

Track	Advisory and Advocacy	
TSC Category	Legal Advocacy & Advisory	
TSC	Legal Writing	
TSC Description	Present and convey legal advice or opinion in writing to express a legal position	
TSC Proficiency Level	Intermediate	Advanced
TSC Proficiency Level Description	Produce a communication or document that is clear, concise and accurate	Guide a team's communication or document to ensure they are clear, concise and accurate
Knowledge	- Strategies and techniques for clear and concise writing - Relevant laws, regulations and practice directions (e.g., Rules of Court 2021, Court Practice Directions, and Law Society Practice Directions) - Forms of legal documents and instruments (e.g., court documents, client letters, wills and board resolutions) - Advanced rules of grammar	- Interpersonal and intrapersonal intelligence (e.g., cultural sensitivity and awareness) - Strategies and techniques for persuasive and effective writing (eg, audience-centred communication, strategies to communicate risk)
Abilities	- Identify the needs, interests and background of a target audience - Identify the objectives of a written communication - Draft a written communication or document in accordance with their forms, where prescribed in relevant laws, regulations and practice directions - Draft a clear, concise and accurate written communication - Draft a written communication in a logical and structured manner	- Assess and determine the needs, interests and background of target audience - Assess and determine the objectives of a written communication - Strategise and organise a written communication to achieve objectives - Review a written communication to ensure it is clear, concise and accurate - Review a written communication or document for compliance with its forms, where prescribed in relevant laws, regulations and practice directions
Job Roles	- Associate (Corporate) - Associate (Disputes) - Senior Associate (Corporate) - Senior Associate (Disputes) - Legal Counsel	- Senior Associate (Corporate) - Senior Associate (Disputes) - Partner (Corporate) - Partner (Disputes) - Senior Legal Counsel - General Counsel