



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).