A new approach to continuing competence
The purpose of our regulation is to:

• protect consumers of legal services

• support the operation of the rule of law and the proper administration of justice
Why change 16 hours?

- No guarantee of competence
- Wrong sort of learning and development behaviour – Compliance not competence
- New approaches to learning and development
Principle 5: “You must provide a proper standard of service to your clients”

For a solicitor, an integral part of providing a proper standard of service will be to comply with the Competence Statement for solicitors.
What does it involve?

Removes requirement for solicitors to undertake 16 hours per year of CPD

Focuses instead on individual training needs, making sure training is relevant and useful

Reflect on practice
• Identify learning and development needs
• Plan and address needs
• Record and evaluate

Make an annual declaration
Other changes

1 November 2014, no requirement to undertake accredited training

Stop authorising external and internal providers from 1 November 2014

1 April 2015, no requirement to undertake Management Course Stage 1

We no longer award hours for our events
Learning and development can be tailored to individual, role and learning style

Freedom and flexibility to determine learning carried out

Competence Statement clarifies what we mean by a proper standard of service
Describes the core skills the public should be able to expect from solicitors:

- ethics, professionalism and judgement
- technical legal practice
- working with other people
- managing yourself and your work
Until 31 October 2016, solicitors can choose either:

To follow existing CPD requirements

or

From 1 April 2015, adopt the new approach
All solicitors who adopt the new approach will need to make an annual declaration

I have reflected on my practice and addressed any identified learning and development needs

Declaration made through PC renewal by individual solicitor or on behalf of individual solicitor
2016 PC renewal
Either:

16-hours declaration

or

new declaration if adopted new approach in 2014/15 CPD year

2017 PC renewal
All solicitors will make the new declaration
Reflection means creating opportunities to step back from your practice to consider:

- How you think you are performing
- What you think you have learned from your experience
- What you might do differently next time

Does not need to be time consuming
Other sources

- Appraisal and performance reviews
- Client feedback
- File reviews
- Competence Statement

Output of reflection is a learning and development need
What is reflection?

Reflecting on your practice: how to identify your learning and development needs

The key points you need to remember about this section are:

- Reflection involves thinking about your practice to identify learning and development needs
- You will need to record your identified learning and development needs
- It is important to devote an appropriate time for reflection.

This section outlines how you can reflect on the quality of your practice in order to identify learning and development needs. Employers may also need to understand the learning and development needs of solicitors they employ as this may help them deliver their business objectives.

What do we mean by reflection?

Reflection means creating opportunities to step back from your practice to consider:

- How you think you are performing
- What you think you have learned from your experience
What is planning?

To help you plan, you may want to think about:

- what you need to do
- why you need to do it
- when you need to do it
- how you will do it
- prioritising your learning and development needs

Record information

Review regularly
Planning your learning and development

The key points you need to remember about this section are:

- You will need to record how you plan to address your identified learning and development needs.
- You should review your plan regularly.

This section looks at how you can plan to address your identified learning and development needs. This is important because it enables you to identify and set priorities; your plan is likely to be based on how urgent and important it is to address your learning and development needs so that you continue to deliver a proper standard of service.

The approach described below is a suggestion; there are many ways in which you can plan your learning and development. View example document. You or your employer may already have an approach or system that works.

To help you plan, you may want to think about:

- what you need to do
- why you need to it
- when you need to do it
# Development Plan

## Development plan

<table>
<thead>
<tr>
<th>Name:</th>
<th>Membership number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covering the period from:</td>
<td>To:</td>
</tr>
</tbody>
</table>

*This record sheet is for your guidance only – you may present your development plan in any other format.*

### Planned outcome

Where do I want to be by the end of this period? What do I want to be doing?

<table>
<thead>
<tr>
<th>What do I want/need to learn?</th>
<th>What will I do to achieve this?</th>
<th>What resources or support will I need?</th>
<th>What will my success criteria be?</th>
<th>Target dates for review and completion</th>
</tr>
</thead>
</table>
Addressing needs

Any approach is valid as long as you can demonstrate how it contributes to you delivering a proper standard of service.

Tailor to suit learning and development needs.

It is important to turn learning into doing something differently in your job.
How you can address your learning and development needs

The key points you need to remember about this section are:

- Any approach to learning and development is valid as long as you can demonstrate it contributes to how you remain competent to deliver a proper standard of service.
- You can tailor learning and development to suit your learning style.
- It is important to turn your learning into doing something differently in your job.

This section outlines ways to address your identified learning and development needs. This is not an exhaustive or prescriptive list; you have freedom and flexibility to choose how you ensure that you remain competent to deliver a proper standard of service.

'Formal' training

Formal training can be delivered in a variety of ways, for example, face-to-face or online, externally or in-house. You can consider formal training in different, innovative and flexible formats as long as you can demonstrate it meets your learning and development needs.
Record and evaluate

Record the activity you have undertaken:

• what you did
• how it was related to ensuring your competence
• what you learnt
• when the activity was completed

Evaluate whether the activity addressed your learning and development need(s)
Record and evaluate

Recording and evaluating your learning and development activity

The key points you need to remember about this section are:

- Record the activity you have undertaken to address your learning and development needs
- Evaluating your learning and development activity will help you identify any key points you can introduce into your practice or where further learning and development is required
- It is important to record your activity and evaluation in order to demonstrate that you are addressing your learning and development needs.

Once you have completed activity to address your learning and development need(s), it is important to:

- Record the activity you have undertaken
- Evaluate whether the activity addressed your learning and development need(s)

What do we mean by a development record?
Have you adopted our new approach to continuing competence?
How have you adopted the new approach?

- Our approach already met the requirements: 31%
- Aligned with your existing competence framework: 17.7%
- Aligned with your existing internal appraisal process: 30.5%
- Introduced a competence framework: 9.4%
- Introduced internal appraisals: 2.5%
- Introduced new IT systems: 1.5%
- Other, please state: 7.4%
How long did it take you?
Have much did it cost you to adopt the new approach?

- No cost involved 64.3%
- The same as we expected 19.1%
- Less than we expected 4%
- More than expected 4%
- I don't know 8.7%
Further support

- **Tool kit** – [www.sra.org.uk/toolkit](http://www.sra.org.uk/toolkit)
- **Blogs**
- **Video case studies**
- **Webinars**
- **Engagement events**

**Talk to us**
New approach to Continuing Competence

Solicitors have a regulatory requirement to provide a proper standard of service. To do this, solicitors will need to reflect on their practice and undertake regular learning and development so that their skills and knowledge remain up to date. This resource provides information to help solicitors adopt our new approach to ensure continuing competence. It will also be useful for those organisations that employ solicitors.

Each coloured box below contains information on what you need to do under our new approach and will help you:

- reflect on your practice to identify your learning and development needs
- plan how you will address your learning and development needs
- think about how you can address your learning and development needs
- record and evaluate your learning and development activity

The information in this resource is not mandatory. It is up to you how you use the information to help you structure, focus and address your learning development.

Useful information

In this section you can find out more about this approach, your regulatory obligations and how to use this resource.

How to reflect

Find out more about how you can reflect on your practice and identify your learning and development needs. You can also watch a video case study.

How to plan

Find out more about how you can plan and record address your learning and development needs. You can find a development plan and also watch a video case study.