apply the law and practice of confidentiality and privilege in a variety of practical contexts. <p>COMPLAINTS AND NEGLIGENCE</p> <ul style="list-style-type: none"> • An awareness of how complaints and allegations of negligence might arise and appropriate measures/procedures for preventing and dealing with them and the ability to apply the relevant conduct rules and other law and regulations in respect of complaints and negligence 	<p>where withdrawal is required</p> <ul style="list-style-type: none"> • Identify when an undertaking may be required and show an awareness of the implications of giving the undertaking and putting in place, or obtaining the appropriate safeguards in respect of the undertaking given. • Distinguish between legal advice privilege and litigation privilege • Distinguish between confidential information and privileged information • Identify the circumstances when a complaint could be made or negligence may arise • Describe/explain the complaints procedure operated by his professional body • Be aware of procedures or processes which can be adopted to reduce the risk of complaints or allegations of negligence being made • Explain what steps would need to be taken in respect of the identified, or potential, mistake or act of negligence • Identify the appropriate professional conduct rules applying and the indicative behaviours that would need to be shown to evidence that no mistake or negligence had occurred
<p>Element 4. MANAGING LITIGATION WORK</p>	<p>FILE HANDLING</p> <ul style="list-style-type: none"> • An ability to plan and manage litigation; to progress matters expeditiously and maintain files and records in accordance with procedures 	<ul style="list-style-type: none"> • Allocate time and resources appropriately and prioritise workloads effectively • Deal with matters without causing delay • Apply project planning principles to casework • Adopt and maintain an appropriate case

<p>DEALING WITH OTHER PROFESSIONALS</p>	<p>CASE ANALYSIS AND CASE PREPARATION</p> <ul style="list-style-type: none"> An ability to formulate a case strategy which is: <ul style="list-style-type: none"> Compatible with the client's objectives Is legally and procedurally sustainable An ability to draft legal documents and letters that can be used effectively in the presentation and procedures for an action to proceed either by way of settlement or litigation <p>ASSEMBLY SKILLS</p> <ul style="list-style-type: none"> An ability to assemble all materials relevant to the case, in accordance with the case analysis <p>INSTRUCTING ADVOCATES</p> <ul style="list-style-type: none"> An ability to instruct an advocate when necessary 	<p>strategy</p> <ul style="list-style-type: none"> Be aware of procedural requirements including relevant protocols Actively and efficiently manage cases, making best use of resources Maintain files and systems (including electronic systems) appropriately and correctly Identify strengths and weaknesses in a case Identify gaps in available evidence Draw up a realistic case plan Relate the case theory to the client's objectives and expectations Provide the client with a balanced view of the likely risks, costs and benefits of case strategies Adopt a cost effective, analytical and pragmatic approach to the wider factual issues Draft or write documents, letters, memoranda or agreements that have been used effectively in the presentation and procedures for an action to proceed by way of settlement or litigation Identify relevant law Efficiently collate all relevant evidence Summarise relevant law and evidence Locate and interview witnesses Locate and instruct expert witnesses in accordance with relevant family procedure rules Identify when a specialist legal opinion is required/when it is necessary to instruct an advocate Identify a suitably qualified/experienced advocate Agree an appropriate fee for work to be carried out by the advocate Draft a brief to the advocate providing
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	<p>EXPERTS</p> <ul style="list-style-type: none"> • An ability to select, instruct and appoint an expert and show an awareness of the range of expertise that may be needed for a case 	<p>appropriate information and instructions</p> <ul style="list-style-type: none"> • Liaise between the client and advocate • Demonstrate an awareness of the obligations of the advocate to the court and under his professional obligations • Deal with the advocate in an appropriate and professional manner • Appreciate the nature and function of different types of experts relevant to family practice, such as child psychiatrist, educational psychologist and forensic accountant • Identify when it is appropriate to instruct an expert • Agree an appropriate fee for work to be carried out by the expert • Be familiar with the available registers and databases through which an appropriate expert may be identified and located • Instruct an expert appropriately applying relevant rules and protocol; for example the Children Act Protocol • Provide the expert with appropriate information, instructions and guidance • Understand the substantive law relating to expert evidence and the ways in which such evidence can be challenged • Deal with the expert in an appropriate and professional manner
<p>Element 5.</p> <p>SETTLEMENT V LITIGATION</p>	<p>CONCLUDING CASES</p> <ul style="list-style-type: none"> • Identify and carry out steps to be taken to conclude cases 	<ul style="list-style-type: none"> • Draft and check orders of the court and/or agreements of the parties • Check judgements • Advise clients on the outcome of the proceedings or disputes and any further steps necessary • Implement and/or enforce agreements/orders

	<p>SETTLEMENT</p> <ul style="list-style-type: none"> • Be able to identify when settlement of a case is in the client's interest, give clear and accurate advice on settling his case and take the necessary steps to secure se <p>NEGOTIATION</p> <ul style="list-style-type: none"> • Knowledge and understanding of effective and appropriate negotiation (to include immediately before, and during, the trial or hearing) <p>ADR</p> <p>Be aware of the ADR processes available, including mediation, early neutral evaluation, conciliation and Financial Dispute Resolution appointments in financial proceedings and be able to identify those which are relevant to the case in hand and when they should be applied</p>	<ul style="list-style-type: none"> • Understand the rules/procedure relating to appeals against a judgment • Deal with any costs issues arising • Explain the merits of settlement in achieving the client's objectives • Give consideration to offers to settle • Understand the significance of 'open' offers under the financial relief costs rules • Explain the advantages of conciliation, negotiation, counselling, mediation and resolving matters using a collaborative lawyer • Apply the principles of proportionality Prepare effectively prior to negotiation • Prepare an agenda to deal with relevant issues • Determine the client's and opponent's underlying interests and expectations • Identify the strengths and weaknesses of the client's and opponent's position • Identify the most and least favourable outcomes for the client • Identify the likely outcome if the case goes to trial • Draft negotiated agreements and secure relevant orders • Explain the nature and procedures of alternative dispute resolution methods • Explain the advantages and disadvantages of those methods • Recommend any appropriate ADR process which would be in the client's best interests • Advise a client how to pursue a particular ADR process
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<p>Element 6</p> <p>LEGAL WRITING AND DRAFTING</p>	<ul style="list-style-type: none"> • Understand and apply the principles of good writing • Use accurate, straightforward and modern language • Use correct spelling, grammar, syntax and punctuation • Draft a document that is clear, logical, consistent and with appropriate structure and format • Draft a document that forms a coherent whole and, where appropriate, advances the matter, where appropriate identifies the client's objectives and priorities, where appropriate provides a clear risk analysis • Address the document appropriately and accurately • Understand the appropriate uses of e-mails, letters, memoranda and other forms of written communication • Choose the appropriate medium, form and style of written communication • Tailor the written communication to suit the purposes of the communication and the needs of different clients or recipients 	<ul style="list-style-type: none"> • Understand and apply the principles of good writing • Use accurate, straightforward and modern language • Use correct spelling, grammar, syntax and punctuation • Draft a document that is clear, logical, consistent and with appropriate structure and format • Draft a document that forms a coherent whole and, where appropriate, has advanced the matter, and where appropriate has identified the client's objectives and priorities, and where appropriate provided a clear risk analysis • Address the document appropriately and accurately • Understand the appropriate use of e-mails, letters, memoranda and other forms of written communication • Choose the appropriate medium, form and style of written communication • Tailor the written communication to suit the purposes of the communication and the needs of different clients or recipients
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