

**GUIDELINES FOR THE ALLOCATION OF TOPICS TO CPD**

**COMPETENCY AREAS.**

This is a **non exhaustive** list provided as a guide only of CPD topics within each of the competency areas as listed at Rule 13D in the *Legal Profession Rules 2009*, as amended through the *Legal Profession Amendment Rules 2015*.

Please note that this is a list of examples of topics only to assist with the allocation of CPD points to CPD activities and that it is the content of the activity that should determine the allocation to a particular competency area.

For example topics such as EEO or OH&S may be CA1 if relating to the drafting and application of policy regarding these topics but could also just as easily fit into CA4 if they relate to their statutory provisions and requirements.

**Competency Area 1 – Practice Management**

Costs  
Trust Account procedures and requirements  
File management  
Risk management  
Business planning  
Business structures  
Succession planning  
Financial planning  
Cash-flow Management  
Growth and Development Strategies  
Accounts procedures  
Staff management and human resources  
Insurances  
OH&S  
EEO  
Gender equity and diversity  
Tax obligations  
Applications of Technology  
E – Discovery  
E – Conveyancing  
Managing workload  
Self management  
Procedures, templates and manuals  
Statutory and Regulatory Obligations  
Scams and fraudulent actions  
Pricing  
Project Management

## **Competency Area 2 – Professional Skills**

Research skills  
Communication skills  
Plain English drafting, letter writing  
Negotiation  
Advocacy  
Mediation  
Appearing in court  
Client interviewing  
Taking witness statements  
Drafting contracts  
Use of precedents  
Understanding cultural diversity  
Using independent experts

## **Competency Area 3 – Ethics and Professional Responsibility**

Lawyer's responsibilities as set out in the *Legal Profession Conduct Rules 2010*  
How to identify an ethical issue  
Conflicts of Interest  
Professional courtesy  
Ethics of Social Media conduct  
Ethics of dealing with foreign governments  
Bribery and corruption

## **Competency Area 4 – Substantive Law**

This area is self explanatory.

If you require any further assistance in this area please contact the Board's Legal Education Coordinator on 6211 3600.