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**Form 2-5 / 2-6**

(Rule 57)

**Education Plan**

During the articling term the Principal, \_\_\_\_\_, will ensure that the Student, \_\_\_\_\_, obtains practical experience, training and mentoring in the following key competency areas:

1. **Ethics and Professionalism**
2. **Practice Management**
3. **Client Relationship Management**
4. **Conducting Matters**
5. **Adjudication/Alternative Dispute Resolution**

Learning objectives for the articling year, as well as a sample of learning activities, for each competency are set out below.

Learning objectives are at a level commensurate with entry to the profession, not at the level of mastery. This standard is derived from the *National Entry to Practice Competency Profile for Lawyers*.

The list of learning activities is intended to serve as a description of the types of actions the Principal and Student are expected to undertake to support the learning objectives. **It is not a checklist.**

In considering appropriate learning activities it should be noted that a “client” is anyone for whom a lawyer (or in this case the Student) is providing legal services and may include “clients” who are internal to the Student’s employer.

**Ethics and Professionalism**

At the end of the articling term, the Student will be able to act ethically and professionally in accordance with the standard set by the Law Society of Alberta *Code of Conduct*.

**Learning Activities to support this learning objective may include:**

- Discussing ethical issues and problems that may arise in practice.
- Exploring strategies for identifying and resolving ethical issues.
- Engaging in critical thinking and discussion about ethical issues.
- Discussing strategies for making informed and reasoned decisions about ethical issues.
- Identifying potential conflict of interest issues and observing or using a client conflict management system.
- Discussing the circumstances giving rise to the need for independent legal advice and the steps to take when giving independent legal advice.

**Practice Management**

At the end of the articling term, the Student will be able to effectively manage time, files, finances, and professional responsibilities, as well as being able to delegate tasks and provide appropriate supervision.

**Learning Activities to support this learning objective may include:**

- Investigating and implementing strategies for prioritizing and managing tasks and for tracking deadlines.

- Reviewing file management practices, including opening and closing files, developing checklists, and sending files for storage or destruction.
- Discussing strategies for managing finances, including adherence to trust accounting requirements.
- Developing a plan to manage professional responsibilities, including ethical, licensing, and other professional responsibilities.
- Reviewing and learning to use:
  - time tracking, limitation reminder, and bring forward systems;
  - trust accounting and general accounting systems;
  - billing and collection systems;
  - client record and file management systems; and
  - practice checklists.
- Practicing delegating tasks while providing appropriate supervision.

### **Client Relationship Management**

At the end of the articling term, the Student will be able to effectively manage client relationships.

#### **Learning Activities to support this learning objective may include:**

- Exploring strategies for managing client relationships, including establishing and maintaining client confidence and managing client expectations.
- Discussing methods of advising clients and developing legal strategy, keeping in mind clients' particular circumstances, including age, language, disability, socioeconomic, and cultural context.
- Observing, participating in, and conducting initial client interviews, including:
  - confirming who is represented and who will provide instructions;
  - confirming the client's identity pursuant to applicable standards/rules;
  - assessing the client's capacity and fitness (if applicable); and
  - discussing and setting fees and retainers.
- Reviewing, revising, and/or drafting a retainer letter.
- Documenting client consent, client instructions, and advice provided.
- Helping maintain regular client communication, including participating in client meetings and preparing correspondence to keep clients apprised of progress in their matter.
- Addressing outstanding client concerns.
- Reviewing, revising, and/or drafting an exit/reporting letter.

### **Conducting Matters**

At the end of the articling term, the Student will be able to conduct a range of matters handled by lawyers on a regular basis.

#### **Learning Activities to support this learning objective may include:**

- Gathering facts through interviews, searches and other methods.
- Identifying applicable areas of law.
- Seeking additional expertise when necessary.
- Conducting legal research and analysis.
- Developing case strategy.

- Identifying mode of dispute resolution.
- Conducting due diligence (including ensuring all relevant information has been obtained and reviewed).
- Drafting documents, including:
  - opinion letters and demand letters;
  - affidavits/statutory declarations;
  - written submissions;
  - simple contracts/agreements and releases; and
  - legal accounting (e.g., statements of adjustment, marital financial statements, estate divisions, bills of costs).
- Imposing, accepting, or refusing trust conditions and/or undertakings.
- Negotiating a resolution of a dispute or legal problem.
- Reviewing financial statements and income tax returns.

**Adjudication/Alternative Dispute Resolution**

At the end of the articling term, the Student will be able to identify core elements of a dispute and resolve disputes through use of alternative dispute resolution or adjudication.

**Learning Activities to support this learning objective may include:**

- Discussing effective strategy for resolution of dispute.
- Drafting litigation documents, including pleadings, court orders, and briefs.
- Preparing list of documents or an affidavit of documents.
- Requesting and producing/disclosing documents.
- Preparing or responding to a motion or application (civil or criminal).
- Observing, participating in, and conducting interviews and briefing of witnesses.
- Attending court or tribunal to observe or to speak to routine matters.
- Conducting a simple hearing or trial before an adjudicative body.

Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Principal Signature

The personal information collected in this form will be used by the Law Society for one or more purposes contemplated by the *Legal Profession Act*, the Rules of the Law Society, the Code of Conduct, or a resolution of the Benchers and will be accessible to all departments of the Law Society, including the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Law Society, now or in the future, for regulatory purposes, including Law Society investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about the collection, use or disclosure of this information, please contact the Privacy Officer at (403) 229-4700.