FUTURE-READY SKILLS

AI Fluency Framework for the Legal Sector

Developed by the Singapore Academy of Law (SAL) · Recognised by IMDA

This framework* sets out the key competencies that professionals in the legal industry need to safely and productively apply AI in their daily work. It provides a useful guide for training providers to develop curriculum for their training courses on AI fluency.

Training courses mapped to the framework can be accredited by SAL as a professional body for the legal sector. To apply for accreditation, check that the course aligns with the learning outcomes and topics of the relevant proficiency level, then submit your course lesson plan using the form available at the QR code.

https://tinyurl.com/LIFTED-Acc

Basic

The baseline level of AI fluency that all legal professionals should have to understand and use AI confidently and safely for daily work tasks on a personal level.

For all professionals in the legal industry

Intermediate

A higher level of fluency in using AI tools, using more sophisticated techniques and higher-order process skills.

For professionals involved in legal operations, knowledge management, or all who are keen to develop deeper AI proficiency

Advanced

Skills needed for AI deployment, including driving AI adoption and management of AI use at team or organisational level.

For professionals with responsibilities to deploy and manage AI and team or organisational level

*This framework is progressive: higher proficiency levels assume achievement of all learning outcomes and AI core competencies from lower levels.

SAL

BASIC

Foundational AI Understanding

LEARNING OUTCOMES

- Understand and use AI-related terms appropriately
- Identify AI capabilities and limitations

TOPICS

- AI evolution (including generative AI vs traditional AI)
- Introduction to Natural Language Processing
- Introduction to Large Language Models
- Introduction to Agentic AI
- Introduction to explainable AI / verification features

Prompt Engineering Essentials

LEARNING OUTCOMES

Create clear, structured, and appropriate prompts to perform tasks

TOPICS

- Key concepts in prompt engineering (e.g. setting context and constraints)
- Use prompt frameworks and guides (e.g. SAL Prompt Engineering Guide) to create and refine prompts

IMDA CORE COMPETENCIES

Prompt Design · Input Optimisation

Guidelines for Ethical AI Use in the Legal Sector

LEARNING OUTCOMES

- Understand operational considerations in AI use and develop processes in accordance to guidelines
- Apply compliance principles and mitigate risks in relation to AI use

TOPICS

- Key guidelines and rules relevant to legal sector (e.g. Legal Profession (Professional Conduct) Rules, MinLaw GenAI guidelines, Supreme Court Registrar's Circular 1 of 2024)
- Impact of AI use on legal professional ethics: such as confidentiality, disclosure (to clients, Courts and other stakeholders)

IMDA CORE COMPETENCIES

AI Ethics & Governance · Process Design and Systems Thinking · Critical Evaluation and Verification

AI in Legal Practice

LEARNING OUTCOMES

- Identify AI's role in legal workflows and legal use cases
- Apply AI tools to real-world legal contexts

TOPICS

1) General Productivity and Practice

- Use AI tools for office productivity (e.g. Microsoft Copilot, ChatGPT, Gemini)
- Use AI for marketing, branding and business development (e.g. for content marketing, business pitches)

2) Legal Processes and Workflows

(i) Legal Research

- Use AI in legal research platforms (LawNet AI, Harvey AI, LexisNexis)
- Discern outputs and hallucinations
- Optimise research queries and processes

(ii) Document Creation, Processing, Review & Management

- Analyse case files and legal documents (e.g. case law) for legal work, e.g. to draft client advice and correspondence, create legal documents, produce legal bundles
- Verify accuracy of outputs and check for hallucinations

(iii) Legal Document Drafting, Review & Management

- Use AI tools (e.g. Harvey AI, Luminance) for contract workflows, disputes-related document drafting, legal correspondence drafting
- Evaluate deviations from template and issues flagged by AI
- Verify accuracy of outputs and check for hallucinations

IMDA CORE COMPETENCIES

Process Design and Systems Thinking · Strategic Tool Selection · Interpretive Analysis · Critical Evaluation and Verification

INTERMEDIATE

Legal Process Re-engineering with AI

LEARNING OUTCOMES

- Optimise legal processes using AI and design thinking, with data governance
- Create AI-enabled process improvement plans
- Translate risk and compliance requirements into practical process controls

TOPICS

- Apply Process Engineering Principles
- Use process mapping techniques
- Use frameworks for optimisation

IMDA CORE COMPETENCIES

Process Design and Systems Thinking · Strategic Tool Selection · Data Management

Advanced Prompt Engineering

LEARNING OUTCOMES

- Use complex prompt techniques
- Design prompts for higher-order legal tasks

TOPICS

- Apply advanced prompt engineering techniques (e.g. multi-step chain-of-thought, few-shot prompting)
- Use prompts for legal reasoning

IMDA CORE COMPETENCIES

Prompt Design

+ Assumes all Basic level learning outcomes and competencies

ADVANCED

Agentic AI & Automation

LEARNING OUTCOMES

Design AI-driven automation flows with agentic AI

TOPICS

- Scoping requirements for AI-driven automation for legal ops
- Use AI to evaluate and refine automation outputs (e.g. to check for hallucination in high volume document processing) in addition to human review
- Integrate AI-driven automation flows into existing workflows

IMDA CORE COMPETENCIES

Data Management · Process Design and Systems Thinking · Critical Evaluation and Verification · Interpretive Analysis

AI Governance

LEARNING OUTCOMES

- Implement and assess AI implementation according to recognised AI governance principles
- Identify and manage legal, ethical, and operational risks in AI use including handling PII, preserving legal privilege, and addressing cross-border data transfer requirements

TOPICS

- Implement, test and document AI applications in accordance with AI governance frameworks and tools (e.g. 11 AI governance principles in AI Verify Testing Framework)
- Continuously review AI implementation to drive improvement

IMDA CORE COMPETENCIES

AI Ethics & Governance · Data Management

Innovation & Change Management

LEARNING OUTCOMES

- Drive AI adoption within organisations
- Engage and manage stakeholders on use of AI
- Implement change management strategies

TOPICS

- Develop AI adoption framework within organisation
- Use tools (e.g. innovation roadmap, canvas, design thinking) to plan and implement innovation strategies, particularly infusion of AI into law firms/legal departments
- Apply stakeholder engagement and change management strategies
- Identify and/or develop appropriate AI tools for use within organisation
- Develop and conduct training withing organisation

IMDA CORE COMPETENCIES

Process Design and Systems Thinking · Interpretive Analysis · AI Ethics & Governance · Strategic Tool Selection

+ Assumes all Basic and Intermediate level competencies