|  |  |  |  |
| --- | --- | --- | --- |
| If you require any assistance providing an assessment, please contact the QCA Secretariat. See Page 6 | | | |
| **PART 1: PERSONAL DETAILS** | | | |
| **The Applicant’s details** | | | |
| Surname: |  |  |  |
|  | | | |
| Forename(s): | |  |  |
|  | | | |
| **Your details** | | | |
| Title: |  |  |  |
|  | | | |
| Surname: |  |  |  |
|  | | | |
| Forename(s): | |  |  |
|  | | | |
|  | | | |

|  |
| --- |
| **The Panel does not need lengthy descriptions of cases, but rather to understand your view on the applicant's demonstration of each competency, and your reasons.** |
| **PART 2: YOUR KNOWLEDGE OF THE APPLICANT** |
| 1. Are there other cases on which you wish to draw in providing your assessment, in addition to those listed by the applicant? If so, please give brief details. |
|  |
| 2. Please confirm, with brief reasons, whether or not in your view each of the occasions mentioned by the applicant was a case of substance, complexity or particular difficulty or sensitivity. Please indicate any that had unusual or challenging features. |
|  |
| 3. Can you confirm the information given by the applicant about your contact in the case(s) listed? If not please briefly explain |
|  |

|  |  |  |
| --- | --- | --- |
| **PART 3: EVIDENCE OF THE COMPETENCIES** | | |
|  | | |
|  | Please give evidence on each competency for which you have relevant evidence. The Panel does not need lengthy descriptions of cases, but rather to understand your view on the applicant’s demonstration of each competency, and your reasons. If you have no relevant evidence on the applicant’s demonstration of a particular competency, please say so. |  |
|  | | |
| 1. **Understanding and using the law**   Has expert, up-to-date legal knowledge, uses it accurately, relevantly and effectively, and becomes familiar with new areas of law quickly and reliably. | | |
|  | | |
| 1. **Written and oral advocacy**   *Develops and advances client’s case to secure the best outcome for the client by gaining a rapid, incisive overview of complex material, identifying the best course of action, communicating the case persuasively, and rapidly assimilating the implications of new evidence and argument and responding appropriately.* | | |
| **B1. *Written advocacy*** | | |
|  | | |
| **B2. *Oral advocacy***  *Oral advocacy includes advocacy in a court or tribunal, mediation, arbitration or negotiation.* | | |
|  | | |

|  |
| --- |
| 1. **Working with others**   Upholds the standards of behaviour expected of advocates and acts so as to secure the confidence of the court and of fellow advocates; establishes productive working relationships with all, including professional and lay clients, the judge and other parties’ representatives and members of own team; is involved in the preparation of the case and leads the team throughout. |
|  |
| 1. ***Diversity***   Demonstrates an understanding of diversity and cultural issues and is proactive in addressing the needs of people from all backgrounds and promoting diversity and equality of opportunity. |
|  |
| 1. **Integrity**   *Please complete this only if you have evidence that the applicant is* ***NOT*** *honest and straightforward in professional dealings, including with the court and all parties.* |
|  |

|  |  |  |
| --- | --- | --- |
| **PART 4: OVERALL RATING** | | |
| **Demonstration of the competencies**  Please indicate the rating that best reflects the applicant’s demonstration of the competencies (for those competencies on which you have been able to comment):  **I believe this applicant’s demonstration of the competencies to be:** | | |
| **Clearly ready for appointment** |  |  |
|  | | |
| **Ready for appointment** |  |  |
|  | | |
| **Possibly ready for appointment** |  |  |
|  | | |
| **Not yet ready for appointment** |  |  |
|  | | |
| **Not satisfactory** |  |  |
|  | | |
| **Insufficient information to express a view** |  |  |
| (Please select one) | | |
| **PART 5: EXPLANATION OF OVERALL RATING** | | |
| *Please use this section to give a brief justification of your overall rating in Part 4. You may also use this section of the form to give any additional information that will assist the Selection Panel.* | | |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PART 6: VIEWS OF OTHERS** | | | |
| *If you have consulted others in preparing this assessment, please state who you have consulted, the nature and extent of their experience of the applicant and how far their experience coincides with or differs from your own.* | | | |
|  | | | |
| **PART 7: DECLARATION** | | | |
| I declare that to the best of my knowledge the contents of this assessment are accurate. | | | |
| Name: | ***Type name to declare.*** | |  |  | | --- | --- | | Date: |  | | |
|  | | | |
| *This assessment is confidential to Queen's Counsel Appointments, although in the event of a complaint, the QC Complaints Committee may ask to see it. We would seek your consent before supplying it to the Complaints Committee.*  Please return completed assessment forms to the Queen’s Counsel Secretariat by email (preferred), or by post: | | | |
| Email: [assessments@qcappointments.org](mailto:assessments@qcappointments.org)  Phone: 0207 831 0020 | | | Post: Queen’s Counsel Appointments  16 Red Lion Square  London WC1R 4QH |
| **Thank you for this assessment** | | | |