



# Continuing Professional Development Code

(Version 1.0 - effective from 1 January 2025)

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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).