

# National Admission Standards Project



## National Entry to Practice Competency Profile Validation Survey Report

September, 2012



## Introduction

The National Entry to Practice Competency Profile for Lawyers and Quebec Notaries was developed by a task force of practitioners in consultation with an advisory committee of law society experts (the Technical Advisory Committee, or TAC) under the guidance of international consultants Professional Examination Service (PES).

The profile sets out the tasks performed, the knowledge and the skills required to be admitted to the practice of law. It includes competencies needed in different practice areas and settings. To test the validity of the profile, PES conducted a national survey of "new" lawyers and Quebec notaries, that is those admitted to the practice of law in the last 5 years (2007-2012).

The survey was conducted in May and June 2012. Respondents were asked to rate each individual competency on two scales: how frequently they performed or used the competency; and, the severity of the consequences if an entry-level practitioner in their practice setting did not possess or was not able to perform the competency. Respondents were also asked to provide information on their jurisdictions, practice areas, their practice settings, and their year of call. They were also given an opportunity to identify any competencies they believed were missing from the profile.

## Survey Sample

Each jurisdiction provided contact information for individuals in their jurisdiction who had been admitted to the bar between 2007 and 2012 inclusive.

All jurisdictions with less than 500 new practitioners were sampled in their entirety. The larger jurisdictions of Alberta, British Columbia, Ontario, and Quebec were sampled to ensure representation from at least 30% of the estimated number of "new" practitioners. The final survey was delivered to 6,911 individuals across the country (the "sample size").

The response rate for the survey was 17.2%. There were variations in the number of responses, also called the participation rate, by jurisdiction.

Survey Sampling	0-5 yrs Experience	Final Sample	Responses Completed	Response Rate
British Columbia	2, 695	768	186	24.2%
Alberta	2, 472	719	105	14.6%
Saskatchewan	449	364	80	22.0%
Manitoba	419	340	69	20.3%
Ontario	7, 370	2, 102	350	16.7%
Quebec (Barreau)	4, 746	1, 385	169	12.2%
Quebec (Notaries)	799	398	35	8.8%
New Brunswick	264	218	51	23.4%
Nova Scotia	657	232	61	26.3%
Prince Edward Island	44	27	6	22.2%
Newfoundland	176	192	42	21.9%
Yukon	D/A	21	9	42.9%
Northwest Territories	D/A	43	14	32.6%
Nunavut	D/A	102	10	9.8%
<b>TOTAL</b>	<b>20, 091</b>	<b>6, 911</b>	<b>1,187</b>	<b>17.2%</b>

The survey also asked participants for information that was used to divide survey results into subgroups for analysis. In the "Practice Setting" subgroup, the majority of respondents (63.6%) said they work in private practice.

Primary Practice Setting	Respondents	
Government counsel	224	19.0 %
In-house counsel	127	10.8 %
Private practice	749	63.6 %
Other	77	6.5 %
<b>TOTAL</b>	<b>1, 177</b>	<b>100.0 %</b>

In the "Size of Firm" subgroup, 11% of respondents said they were sole practitioners. A significant proportion of respondents (39.7%) reported that they work in a small firm, that is a firm with 2 to 10 legal practitioners. Just over 23% work in midsize firms of 11 to 50 practitioners, and just under 26% work in large firms of 50 or more.

Size of Firm	Respondents	
Sole practitioner	131	11.2 %
2 to 5 practitioners	303	25.9 %
6 to 10 practitioners	162	13.8 %
11 to 20 practitioners	148	12.6%
21 to 50 practitioners	124	10.6 %
More than 50 practitioners	303	25.9 %
<b>TOTAL</b>	<b>1,171</b>	<b>100.0 %</b>

In the "Practice Location" subgroup, most respondents (82.6%) reported they work in urban areas.

Practice Location	Respondents	
Urban	978	82.6%
Suburban	103	8.7%
Rural	103	8.7%
<b>TOTAL</b>	<b>1,184</b>	<b>100.0%</b>

Survey participants were asked to indicate what percentage of their current legal practice falls within specified areas of law. Civil litigation was the area of greatest focus, followed by corporate/commercial law, criminal/quasi-criminal law, and family/matrimonial law.

Focus of Legal Practice	Respondents	Focus of Legal Practice	Respondents
Aboriginal Law	2.4%	Family/Matrimonial Law	10.0%
ADR Mediation Services	0.9%	Immigration Law	1.8%
Administrative Law	8.4%	Intellectual Property Law	2.2%
Bankruptcy & Insolvency Law	1.3%	Legal Policy	1.5%
Civil Litigation	20.5%	Real Estate Law	7.8%
Corporate/Commercial Law	13.5%	Securities Law	2.7%
Criminal/Quasi Criminal Law	12.6%	Tax Law	2.9%
Employment/Labour Law	5.1%	Wills, Estates, Trusts Law	4.1%
Environmental Law	1.1%	Quebec Law of Obligations and Sureties	1.6%

## The Methodology

PES designed the survey in consultation with the Federation's Technical Advisory Committee. The competencies from the draft profile were grouped into three categories, Knowledge, Skills and Tasks. Each category was further divided into subsections as set out below.

### Knowledge

- Substantive Legal Knowledge
- Ethics and Professionalism
- Practice Management

### Skills

- Ethics and Professionalism
- Oral and Written Communication Skills
- Analytical Skills
- Research Skills
- Client Relationship Management Skills
- Practice Management Skills

### Tasks

- Ethics, professionalism and practice management
- Establishing Client Relationship
- Conduct matter
- Conclude retainer
- Transactional/Advisory Matters
- Adjudication/Alternative Dispute Resolution

PES pilot-tested the survey with an online focus group of practitioners who were in their first five years of practice. This pre-test group was also encouraged to review the wording of each competency, and to provide suggestions on any aspect of practice that may not have been included. Following pilot-testing, 6,911 new practitioners were invited to complete the survey to validate the draft competencies.

National survey respondents were asked to provide two ratings for each competency. The first rating focused on how frequently the respondent personally performed or used the competency. The second focused on the severity of the consequences if an entry-level practitioner in their practice setting did not possess or could not perform the competency properly.

The following questions were asked for each competency:

**How frequently, on average, do you use the knowledge/use the skill/perform the task?**

**1 = Never**

**2 = Once a month or less**

**3 = About once a week**

**4 = About once a day**

**5 = More than once a day**

**How serious would the consequences be if a newly-called lawyer or Quebec notary in your practice setting did not possess the knowledge/did not have the skill/could not perform the task competently?**

- 1 = Not serious**  
(no harm to the client or the lawyer's/Quebec notary's practice)
- 2 = Minimally serious**  
(causes inconvenience to the client or the lawyer's/Quebec notary's practice)
- 3 = Moderately serious**  
(negatively affects the client's interest or the lawyer's/Quebec notary's practice)
- 4 = Highly serious**  
(jeopardizes the client's interest or the lawyer's/Quebec notary's practice)

Survey participants were asked to respond in the context of their own practice setting, and what they actually do.

## **Analysis of the Survey Data**

PES performed an initial analysis of the survey data to determine how frequently, on average, each competency is used or performed and how serious the consequences would be if the competency was not performed adequately. PES assigned a threshold of 2.0 for each of the frequency and the consequences ratings:

- to meet the threshold for frequency, a competency must be performed or used an average of once a month or more;
- to meet the threshold for severity of consequences, a competency must receive a minimum average rating of minimally serious or greater.

PES further analyzed the survey data to determine the mean ratings for each competency in each of the jurisdictions and in each of the other subgroups, including location of practice, firm size, and year of admission to the profession.

Under the guidance of PES, the members of the Technical Advisory Committee then developed and applied the following decision rules to determine whether each competency was used with sufficient frequency and was considered sufficiently important (based on the potential severity of consequences) across jurisdictions and subgroups to merit inclusion in the competency profile:

- Threshold of 2.0 was met in at least 7 of 10 jurisdictions (data from PE, NT, NU, YT was not considered due to small sample sizes from these jurisdictions )

### **AND**

- Threshold of 2.0 met for at least 8 of 11 subgroups, including location of practice, firm size, and year of admission to the bar.

## The Conclusions

All but a few competencies were clearly validated: the threshold of 2.0 for both frequency and severity of consequences was met in at least 7 of 10 jurisdictions, and in at least 8 of the 11 subgroups. A few competencies clearly were not validated: neither the frequency nor the consequences thresholds were met.

In a few other cases, the validation result was not clear because the frequency threshold was not met, but the threshold for consequences was met. For these cases, members of the TAC further analyzed the data, considering in particular the consequences rating and information on specific locations or practice settings in which the frequency threshold had been met. The TAC members applied their expert professional judgment to determine whether those competencies should remain in the profile.

The recommendations of the TAC were then reviewed and ultimately confirmed by the members of the project Steering Committee under the guidance of the consultants from PES.

In addition, several task competencies under the Transactional/Advisory Matters heading that were not validated for lawyers across the country, were validated for Quebec notaries. After consulting with the Chambre des notaires du Quebec, the Steering Committee decided to include these competencies in the profile, but only for those candidates seeking to become Quebec notaries. These competencies are indicated in the following charts.

## Understanding the Competency Rating Data Charts

There are four subgroups incorporated into the survey results: jurisdiction, practice location, size of firm, and year of admission.

The "Jurisdiction" subgroup includes the following:

- Law Society of British Columbia
- Law Society of Alberta
- Law Society of Saskatchewan
- Law Society of Manitoba
- Upper Canada Law Society
- Barreau du Quebec
- Chambre des notaires du Quebec
- New Brunswick Law Society
- Nova Scotia Barristers' Society
- Law Society of Prince Edward Island
- Law Society of Newfoundland and Labrador
- Law Society of Yukon
- Law Society of Northwest Territories
- Law Society of Nunavut

For the purpose of these calculations, the three options for the "Practice Location" subgroup drawn from the survey results are:

- urban
- suburban
- rural

The four options for the "Size of Firm" subgroup drawn from the survey results are:

- Sole practitioner
- Small size office (2-10 practitioners)
- Medium size office (11-50 practitioners)
- Large office (50 or more practitioners)

There are also four options in the "Year of Admission" subgroup:

- 2012
- 2010-2011
- 2008-2009
- 2007

The following charts provide the survey results for each of these sub-groups.

For example, the first line of data on the following page shows that for "Knowledge of the constitutional law of Canada", the mean frequency rating was at or above 2.0 for 12 of 14 jurisdictions and for 10 of 11 subgroups (i.e., 2 of 3 types of practice location, 4 of 4 firm sizes, and 4 of 4 year of admission to the bar subgroups).

KNOWLEDGE	Frequency the Competency was Performed				Severity of Consequences if Competency Not Possessed by Entry-Level Lawyers/ Quebec Notaries			
	Juris-diction (14)	Loca-tion (3)	Firm Size (4)	Admit Year (4)	Juris-diction (14)	Loca-tion (3)	Firm Size (4)	Admit Year (4)
<b>SUBSTANTIVE LEGAL KNOWLEDGE</b>								
<b>Canadian Legal System</b>								
The constitutional law of Canada, including federalism and the distribution of legislative powers	12	2	4	4	14	3	4	4

In this example, you can see that all jurisdictions 14 and subgroups 11 of 11 met the threshold for severity of consequences.



	Frequency the Competency was Performed				Severity of Consequences if Competency Not Possessed by Entry-Level Lawyers/ Quebec Notaries			
	Juris-diction (14)	Loca-tion (3)	Firm Size (4)	Admit Year (4)	Juris-diction (14)	Loca-tion (3)	Firm Size (4)	Admit Year (4)
<b>KNOWLEDGE</b>								
<b>SUBSTANTIVE LEGAL KNOWLEDGE</b>								
<b>Canadian Legal System</b>								
The constitutional law of Canada, including federalism and the distribution of legislative powers	12	2	4	4	14	3	4	4
The Charter of Rights and Freedoms	13	3	4	4	14	3	4	4
Human rights principles and the rights of Aboriginal peoples of Canada. For lawyers and notaries in Quebec, the Quebec Charter of Human Rights and Freedoms	10	2	4	3	14	3	4	4
For lawyers in Canadian common law jurisdictions, key principles of common law and equity. For lawyers and notaries in Quebec, key principles of civil law	14	3	4	4	14	3	4	4
Administration of the law in Canada, including the organization of the courts, tribunals, appeal processes and non-court dispute resolution systems	14	3	4	4	14	3	4	4
Legislative and regulatory system	14	3	4	4	14	3	4	4
Statutory construction and interpretation	14	3	4	4	14	3	4	4
<b>Canadian Substantive Law</b>								
Contracts, and in addition for lawyers and notaries in Quebec, obligations and sureties	14	3	4	4	14	3	4	4
Property	13	3	4	4	14	3	4	4
Torts	13	3	4	4	14	3	4	4
Family, and in addition for lawyers and notaries in Quebec, the law of persons	10	3	3	4	14	3	4	4
Corporate and commercial	13	3	4	4	14	3	4	4
Wills and estates (30% of survey respondents have at least some focus in this area; also there were above threshold ratings from respondents in smaller firms outside of urban areas.)	7	2	3	3	12	3	4	4
Criminal	11	3	4	4	13	3	4	4
Administrative	14	3	4	4	14	3	4	4
Evidence (for Quebec notaries, only as applicable to uncontested proceedings)	14	3	4	4	14	3	4	4



<b>KNOWLEDGE</b>	<b>Frequency the Competency was Performed</b>				<b>Severity of Consequences if Competency Not Possessed by Entry-Level Lawyers/ Quebec Notaries</b>			
	<b>Juris-diction (14)</b>	<b>Loca-tion (3)</b>	<b>Firm Size (4)</b>	<b>Admit Year (4)</b>	<b>Juris-diction (14)</b>	<b>Loca-tion (3)</b>	<b>Firm Size (4)</b>	<b>Admit Year (4)</b>
<b>SUBSTANTIVE LEGAL KNOWLEDGE</b>								
<b>Rules of Procedure</b>								
Civil	13	3	4	4	14	3	4	4
Criminal <i>27% of survey respondents have some focus in this area; also there were above threshold ratings for solo and non-urban practitioners.</i>	9	2	1	1	13	3	4	4
Administrative	13	3	4	4	14	3	4	4
Alternative dispute resolution process	13	3	4	4	13	3	4	4
Procedures applicable to Commercial transactions	11	3	4	4	12	3	4	4
Procedures applicable to real estate transactions	9	3	3	4	12	3	4	4
Procedures applicable to wills and estates <i>30% of survey respondents have some focus in this area; also there were above threshold for smaller firms outside urban areas and for respondents most recently admitted to the bar.</i>	7	2	2	1	10	3	4	4
<b>ETHICS AND PROFESSIONALISM</b>								
Principles of ethics and professionalism applying to the practice of law in Canada	14	3	4	4	14	3	4	4
<b>PRACTICE MANAGEMENT</b>								
Client Development	14	3	4	4	14	3	4	4
Time Management	14	3	4	4	14	3	4	4
Task Management	14	3	4	4	14	3	4	4

<b>SKILLS</b>	<b>Frequency the Competency was Performed</b>				<b>Severity of Consequences if Competency Not Possessed by Entry-Level Lawyers/ Quebec Notaries</b>			
	<b>Juris-diction (14)</b>	<b>Loca-tion (3)</b>	<b>Firm Size (4)</b>	<b>Admit Year (4)</b>	<b>Juris-diction (14)</b>	<b>Loca-tion (3)</b>	<b>Firm Size (4)</b>	<b>Admit Year (4)</b>
<b>ETHICS AND PROFESSIONALISM SKILLS</b>								
Identifying ethical issues and problems	14	3	4	4	14	3	4	4
Engaging in critical thinking about ethical issues	14	3	4	4	14	3	4	4
Making informed and reasoned decisions about ethical issues	14	3	4	4	14	3	4	4
<b>ORAL AND WRITTEN COMMUNICATION SKILLS</b>								
Communicating clearly in the English or French language, and in addition for lawyers and notaries in Quebec, the ability to communicate in French as prescribed by law	14	3	4	4	14	3	4	4
Identifying the purpose of the proposed communication	14	3	4	4	14	3	4	4
Using correct grammar and spelling	14	3	4	4	14	3	4	4
Using language suitable to the purpose of the communication and for its intended audience	14	3	4	4	14	3	4	4
Eliciting information from clients and others	14	3	4	4	14	3	4	4
Explaining the law in language appropriate to audience	14	3	4	4	14	3	4	4
Obtaining instructions	14	3	4	4	14	3	4	4
Effectively formulating and presenting well-reasoned and accurate legal argument, analysis, advice or submissions	14	3	4	4	14	3	4	4
Advocating in a manner appropriate to the legal and factual context	14	3	4	4	14	3	4	4
Negotiating in a manner appropriate to the legal and factual context	14	3	4	4	14	3	4	4



**SKILLS**

	Frequency the Competency was Performed				Severity of Consequences if Competency Not Possessed by Entry-Level Lawyers/ Quebec Notaries			
	Juris-diction (14)	Loca-tion (3)	Firm Size (4)	Admit Year (4)	Juris-diction (14)	Loca-tion (3)	Firm Size (4)	Admit Year (4)
<b>ANALYTICAL SKILLS</b>								
Identifying client's goals and objectives	14	3	4	4	14	3	4	4
Identifying relevant facts, and legal, ethical, and practical issues	14	3	4	4	14	3	4	4
Analyzing the results of research	14	3	4	4	14	3	4	4
Identifying due diligence required	14	3	4	4	14	3	4	4
Applying the law to the legal and factual context	14	3	4	4	14	3	4	4
Assessing possible courses of action and range of likely outcomes	14	3	4	4	14	3	4	4
Identifying and evaluating the appropriateness of alternatives for resolution of the issue or dispute	14	3	4	4	14	3	4	4
<b>RESEARCH SKILLS</b>								
Conducting factual research	14	3	4	4	14	3	4	4
Conducting legal research:								
Identifying legal issues	14	3	4	4	14	3	4	4
Selecting relevant sources and methods	14	3	4	4	14	3	4	4
Using techniques of legal reasoning and argument, such as case analysis and statutory interpretation, to analyze legal issues	14	3	4	4	14	3	4	4
Identifying, interpreting and applying results of research	14	3	4	4	14	3	4	4
Effectively communicating the results of research	14	3	4	4	14	3	4	4
Conducting research on procedural issues	14	3	4	4	14	3	4	4

**SKILLS**

	Frequency the Competency was Performed				Severity of Consequences if Competency Not Possessed by Entry-Level Lawyers/ Quebec Notaries			
	Juris-diction (14)	Loca-tion (3)	Firm Size (4)	Admit Year (4)	Juris-diction (14)	Loca-tion (3)	Firm Size (4)	Admit Year (4)
<b>CLIENT RELATIONSHIP MANAGEMENT SKILLS</b>								
Managing client relationships (including establishing and maintaining client confidence and managing client expectations throughout the retainer)	14	3	4	4	14	3	4	4
Developing legal strategy in light of client's circumstances (for example, diversity, age, language, disability, socioeconomic, and cultural context)	14	3	4	4	14	3	4	4
Advising client in light of client's circumstances (for example, diversity, age, language, disability, socioeconomic, and cultural context)	14	3	4	4	14	3	4	4
Maintaining client communications	14	3	4	4	14	3	4	4
Documenting advice given to and instructions received from client	14	3	4	4	14	3	4	4
<b>PRACTICE MANAGEMENT SKILLS</b>								
Managing time (including prioritizing and managing tasks, tracking deadlines)	14	3	4	4	14	3	4	4
Delegating tasks and providing appropriate supervision	14	3	4	4	14	3	4	4
Managing files (including opening/closing files, checklist development, file storage/destruction)	14	3	4	4	14	3	4	4
Managing finances (including trust accounting)	8	3	3	4	14	3	4	4
Managing professional responsibilities (including ethical, licensing, and other professional responsibilities)	14	3	4	4	14	3	4	4



**TASKS**

	Frequency the Competency was Performed				Severity of Consequences if Competency Not Possessed by Entry-Level Lawyers/ Quebec Notaries			
	Juris-diction (14)	Loca-tion (3)	Firm Size (4)	Admit Year (4)	Juris-diction (14)	Loca-tion (3)	Firm Size (4)	Admit Year (4)
<b>GENERAL TASKS</b>								
<b>Ethics, professionalism and practice management</b>								
Identify and resolve ethical issues	14	3	4	4	14	3	4	4
Use client conflict management system	13	3	4	4	14	3	4	4
Identify need for independent legal advice	13	3	4	4	14	3	4	4
Use time tracking, limitation reminder, and bring forward systems	14	3	4	4	14	3	4	4
Use systems for trust accounting	8	2	3	4	12	3	4	4
Use systems for general accounting	8	3	3	4	11	3	4	4
Use systems for client records and files	14	3	4	4	14	3	4	4
Use practice checklists (including those prepared by oneself and third parties)	14	3	4	4	14	3	4	4
Use billing and collection system	12	3	4	4	12	3	4	4
<b>Establishing Client Relationship</b>								
Interview potential client	13	3	4	4	14	3	4	4
Confirm who is being represented	13	3	4	4	14	3	4	4
Confirm client's identity pursuant to applicable standards/rules	12	3	4	4	13	3	4	4
Assess client's capacity and fitness	13	3	4	4	14	3	4	4
Confirm who will be providing instructions	13	3	4	4	14	3	4	4
Draft retainer/engagement letter	9	3	4	4	13	3	4	4
<del>Draft non-engagement letter</del> <i>Delete due to low frequency of task performance.</i>	1	1	1	0	11	3	4	4
Document client consent/instructions	14	3	4	4	14	3	4	4
Discuss and set fees and retainers	13	3	4	4	12	3	4	4

TASKS	Frequency the Competency was Performed				Severity of Consequences if Competency Not Possessed by Entry-Level Lawyers/ Quebec Notaries			
	Juris-diction (14)	Loca-tion (3)	Firm Size (4)	Admit Year (4)	Juris-diction (14)	Loca-tion (3)	Firm Size (4)	Admit Year (4)
<b>GENERAL TASKS</b>								
<b>Conduct Matter</b>								
Gather facts through interviews, searches and other methods	14	3	4	4	14	3	4	4
Identify applicable areas of law	14	3	4	4	14	3	4	4
Seek additional expertise when necessary	14	3	4	4	14	3	4	4
Conduct legal research and analysis	14	3	4	4	14	3	4	4
Develop case strategy	14	3	4	4	14	3	4	4
Identify mode of dispute resolution	14	3	4	4	13	3	4	4
Conduct due diligence (including ensuring all relevant information has been obtained and reviewed)	14	3	4	4	14	3	4	4
Draft opinion letter	14	3	4	4	14	3	4	4
Draft demand letter	11	3	4	4	13	3	4	4
Draft affidavit/statutory declaration	13	3	4	4	14	3	4	4
Draft written submission	14	3	4	4	14	3	4	4
Draft simple contract/agreement	13	3	4	4	13	3	4	4
Draft legal accounting (for example, statement of adjustment, marital financial statement, estate division, bill of costs) <i>Task is important in family law, wills and estates &amp; real estate (all areas where at least 25% of respondents have a practice focus; also it received above threshold ratings in non-urban, solo &amp; small firms.</i>	5	2	2	0	11	3	4	4
Impose, accept, or refuse trust condition or undertaking <i>Task is important in family law, wills and estates &amp; real estate (all areas where at least 25% of respondents have a practice focus; also it received above threshold ratings in non-urban, solo &amp; small firms.</i>	6	2	2	0	12	3	4	4
Negotiate resolution of dispute or legal problem	14	3	4	4	14	3	4	4
Draft a release	8	3	4	4	12	3	4	4
Review financial statements and income tax returns	11	3	4	4	12	3	4	4
<b>Conclude Retainer</b>								
Address outstanding client concerns	13	3	4	4	14	3	4	4
Draft exit/reporting letter	9	3	3	4	12	3	4	4

TASKS	Frequency the Competency was Performed				Severity of Consequences if Competency Not Possessed by Entry-Level Lawyers/ Quebec Notaries			
	Juris-diction (14)	Loca-tion (3)	Firm Size (4)	Admit Year (4)	Juris-diction (14)	Loca-tion (3)	Firm Size (4)	Admit Year (4)
<b>ADJUDICATION/ALTERNATIVE DISPUTE RESOLUTION</b>								
Draft pleadings	10	3	4	4	13	3	4	4
Prepare list of documents or an affidavit of documents <i>Task is fundamental to advocacy work, and more than 50% of respondents serve in this role</i>	8	2	3	3	14	3	4	4
Request and produce/disclose documents	12	3	4	4	14	3	4	4
Prepare a motion or application (civil, criminal, or family)	12	3	4	4	14	3	4	4
Respond to a motion or application (civil or criminal, or family)	12	3	4	3	14	3	4	4
Draft brief	9	3	3	3	14	3	4	4
Interview and brief witnesses	13	3	3	3	13	3	4	4
Conduct simple hearing or trial before an adjudicative body <i>Task was validated in most jurisdictions and is close to the threshold in BC and MB</i>	9	2	1	2	13	3	4	4
Draft court orders <i>Task was validated in most jurisdictions and subgroups</i>	9	2	3	2	13	3	4	4
<del>Participate in mediation</del> <i>Delete due to low frequency of task performance. Task only met threshold in two jurisdictions</i>	2	0	0	0	12	3	4	4
<del>Draft factum</del> <i>Delete due to low frequency of task performance. Task only met threshold in three jurisdictions.</i>	3	0	0	0	13	3	4	4
<del>Conduct examination out of court (for example, discovery, examination in aid of execution)</del> <i>Delete due to low frequency of task performance. Task did not meet frequency threshold in any jurisdiction or subgroups.</i>	0	0	0	0	13	3	4	4
<del>Participate in collaborative dispute resolution (for example, alternative sentencing, matrimonial matters)</del> <i>Delete due to low frequency of task performance. Task only met threshold in two territories.</i>	2	0	0	0	13	3	4	4
<del>Participate in case conference or pre-trial hearing</del> <i>Delete. Task performance restricted to more experienced lawyers in rural areas.</i>	6	1	0	1	13	3	4	4
<del>Argue simple appeal</del> <i>Delete. Task did not meet frequency threshold in any jurisdiction or subgroups.</i>	0	0	0	0	13	3	4	4

TASKS	Frequency the Competency was Performed				Severity of Consequences if Competency Not Possessed by Entry-Level Lawyers/ Quebec Notaries			
	Juris-diction (14)	Loca-tion (3)	Firm Size (4)	Admit Year (4)	Juris-diction (14)	Loca-tion (3)	Firm Size (4)	Admit Year (4)
<b>TRANSACTIONAL/ADVISORY MATTERS (Quebec Notaries)</b>								
Conduct basic commercial transaction <i>Validated only for Quebec notaries. Deleted for all other jurisdictions due to low frequency of task.</i>	2	0	0	1	12	3	4	4
Conduct basic real property transaction <i>Validated only for Quebec notaries. Deleted for all other jurisdictions due to low frequency of task.</i>	4	2	2	0	10	3	3	4
Incorporate company <i>Validated only for Quebec notaries. Deleted for all other jurisdictions due to low frequency of task.</i>	1	0	0	0	9	2	2	3
Register partnership <i>Validated only for Quebec notaries. Deleted for all other jurisdictions due to low frequency of task.</i>	0	0	0	0	8	2	1	2
Draft corporate resolutions <i>Validated only for Quebec notaries. Deleted for all other jurisdictions due to low frequency of task.</i>	1	0	0	0	8	3	2	4
Maintain corporate records <i>Validated only for Quebec notaries. Deleted for all other jurisdictions due to low frequency of task.</i>	1	0	0	0	9	2	2	4
Draft basic will <i>Validated only for Quebec notaries. Deleted for all other jurisdictions due to low frequency of task.</i>	1	2	0	0	9	2	3	4
Draft personal care directive <i>Validated only for Quebec notaries. Deleted for all other jurisdictions due to low frequency of task.</i>	1	0	0	0	9	2	2	2
Draft power of attorney <i>Validated only for Quebec notaries. Deleted for all other jurisdictions due to low frequency of task.</i>	2	2	0	0	11	3	3	4