**Logo, company name

Description automatically generated**

**FINAL PROGRESS REPORT ON THE PUPILLAGE**

A requirement for eligibility for the license to practice law in the Maldives is the completion of the Licensing Training Program under the supervision of a qualified lawyer in a law practice or at an institution approved by the Bar Council of the Maldives.

***Instructions***

At the end of the Pupillage, supervisors are required to submit to the BCM this report with detailed information on the trainee’s training and experience during the placement as it relates to the achievement of the required *licensing training core skills*.

For the five (5) core skills headings of licensing training core skills, two assessment scales provided are: “Training Achieved” or “Not Achieved”. If you select the latter, please provide an explanation.

Under each of the 5 areas of core skills, the extent of actual work experience participation scales are defined by the terms “Regularly”, “Frequently”, “Occasionally” and “Rarely” during the training or “Not applicable in this context”. These terms may be defined as follows:

Regularly: 10 or more times during the training

Frequently: 7-10 times during the training

Occasionally: 3 - 6 times during the training

Rarely: 1 – 2 times during the training

“Not Applicable in this context”: Not applicable in the context of the Supervisor’s area of work **and** a simulated practical experience could not be provided.

**PART 1: DETAILS OF THE SUPERVISOR AND TRAINEE**

|  |  |
| --- | --- |
| Name of Supervisor:  National ID Card No:  Practice License No:  Address:  Phone:  Email:  Signature of Supervisor:  Date: | Name of Trainee:  National ID Card No:  BCM Registration No:  Address:  Phone:  Email:  Signature of Trainee:  Date: |

**PART 2: TRAINING DATES AND PERIOD(S)**

Date of training commencement: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date of completion of training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of hours worked by Trainee during the program: \_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 3: INFORMATION ON THE TRAINING METHODOLOGY**

General description of the Training Plan / Work Schedule for the Trainee / Supervision Arrangement:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 4: INFORMATION OF LICENSING TRAINING CORE SKILLS**

Which areas of practice were covered in the training and the extent the trainee received training in following five (5) core skills areas:

1. **Client Care & Management:  Training Achieved  Partially Achieved  Not Achieved**

Reason not achieved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Participate in and conduct client interviews and taking client’s instructions (including sensitive interviews e.g. of children, victims of trauma and persons with disabilities)

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Observe and document client meetings in which remedies, options, advice, and instructions are discussed

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Conduct due diligence, including ensuring that all relevant information has been obtained and reviewed

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Participate in interviews with witnesses and experts

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Generate options and formulate strategy together with the supervisor

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Prepare witness statements and affidavits based on information collected in interviews, draft general correspondence and written opinions

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Advise client under the direct supervision of the Supervisor

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Comments about other practical experience achieved under this heading or explanation(s) on how the Supervisor arrived at the judgment on this core skill even though some activities were marked ‘not applicable’ or ‘rarely done’ :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Legal Research & Drafting:  Training Achieved  Partially Achieved  Not Achieved**

Reason not achieved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Review and summarize documentation (e.g. Transcripts; documents in client’s file; contracts; corporate minute books)

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

* + 1. Identify applicable areas of law and legal issues involved

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

* + 1. Conduct research on substantive and procedural issues

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

* + 1. Draft court documents such as originating process, pleading, summons and court orders; contracts and agreements

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

* + 1. Use precedents

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

* + 1. Interpret and apply results of research

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

* + 1. Provide analysis and report results of research to the Supervisor orally or in writing

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

* + 1. Prepare drafts of litigation documents (e.g. notices of motion; notices of application; draft orders; offers to settle, notices of appeal, affidavits, factums, minutes of settlement)

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

* + 1. Prepare drafts of solicitor-type documents (e.g. resolutions; powers of attorney, wills, agreements, letters of opinion, reporting letters)

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

* + 1. Comments about other practical experience achieved under this heading or explanation(s) on how the Supervisor arrived at the judgment on this core skill even though some activities were marked ‘not applicable’ or ‘rarely done’:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Case, Transaction Management, Monitoring Files & Negotiations:  Training Achieved  Partially Achieved  Not Achieved**

Reason not achieved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Document a file (e.g. records of telephone calls; memos to file; client instructions)

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Use a system to track limitation period dates

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Prepare for negotiations (e.g. transactional; litigation, ADR); conduct due diligence

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Observe and participate in negotiations

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Review and discuss outcome of negotiations with the supervisor

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Conduct negotiations under the supervision of the supervisor (e.g. simple tribunal matter; minor civil litigation)

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Advise on settlements under the supervision of the supervisor

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Observe other forms of ADR (e.g. mediation, arbitration, conciliation)

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Comments about other practical experience achieved under this heading or explanation(s) on how the Supervisor arrived at the judgment on this core skill even though some activities were marked ‘not applicable’ or ‘rarely done’ :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Advocacy:  Training Achieved  Partially Achieved  Not Achieved.**

Reason not achieved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In relation to civil litigation, observe and support advocacy in different settings (e.g. interlocutory motions; tribunals; pre-trial conferences; discoveries; examinations)

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Assist in preparation for a trial or appeal of a civil matter; conduct due diligence

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Assist in preparation for an interlocutory application

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Request, provide or participate in document disclosure (e.g. affidavits of documents; Crown disclosure and plea negotiations)

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Attend court or tribunal, where permitted, to speak to routine administrative matters (e.g. unopposed adjournments; uncontested and consent motions; and set dates)

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. In relation to criminal litigation, assist in preparation of client or witnesses for trial and in preparations for an appeal of a criminal matter; conduct due diligence

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. In relation to corporate practice, assist in a corporate transaction such as sale of a business

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. In relation to a conveyancing practice, assist in a conveyance transaction such as sale of house or other real estate property

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Comments about other practical experience achieved under this heading or explanation(s) on how the Supervisor arrived at the judgment on this core skill even though some activities were marked ‘not applicable’ or ‘rarely done’ :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Ethics & Professionalism:  Training Achieved  Partially Achieved  Not Achieved**

Reason not achieved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Identify and discuss ethical obligations and responsibilities of a lawyer

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Observe best practice in relation to retainers, documenting the scope of services and ensuring client understands the services being provided and the fees being charged

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Discuss lawyer’s duty towards client confidentiality and steps to ensure confidentiality

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Discuss potential client conflict of interest issues and the use of a filing system that help detect and prevent conflict of interest

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Discuss steps to take when asked by a client to engage in an activity that would breach professional obligations

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Discuss Rules of Professional Conduct and provide examples on its application

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Instill in the Trainee an understanding of a lawyer’s role in the Court, and the importance to be ethical & professional in dealings inside and outside the profession.

Regularly  Frequently  Occasionally  Rarely  Not Applicable in this context

1. Comments about other practical experience achieved under this heading or explanation(s) on how the supervisor arrived at the judgment on this core skill even though some activities were marked ‘not applicable’ or ‘rarely done’. Also, comment on how the trainee has received mentoring in professional responsibility and ethics during the course of the Pupillage:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 5: EVALUATION**

Please provide a critical evaluation of the trainee’s performance by checking the appropriate box:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Competence** | Superior | Commendable | Satisfactory | Fail |
| **Diligence** | Superior | Commendable | Satisfactory | Fail |
| **Experience Gained** | Superior | Commendable | Satisfactory | Fail |

**PART 6: OVERALL ASSESSMENT**

a. Do you believe that the educational goals outlined in the *Legal Profession Act* (Law No: 5/2019) have been achieved and that the trainee has successfully gained the Licensing Training Core Skills prescribed by the BCM?

**YES  NO**

**If No**, please provide sufficient reasons and details why not:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Letter of Reference:  Attached  Not Attached