

SRA			Professional Statement			
Ref.	Competences	Requirements	Ref.	Competence	2nd Competence	
Ethics, professionalism and judgement						
A1	Act honestly and with integrity, in accordance with legal and regulatory requirements and the SRA Handbook		1.1	Uphold the reputation of the Bar and observe their duty to the court in the administration of justice		
		Recognising ethical issues and exercising effective judgement in	1.1; 1.16b	Recognise potential ethical situations and identify ethical issues		
		Understanding and applying the ethical concepts which govern their role and behaviour as a lawyer	1.1; 1.16b	Behave ethically and consistently act in accordance with the Code of Conduct and other applicable rules and		
		Identifying the relevant SRA principles and rules of professional conduct and following them	1.1a; 1.16a and 1.16c	Thoroughly recall and comprehend the Core Duties and their interrelationship.		NB important to be aware of the underpinning Code and guidance in order to be able to recognise an ethical
		Resisting pressure to condone, ignore or commit unethical behaviour	1.16d; 1.18e; 2.1a and 2.1bii	Decline to act where the Code of Conduct requires them to do so		
		Respecting diversity and acting fairly and inclusively	1.16d; 2.1 and 2.3	Be aware and active in the pursuit of equality and respect for diversity, not tolerating unlawful discrimination, in themselves or others.		
A2	Maintain the level of competence and legal knowledge needed to practise effectively, taking into account changes in their role and/or practice context and developments in		1.2;1.3; 1.3a; 1.3b; 2.5; 2.6 b,d &e	Have a knowledge and understanding of the key concepts and principles of public and private law	Have knowledge and understanding of the law and procedure relevant to their area(s) of practice.	
		Taking responsibility for personal learning and development	1.3 a,b and d & 2.6a	Keep their knowledge and skills in their specific area of practice upto-date.	Take responsibility for planning and undertaking personal development and learning.	NB 1.3a and b are included as steps should be taken to remedy any deficiency in knowledge and
		Reflecting on and learning from practice and learning from other	2.5 & 2.6c	Reflect on and learn from their own and others performance and		
		Accurately evaluating their strengths and limitations in relation to the demands of their work	1.18; 1.18a; 2.2b & 2.5	Recognise and operate within the limits of their competence	Ensure that they are honest about the limits of their knowledge, their experience, qualifications and professional status	
		Maintaining an adequate and up-to-date understanding of relevant law, policy and practice	1.2b &1.3a	Be able to keep up to date with significant changes to these principles and rules.	Be able to recall and comprehend the core law and rules of procedure and practice relevant to their area of practice.	
		Adapting practice to address developments in the delivery of legal	1.1			
A3	Work within the limits of their competence and the supervision which they need, including		1.18	Only accept work which they believe they are competent to undertake.		
		Disclosing when work is beyond their personal capability	1.18b	Explain clearly the limits of their competence and knowledge to		
		Recognising when they have made mistakes or are experiencing difficulties and taking appropriate action	1.2a; 2.5 a,b,c &e	Be able to recall and comprehend and accurately apply to factual situations the principles of law and rules of procedure and practice specified by the Bar Standards Board.		

		Seeking and making effective use of feedback, guidance and support where needed	2.5d	Ask for and make effective use of feedback, guidance, advice and support.		
		Knowing when to seek expert advice	1.18c; 2.5d & e	Consult relevant others, where appropriate.		
A4	Draw on a sufficient detailed knowledge and understanding of their field(s) of work and role in order		1.3 & 1.18	Have knowledge and understanding of the law and procedure relevant to their area(s) of practice.		
		Identifying relevant legal principles	1.2 & 1.5j	Identify relevant legal principles.		
		Applying legal principles to factual issues, so as to produce a solution which best addresses a client's needs and reflects the client's commercial or personal circumstances	1.3e; 1.5k; 1.5l; 1.6a; 3.5c, 3.5d, 1.10a & 1.11a	Accurately apply legal principles to factual issues to devise the most appropriate solution taking into account the client's circumstances, needs, objectives, priorities and any	Reach reasoned decisions supported by relevant evidence. When giving advice take into account the client's circumstances and objectives.	
		Identifying issues that are outside their expertise and taking appropriate action, using both an awareness of a broad base of legal knowledge (insofar as relevant to their practice area) and detailed knowledge of their practice area	1.18d & 2.5a	Make an informed judgement on the level of knowledge, skills and attributes required in a particular case.		
A5	Apply understanding, critical thinking and analysis to solve problems,		1.5 & 1.10	Apply effective analytical and evaluative skills to their work.		
		Assessing information to identify key issues and risks	1.5a; 1.5b; 1.5e; 1.9e & 3.5c	Identify all necessary information and seek clarification of instructions using appropriate communication skills.	Rigorously assess facts and evaluate key issues and risks.	
		Recognising inconsistencies and gaps in information	1.5f	Identify inconsistencies and gaps in information.		
		Evaluating the quality and reliability of information	1.5d&g&e	Ensure that the analysis of financial and other statistical information has been competently carried out.	g) Methodically evaluate the quality and reliability of the information. E) Analyse other relevant information, including expert and medical	
		Using multiple sources of information to make effective judgements	As above & 1.5m & 1.12c	Be able to explain and justify their analysis and evaluation.		
		Reaching reasoned decisions supported by relevant evidence	1.5h; 1.5l & 1.6b	Use reliable sources of information to make effective judgements.	Ensure that advice is informed by appropriate analysis, synthesis and evaluation and where appropriate identifies and evaluates the consequences of different options.	
Technical legal practice						
B1	Obtain relevant facts, including:					
		Obtaining relevant information through effective use of questioning and active	1.9d	Use appropriate listening and questioning techniques when obtaining		
		Finding, analysing and assessing documents to extract relevant	1.5e & 1.9e	Analyse written information.		
		Recognising when additional information is needed	1.5f & 1.9f			

		Interpreting and evaluating information obtained	1.5g & 1.10a			
		Recording and presenting information accurately and clearly.	1.5m; 1.6c & d			
B2	Undertake legal research, including:		1.12	Employ effective research skills.		
		Recognising when legal research is required	1.12b	Recognise when legal and non-legal research is required.		
		Using appropriate methods and resources to undertake the research	1.3b; 1.5h; 1.5i; 1.12c	Employ effective research skills	Use appropriate methods and resources (paper, electronic or other media and/or relevant experts) and ensure that legal sources are up-to-date.	
		Identifying, finding and assessing the relevance of sources of law	1.5g & 1.12d	Assess the quality and relevance of all sources.		
		Interpreting, evaluating and applying the results of the research	1.12e & 1.12g	Interpret and evaluate the results of all research.		
		Recording and presenting the findings accurately and clearly.	1.5m; 1.6c; 1.6d & 1.12h			
B3	Develop and advise on relevant options, strategies and solutions, including		1.3e; 1.4 & 1.5k	Have an awareness of the wide range of organisations supporting the administration of justice.		
		Understanding and assessing a client's commercial and personal circumstances, their needs, objectives, priorities and constraints	1.4a; 1.4b; 1.5k & 1.6a	Be aware of the wide range of organisations supporting the administration of justice and their respective roles.	Be able to identify and advise clients of alternative sources of advice and funding available to them, as appropriate	
		Ensuring that advice is informed by appropriate legal and factual analysis and identifies the consequences of different options	1.4c; 1.6a & 1.6b	Understand the implications for the conduct of the case and the additional responsibilities owed in circumstances where the client is publicly funded or otherwise not self-funded.		
B4	Draft documents which are legally effective and accurately reflect the client's instructions including		1.8; 1.9; 1.13 & 1.14	Provide clear, concise and accurate advice in writing and orally and take responsibility for it.		NB As the construct is the ability to draft, which rests on the ability to communicate, 1.8 and 1.9 are also
		Being able to draft documents from scratch as well as making appropriate use of precedents	1.13a; 1.13b; 1.14 & 2.2c	Draft accurate and legally effective documents (whether contentious or non-contentious).	Utilise precedents where appropriate and also be able to draft without them.	
		Addressing all relevant legal and factual issues	1.13c; 1.14 & 2.2c	Address all relevant legal and factual issues.		
		Complying with appropriate formalities	1.13d	Comply with appropriate formalities.		
		Using clear, accurate and succinct language	1.8b & 1.8i	Use correct and appropriate vocabulary, English grammar, spelling and punctuation in all communications.	Write with clarity, accuracy and precision.	
B5	Undertake effective spoken and written advocacy, including		1.8b; 1.9h,j & k; 1.11a; 1.13 & 1.15	Have persuasive oral advocacy skills.	Draft court and other legal documents which are clear, concise, accurate and written so as to reflect fairly the arguments advanced by both sides.	
		Preparing effectively by identifying and mastering relevant facts and legal	1.2a; 1.3a,c & d; 1.9b & c; 1.11a &	Address all relevant legal and factual issues.		

		Organising facts to support the argument or position	1.15e	Manage facts to support the argument or position.		
		Presenting a reasoned argument in a clear, logical, succinct and persuasive way	1.7c & 1.13	Draft court and other legal documents which are clear, concise, accurate and written so as to reflect fairly the arguments advanced		
		Making appropriate reference to legal authority	1.13a, b & c	Utilise precedents where appropriate and also be able to draft		
		Complying with formalities	1.13a,c & d	Comply with appropriate formalities.		
		Dealing with witnesses appropriately	1.9a,b,c,d,h,j and l; 1.15i; 1.17 and 3.3 a,b,c and 3.4	Recognise the role of different types of witness and use appropriate techniques for witness handling having particular regard to vulnerable		
		Responding effectively to questions or opposing arguments	1.9 g,h,i,k and l & 1.15j	Listen and respond effectively to questions and opposing arguments.		
		Identifying strengths and weaknesses from different parties' perspectives	1.15 b, c,e,f,g,h & l and 1.9e	Identify strengths and weaknesses from different parties' perspectives.		
B6	Negotiate solutions to clients' issues,		1.7; 1.9; 1.10 and 1.11	Negotiate effectively		
		Identifying all parties' interests, objectives and limits	1.5k; 1.7a 2.2 & 3.1b	Identify in so far as possible all parties' interests, objectives and limits.		
		Developing and formulating best options for meeting parties' objectives	1.5k; 1.7b and 3.1b & d	Develop and formulate best options for meeting the client's objectives.		
		Presenting options for compromise	1.7c; 1.8; 1.9; 2.2 & 3.1b	Present options for resolution		
		Responding to options presented by the other side	1.7d; 1.9g & 1.10	Recognise, evaluate and respond to options presented by the other side.		
		Developing compromises between options or parties	1.7e; 1.10; 1.11; 3.1b & d	Develop appropriate compromises consistent with the client's		
B7	Plan, manage and progress legal cases and transactions, including					
		Applying relevant processes and procedures to progress the matter	1.2; 1.3 & 1.11			
		Assessing, communicating and	1.5b,k,m; 1.6 a,b,c; 1.8; 1.9; 3.5 c			
		Bringing the transaction or case to a conclusion	1.5k; 1.7e and f & 3.1			
Working with other people						
C1	Communicate clearly and effectively, orally and in writing, including		1.9	Exercise good communication skills, through any appropriate medium and with any audience as required in their		
		Ensuring that communication achieves its intended objective	1.9			
		Responding to and addressing individual characteristics effectively and sensitively	1.9a; 3.3;3.4 & 3.6	Identify the audience and respond appropriately to those from diverse backgrounds and to the needs and sensitivities created by individual circumstances		
		Using the most appropriate method and style of communication for the situation and the recipient(s)	1.9b	Select the appropriate medium of communication taking into account the message and the audience.		
		Using clear, succinct and accurate language avoiding unnecessary	1.9i	Write with clarity, accuracy and precision		

		Using formalities appropriate to the context and purpose of the	1.13d	Comply with appropriate formalities		
		Maintaining the confidentiality and security of communications	4.5	Maintain the confidentiality of their clients' affairs, adopting secure technology where appropriate.		
		Imparting any difficult or unwelcome news clearly and sensitively	1.6; 1.9a,b, c, h and l; 1.10, 3.3b, 3.5c and d.			
C2	Establish and maintain effective and professional relations with clients,					
		Treating clients with courtesy and respect	3.4a	Demonstrate suitable professional practice, politeness and respect in communications and personal interactions with others.		
		Providing information in a way that clients can understand, taking into account their personal circumstances	1.6; 1.8; 1.9a,b, c, h and l and 3.3b			
		Understanding and responding effectively to clients' particular needs, objectives, priorities and constraints	1.5k; 1.6; 3.1a,b; 3.3d and 3.4b	Recognise people's differences and modify their behaviour where appropriate to take account of those		
		Identifying and taking reasonable steps to meet the particular service needs of all clients including those in vulnerable	1.5k; 1.6; 3.1 a and b & 3.3d	Recognise and take reasonable steps to meet the particular needs of clients including those who are disabled or		
		Identifying possible courses of action and their consequences and assisting clients in reaching a decision	1.3e; 1.4c; 1.5k and m; 1.6; 1.7a,b,c and e and 1.10 and 3.5c This is also 1.3e; 1.4c; 1.5k and m; 1.6; 1.7a,b,c and e and 1.10 3.5c	Identify and evaluate possible courses of action and their consequences and assist clients in reaching a decision.		
		Managing clients' expectations regarding options, the range of possible outcomes, risk and timescales	3.3.b,c and d & 3.5d	Manage clients' expectations including in relation to options, the range of possible outcomes, risks and		
		Agreeing the services that are being provided and a clear basis for charging	1.4b & 2.4a	Ensure that, where fees are chargeable, the basis for charging fees is established with the client at the		
		Explaining the ethical framework within which the solicitor works	1.1b			
		Informing clients in a timely way of key facts and issues including risks, progress towards objectives, and costs	3.1 & 3.5b	Inform clients in a timely manner of key facts and issues including key dates, risks, progress towards		
		Responding appropriately to clients' concerns and complaints	3.5e	Respond appropriately to clients' concerns and complaints.		
C3	Establish and maintain effective and professional relations with other people, including					
		Treating others with courtesy and	3.4			
		Delegating tasks when appropriate to	3.2d, f and g and also 3.4 and 4.3			
		Supervising the work of others	3.2a, b, f and 3.4 and 4.3			
		Keeping colleagues informed of progress of work, including any risks or	4.1 & 4.2			

		Acknowledging and engaging with others' expertise when appropriate	1.18c & 2.5d			
		Being supportive of colleagues and offering advice and assistance when	3.2a, b, e, f and g			
		Being clear about expectations	3.2a,fd and g			
		Identifying, selecting and, where appropriate, managing external experts	1,18c			
Managing themselves and their own work						
D1	Initiate, plan, prioritise and manage work activities and projects to ensure that they are completed efficiently, on time and to an appropriate standard, both in relation to their own work and work that they lead or		4.2 & 4.3	Plan their personal workload and absences so as to ensure they deliver on all work commitments they have made.		
		Clarifying instructions so as to agree the scope and objectives of the work	1.5a & 4.3a	Clarify instructions so as to agree the scope and objectives of the work.		
		Taking into account the availability of resources in initiating work activities	4.3c	Take account of their availability and that of other resources.		
		Meeting timescales, resource requirements and budgets	4.3f & 4.6	Meet timescales, resource requirements and budgets.		
		Monitoring, and keeping other people informed of, progress	3.5b & 4.3g	Monitor and keep relevant others informed of progress and availability.		
		Dealing effectively with unforeseen circumstances	4.2a & 4.3h	Deal effectively with unplanned circumstances and re-prioritise as		
		Paying appropriate attention to detail	1.9e & 1.15b			
D2	Keep, use and maintain accurate, complete and clear records, including		4.2a & 4.7	Where necessary, be diligent in keeping good records and files of		
		Making effective use of information management systems (whether electronic or hard copy), including storing and retrieving information	4.2a & 4.7d	Organise records so that they are retrievable by themselves and other authorised persons as appropriate.		
		Complying with confidentiality, security, data protection and file retention and destruction requirements	4.5	Maintain the confidentiality of their clients' affairs, adopting secure technology where appropriate.		
D3	Apply good business practice, including		4.4	Understand the organisational systems or structures within which they work and which support their delivery of a professional service.		
		Demonstrating an adequate understanding of the commercial, organisational and financial context in which they work and their role in it	4.1b	Demonstrate a thorough understanding of the context in which they work (including commercial, organisational and financial) and their place in it.		
		Understanding the contractual basis on which legal services are provided, including where appropriate how to calculate and manage costs and bill clients	2.4a and b & 4.4b	Understand the basis on which legal services are provided (contractual or otherwise) including, where appropriate, how to calculate and manage costs, bill clients and the operation of internal		

		Applying the rules of professional conduct to accounting and financial	1.1 and 2.2 and also 4.4b			
		Managing available resources and using them efficiently	4.2a			