

Logbook

Name: [REDACTED]

Membership no: [REDACTED]

1. Competency:

Provide appropriate information to clients and service users.

Learning Outcome: 6.2 amended

2. Evidence provided:

Attendance note and advice letter to client

3. Outline how the evidence demonstrates you meet the outcome

Demonstrate understanding of the information which must be supplied to comply with professional conduct rules –

I understand that I am bound by the SRA Code of Conduct as well as the CILEX Code, rules and bye-laws. Indicative behaviour IB(1.5) states that I must explain any limitations or conditions on what I can do for the client, for example, because of the way the client's matter is funded.

During a publically funded matter, the client was concerned about an upcoming tribunal hearing and whether he would be able to represent himself or not. The attached attendance note shows that I reminded him of the limitations of the Legal Help Scheme and that this does not cover representation. The attached letter to the client also reminds them that the Legal Help Scheme does not cover representation.

4. Reflection and evaluation (what you learnt from the activity you undertook to meet the outcome). Note: you may want to complete this section at a later date once you have had time to reflect on your practice and experience.

I understand my importance of complying with the rules that govern my work and that I must inform the client of any limitations that I have when dealing with their matter.

5. Completion date:

12.12.13

6. Signed (applicant)

[REDACTED]

Date:

20.02.14

7. Signed (supervisor)

[REDACTED]

Date:

20.2.14

Telephone attendance note

Reference : EBU/XXXX
Client : Mrs XXXX

Date : 11 December 2013

EB spoke to Mr XXXX as he deals with the matter – he said that he has had a letter from LA asking for permission to complete SLT assessment – asking if this is ok. EB saying that it is fine and common practice for LAs to get their own assessment and that the tribunal expects us to cooperate.

Client is also concerned about hearing as he is worried that LA will state lots of law etc and they won't have a clue what is going on. EB saying that this shouldn't happen and that tribunal isn't like court – it is not adversarial more investigative and that panel should know law anyway- saying that EB rarely uses law in tribunal.

EB reminding client that as they are being dealt with by way of the Legal Aid Agency Legal Help Scheme, then there are limitations on the work we are allowed to do, and one of the main things is that we are not allowed to attend hearings or meetings with clients. He can pay for a representative or if client is concerned about the hearing then he could contact the charity IPSEA and ask for volunteer – client thought that they were only in London – EB saying that they have volunteers around the country but he should contact them soon as they are very busy. He will think about this and get in touch with them if decides it's necessary. EB saying that she is sure that he would do a good job himself if that is what he decides to do and that EB would give as much support as possible.

Call 2 units.

Preparing attendance note – 1 unit.

First class post
XXXX

Our Ref: [REDACTED]/XXXX

Your Ref:

Date: 12 December, 2013

Email: [REDACTED]

(Please ensure that our full reference is quoted when using Email)

Dear XXXX and XXXX

I am writing to let you know that I have received confirmation from the tribunal that your appeal against the contents of XXXX statement has been registered and attach a letter that gives some important dates that we must stick to.

Your hearing is to be held on 23 April 2014 at a venue which will be decided nearer the time. XXXX City Council must respond to your appeal by 5pm on 20 January 2014 and they must also complete and return their attendance form by this date. All of this information must also be sent to me as I am acting on your behalf. Your completed attendance form must be sent to XXXX and the tribunal by 5pm on 6 February 2014 and I can do this for you.

I would be grateful if you could let me know if you can attend on the 23 April and if you wish to take anyone with you. You can take people with you in various capacities including somebody such as a friend or family member for moral support, but these people are unable to speak at the tribunal. You can also take witnesses, who can be professionals who may be of benefit to your case, or they could be family members who you want to give evidence. I would be grateful if you could let me know whether there is anybody you want to take with you. I need to get their availability as soon as possible to ensure that they can attend the hearing.

In addition to the above, you can also take a representative with you to assist you in presenting your case. As you are aware this type of public funding does not cover representation at hearings so if you wanted somebody from [REDACTED] to attend you would need to pay privately for this. Alternatively you can contact one of the charities that support parents making appeals to the tribunal to see if they can provide a representative to attend the hearing with you. Please ask me for details if you need them.

Any evidence such as independent expert reports should be submitted as soon as it is available and by the very latest 5pm on 27 March 2014. This is extremely important so I would be grateful if you could make sure that any further information that may support your appeal is forwarded to me as soon as possible so that it can be assessed and sent to the tribunal and local authority if necessary. If we need changes, such as the hearing date, to be made we must first ask XXXX if they agree. If they do then the tribunal will usually agree as well but if the local authority does not we can send a request for changes form and a tribunal judge will decide whether the change will be allowed.

There may be an active case management call from a tribunal registrar during the week beginning 27 March 2014 but this is something that I will be able to take part in on your behalf. These calls are usually just so that the tribunal knows what progress has been made and whether the case is likely to settle or if a full hearing will be necessary.

As you know I am looking into funding for an independent educational psychologist to assess XXXX special educational needs and the provision she requires to meet these. I will be in touch again once I have more information about this. I will also be in touch again soon in relation to your son's statement of special educational needs.

I hope that this information is clear and useful to you but if you have any questions do not hesitate to get in touch.

Yours sincerely

[Redacted signature]

Enc Tribunal directions

[Redacted text]

[Redacted text]