

## Block 1, Assessment 1, Part 1: Role-Play 1

### Instructions

In this part you will role-play the legal advocate and your Assessor or another student will role-play the client.

You work for XYZ Legal where you will interview a client with a legal issue. After the interview you will write the client's case notes.

You must conduct the interview in a professional and ethical manner, promoting your client's participation and obtaining the required information. Your communication must align with the **XYZ Legal Communications Policy**.

During the interview:

- Introduce yourself to the client and explain what will happen at the interview
- Ask general questions first – name, address, contact details (you may already have been given this detail; however, the purpose of asking at an interview is to check they are correct and to authenticate your client)
- Listen to the situation carefully & use culturally appropriate interview techniques
- Clarify the details using closed questions
- Ask the client if there is anything further they could add
- Ask the client if they have any questions (here the client will ask about ethical considerations such as confidentiality, conflict etc.)
- Confirm the next steps that you will take
- Take notes.

The interview will take approximately **10 minutes**.

Carefully read the **Marking & Observable Behaviours Checklist Role-Play 1** to see the types of behaviour you must demonstrate during the role-play.

Your Assessor will complete the checklist to record your performance.