



Continuing Professional Development Code

In this Code 'you' refers to individuals and bodies regulated by the **CLC**; all individuals and bodies regulated by the **CLC** must comply with this Code. You must not permit anyone else to act or fail to act in such a way as to amount to a breach of this Code.

Outcomes-Focused

The **Code of Conduct** requires you to deliver the following **Outcomes**:

- ***Clients are provided with a high standard of legal service (Outcome 2.1);***
- ***Client matters are dealt with using care, skill and diligence (Outcome 2.2);***
- ***Appropriate arrangements, resources, procedures, skills and commitment are in place to ensure Clients always receive a high standard of service (Outcome 2.3);***
- ***Each client's best interests are served (Outcome 3.1).***

Keeping your legal knowledge up-to-date and relevant helps you deliver these **Outcomes** and requires you to act in a principled way:

1. **Maintain High Standards of Work. (Overriding Principle 2)**
2. **Act in the Best Interests of your Clients. (Overriding Principle 3)**
3. You keep your skills and knowledge up-to-date. (**CoC P2b**)
4. You ensure all individuals within the entity are competent to do their work. (**CoC P2c**)
5. You promote ethical practice and compliance with regulatory requirements. (**CoC P2g**)
6. You only accept instructions and act in relation to matters which are within your professional competence. (**CoC P3a**)

7. You provide equal opportunities for all partners, **employees** or applicants in employment and training. (**CoC P6c**)

You must also comply with the following **specific requirements**:

8. In each year in which you hold a **licence** you complete **Continuing Professional Development** in such courses, lectures, seminars or other programmes or other activities approved by the **CLC**.
9. You are able to demonstrate that the subject matter of the course or activity is relevant to your professional development or area of practice and to help you deliver positive **Outcomes** to your **Clients**.
10. Each year you inform the **CLC** - in such form as the **CLC** may from time to time prescribe - whether or not you have complied with the **CLC's** requirements for **continuing professional development** as they apply to you.
11. You keep an up-to-date **training record**. You provide the **CLC** with this record upon its request.
12. You attend, and pay to attend, a specific course that the **CLC** has directed you to attend (as an alternative to disciplinary action).