

GENERAL PRACTICE TRAINING CHECKLIST

Introduction

This general checklist sets out the aspects of professional conduct, care, or etiquette all practice trainees (“PTs”) should be familiar with in any practice area.

The supervising solicitor must ensure that the PT completes **all** the tasks below.

SECTION A – Client Care and Management¹

A PT should adhere to the following standards in respect of client care and management:

No.	Task	Done <i>(Please tick accordingly)</i>
A1	Attend client meetings promptly and punctually and take accurate attendance notes	
A2	Prepare draft matter updates in a timely manner, for review by the supervising solicitor or any other lawyer as directed by the supervising solicitor	
A3	Prepare draft responses to client queries promptly, for review by the supervising solicitor or any other lawyer as directed by the supervising solicitor	

¹ **Note to Supervising Solicitors:** PTs should be instructed on key matters related to client meetings, including matters before, during and after meetings. In relation to matters before meetings, PTs should be instructed on meeting preparation, including sufficient anticipation of needs and issues, background checks if relevant on the client, the matter, and the area of law. In relation to matters during meetings, PTs should be apprised of etiquette, seating position and notetaking. In relation to matters after meetings, PTs should be instructed on matter follow-up, tidying attendance notes, organising documents and organising plans for action.

SECTION B – Legal Research and Knowledge²

A PT should be able to perform the following tasks in respect of legal research and knowledge:

No.	Task	Done <i>(Please tick accordingly)</i>
B1	Conduct legal research involving primary and secondary legislation, case law, articles using LawNet and other legal databases	
B2	Communicate research results concisely, effectively and accurately ³ through written memos or any other medium	
B3	Keep up-to-date with the latest legal developments relevant to the PT's practice area(s)	

SECTION C – Conduct and Etiquette

A PT should adhere to the following standards in respect of conduct and etiquette:

No.	Task	Done <i>(Please tick accordingly)</i>
C1	Adhere to basic norms of etiquette, including being punctual, neat in attire, being properly groomed, using appropriate greetings, being respectful, and being considerate	
C2	Observe appropriate formalities for Court or meetings, and appropriate workplace etiquette in language, conduct and manner	

² **Note to Supervising Solicitors:** Any research tasks should be geared towards producing a practical and concise work product, and constructive feedback should generally be provided on the quality of the PT's research, depth and scope of research, whether all appropriate avenues are followed up, and whether the product is up to date.

³ **Note to Supervising Solicitors:** This includes ensuring that the legal position stated in advice to the client or submissions to the Court are accurate (for example, ensuring that case citations are accurate or that the legislation cited is the applicable version of the legislation relevant to the matter). This pertains to the quality of research rather than its communication.

SECTION D – Ethics and Professional Responsibility

A PT should be familiar with the following principles in respect of ethics and professional responsibilities:

No.	Task	Done <i>(Please tick accordingly)</i>
D1	Understand the core values of the legal profession: a. “Integrity” which incorporates the principle that a legal practitioner must always act with uncompromising honesty; b. “Professionalism” which requires legal practitioners to maintain the highest standards in discharging the duties they owe towards the Court, any tribunal, clients, other legal practitioners and the public; and c. “Justice” which reflects the legal practitioner’s commitment to serve the ends of justice, and conducting himself or herself, and all aspects of his or her work, as a member of an honourable profession	
D2	Understand that the legal practitioners' duties to the Court are paramount and override their duties to the client	
D3	Understand that subject to the core values and duties to the Court, legal practitioners should act in the client’s interests and in accordance with the client’s instructions	
D4	Ensure that there is no misrepresentation or misleading statement made in communications with the Court, and understand the duty to conduct proceedings before any Court or tribunal with integrity	
D5	Understand the rules relating to conflicts of interests in various circumstances, such as when representing multiple clients in the same matter, or taking a position that is adverse to a former client	
D6	Ensure the rules relating to the maintenance of confidentiality in respect of client and firm matters are observed	
D7	Understand that a legal practitioner must always treat other legal practitioners with respect, courtesy and fairness	

D8	Understand the duties that a legal practitioner owes to non-legal practitioners. This includes the need to be fair, honest and courteous towards every person in respect of the legal practitioner's professional conduct, and to behave in a manner befitting of the legal practitioner's professional standing	
D9	Understand why a legal practitioner is accountable to his or her client for any money or other property which the client has entrusted with the legal practitioner or has made the legal practitioner responsible for	

SECTION E – Professional Skills

A PT should be trained on the following standards in respect of professional skills:

No.	Task	Done <i>(Please tick accordingly)</i>
E1	Understand the processes involved in opening a new client file or file matter, including running conflict checks, drafting, and scoping a letter of engagement as well as basic billing matters	
E2	Ensure familiarity with all key aspects of a client matter/ file and that all materials are well organised	
E3	Ensure sufficient preparation in advance of key events such as Court hearings, negotiations or key client meetings	
E4	Be proactive in respect of follow-ups after key events such as Court hearings, negotiations or key client meetings	
E5	Adopt effective written and verbal communication skills in different professional settings, including advocacy before a Court or tribunal, internal communications and email drafting	

SECTION F – Continuing Professional Development (CPD) Requirements

A PT should be familiar with the following principles in respect of CPD requirements:

No.	Task	Done <i>(Please tick accordingly)</i>
F1	Understand that it is a requirement to satisfy the CPD requirements mandated by the relevant regulatory bodies, including the Singapore Institute of Legal Education (SILE)	
F2	Understand that professional development can expand beyond legal skills, and external skillsets can be helpful in the professional development of a legal practitioner	
F3	Understand that fostering physical health and mental well-being is important for professional development. Mental well-being encompasses overall mental health, personal growth, stress management, coping mechanisms and emotional resilience	
F4	Discuss with the supervising solicitor an approach and strategy towards continuous professional development	

SECTION G – Community

A PT should be familiar with engagements with the wider legal community:

No.	Task	Done <i>(Please tick accordingly)</i>
G1	Understand the roles and functions of the different stakeholders, in particular the Judiciary, the Attorney-General's Chambers, the Ministry of Law, Legal Services Regulatory Authority, the Law Society of Singapore, the Singapore Academy of Law, Singapore Institute of Legal Education and Pro Bono SG	
G2	Be familiar with key events in the legal calendar, such as the Opening of Legal Year, the renewal of practising certificates, and participating in Law Society council elections	

To the Singapore Institute of Legal Education:

I certify that this Checklist accurately reflects the training undertaken and completed by the Practice Trainee during the relevant period².

Full Name of Practice Trainee as per NRIC / FIN:	
Full Name of Singapore Law Practice:	
Full Name of Supervising Solicitor as per Practising Certificate:	
Signature of Supervising Solicitor:³	
Date signed:	

Note:

Where there is a change in supervising solicitor to a new supervising solicitor within the same Singapore law practice, the new supervising solicitor may certify the completion of tasks supervised by the previous supervising solicitor if the new supervising solicitor has verified the same with the previous supervising solicitor. If the new supervising solicitor is unable to make such a certification, the new and previous supervising solicitors may complete and sign separate copies of this checklist in respect of the tasks supervised by them respectively.

² Where the practice training checklist is submitted as part of a training review, the relevant period is the "Relevant Period" as stated in the Training Review Form. Where the practice training checklist is submitted in the course of registering a termination of a practice training contract or upon completion of the practice training period, the relevant period is the period of practice training as stated in the Certificate of Diligence issued by the abovenamed Singapore law practice.

³ Electronic and digital signatures are accepted. Please ensure that the supervising solicitor's signature is consistent across all documents submitted to the Institute, including the checklists and the Certificate of Diligence, if applicable.