

MID-TERM PROGRESS REPORT ON THE PUPILLAGE

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

Instructions

At the midpoint of the Pupillage [or upon an early termination of the Pupillage], supervisors are required to submit this report with detailed information on the progress of the trainee’s training during the training as it relates to the achievement or partial achievement of the *licensing training program’s core skills*.

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

Under each of the 5 areas of core skills, the extent of actual work experience participation scales is 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	Name of Trainee
National ID Card No.	National ID Card No.
Practice License No.	BCM Registration No.
Address	Address
Phone	Phone
Email	Email
Signature of Supervisor	Signature of Trainee
Date	Date

PART 2: TRAINING DATES AND PERIOD(S)

Date of training commencement: _____ Expected date of completion: _____

Number of hours worked by trainee as of the date of this Progress Report: _____

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**:

- *Note: Please ensure that you indicate whether each core skill is Achieved, Partially Achieved, or Not Achieved by marking the appropriate box at the start of each skill description. If a skill is marked as Not Achieved, kindly provide a detailed explanation as outlined.*

1. Client Care & Management	<input type="checkbox"/>	Training Achieved	<input type="checkbox"/>	Partially Achieved	<input type="checkbox"/>	Not Achieved
If not achieved, kindly specify the reasons below:						

Description	Regularly	Frequently	Occasionally	Rarely	Not Applicable in this context
a. 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)					
b. Observe and document client meetings in which remedies, options, advice, and instructions are discussed					
c. Conduct due diligence, including ensuring that all relevant information has been obtained and reviewed					
d. Participate in interviews with witnesses and experts					

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e.	Generate options and formulate strategy together with the supervisor				
f.	Prepare witness statements and affidavits based on information collected in interviews, draft general correspondence, and written opinions				
g.	Advise client under the direct supervision of the supervisor				
h.	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'				

- **Note: Please ensure that you indicate whether each core skill is Achieved, Partially Achieved, or Not Achieved by marking the appropriate box at the start of each skill description. If a skill is marked as Not Achieved, kindly provide a detailed explanation as outlined.**

2. Legal Research & Drafting	Training Achieved	Partially Achieved	Not Achieved
<i>If not achieved, kindly specify the reasons below:</i>			

Description	Regularly	Frequently	Occasionally	Rarely	Not Applicable in this context
a. Review and summarize documentation (e.g. transcripts; documents in client's file; contracts; corporate minute books)					
b. Identify applicable areas of law and legal issues involved					
c. Conduct research on substantive and procedural issues					
d. Draft court documents such as originating process, pleading, summons and court orders; contracts and agreements					
e. Use precedents					
f. Interpret and apply results of research					
g. Provide analysis and report results of research to the supervisor orally or in writing					
h. 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)					
i. Prepare drafts of solicitor-type documents (e.g. resolutions; powers of attorney, wills, agreements, letters of opinion, reporting letters)					

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j.	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'
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- **Note: Please ensure that you indicate whether each core skill is Achieved, Partially Achieved, or Not Achieved by marking the appropriate box at the start of each skill description. If a skill is marked as Not Achieved, kindly provide a detailed explanation as outlined.**

3. Case, Transaction Management, Monitoring Files & Negotiations	Training Achieved	Partially Achieved	Not Achieved
<i>If not achieved, kindly specify the reasons below:</i>			

	Regularly	Frequently	Occasionally	Rarely	Not Applicable in this context
a. Document a file (e.g. records of telephone calls; memos to file; client instructions)					
b. Use a system to track limitation period dates					
c. Prepare for negotiations (e.g. transactional; litigation, ADR); conduct due diligence					
d. Observe and participate in negotiations					
e. Review and discuss outcome of negotiations with the supervisor					
f. Conduct negotiations under the supervision of the supervisor (e.g. simple tribunal matter; minor civil litigation)					
g. Advise on settlements under the supervision of the supervisor					
h. Observe other forms of ADR (e.g. mediation, arbitration, conciliation)					
i. 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'					

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- **Note: Please ensure that you indicate whether each core skill is Achieved, Partially Achieved, or Not Achieved by marking the appropriate box at the start of each skill description. If a skill is marked as Not Achieved, kindly provide a detailed explanation as outlined.**

4. Advocacy		Training Achieved		Partially Achieved		Not Achieved
If not achieved, kindly specify the reasons below:						

Description	Regularly	Frequently	Occasionally	Rarely	Not Applicable in this context
a. In relation to civil litigation, observe and support advocacy in different settings (e.g. interlocutory motions; tribunals; pre-trial conferences; discoveries; examinations)					
b. Assist in preparation for a trial or appeal of a civil matter; conduct due diligence					
c. Assist in preparation for an interlocutory application					
d. Request, provide or participate in document disclosure (e.g. affidavits of documents; Crown disclosure and plea negotiations)					
e. Attend court or tribunal, where permitted, to speak to routine administrative matters (e.g. unopposed adjournments; uncontested and consent motions; and set dates)					
f. 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					
g. In relation to corporate practice, assist in a corporate transaction such as sale of a business					
h. In relation to a conveyancing practice, assist in a conveyance transaction such as sale of house or other real estate property					
i. 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'					

Signature of Training Supervisor

- **Note: Please ensure that you indicate whether each core skill is Achieved, Partially Achieved, or Not Achieved by marking the appropriate box at the start of each skill description. If a skill is marked as Not Achieved, kindly provide a detailed explanation as outlined.**

5. Ethics & Professionalism		Training Achieved		Partially Achieved		Not Achieved
<i>If not achieved, kindly specify the reasons below:</i>						

Description	Regularly	Frequently	Occasionally	Rarely	Not Applicable in this context
a. Identify and discuss ethical obligations and responsibilities of a lawyer					
b. 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					
c. Discuss lawyer’s duty towards client confidentiality and steps to ensure confidentiality					
d. Discuss potential client conflict of interest issues and the use of a filing system that help detect and prevent conflict of interest					
e. Discuss steps to take when asked by a client to engage in an activity that would breach professional obligations					
f. Discuss Rules of Professional Conduct and provide examples on its application					
g. 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					
h. 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					

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PART 5: EVALUATION

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

Description	Superior	Commendable	Satisfactory	Fail
Competence				
Diligence				
Experience Gained				

PART 6: OVERALL ASSESSMENT

- a. Do you believe that the educational goals outlined in the *Legal Profession Act* (Law No: 5/2019) have been or are being so far achieved and that the trainee is successfully gaining the Licensing Training Core Skills?

YES NO

If No, please provide sufficient reasons and details why not

- b. Please provide your thoughts about trainee’s strengths and weaknesses and recommendations on how the trainee’s performance can be improved

Signature of Training Supervisor

Annex 1: Pupillage Program – Attendance Sheet

Month 1: _____

Date	Time in	Time out	Number of Hours Worked
Total Number of Hours Worked in the Month			

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Month 2: _____

Date	Time in	Time out	Number of Hours Worked
Total Number of Hours Worked in the Month			

Signature of Training Supervisor

Month 3: _____

Date	Time in	Time out	Number of Hours Worked
Total Number of Hours Worked in the Month			

Signature of Training Supervisor

Month 4: _____

Date	Time in	Time out	Number of Hours Worked
Total Number of Hours Worked in the Month			

Signature of Training Supervisor

Month 5: _____

Date	Time in	Time out	Number of Hours Worked
Total Number of Hours Worked in the Month			

Signature of Training Supervisor

Month 6: _____

Date	Time in	Time out	Number of Hours Worked
Total Number of Hours Worked in the Month			

Signature of Training Supervisor

Month 7: _____

Date	Time in	Time out	Number of Hours Worked
Total Number of Hours Worked in the Month			

Signature of Training Supervisor

Month 8: _____

Date	Time in	Time out	Number of Hours Worked
Total Number of Hours Worked in the Month			

Signature of Training Supervisor

Month 9: _____

Date	Time in	Time out	Number of Hours Worked
Total Number of Hours Worked in the Month			

Signature of Training Supervisor

Month 10: _____

Date	Time in	Time out	Number of Hours Worked
Total Number of Hours Worked in the Month			

Signature of Training Supervisor

Month 11: _____

Date	Time in	Time out	Number of Hours Worked
Total Number of Hours Worked in the Month			

Signature of Training Supervisor

Month 12: _____

Date	Time in	Time out	Number of Hours Worked
Total Number of Hours Worked in the Month			

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