**Assessment 1: Research**

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| --- | --- |
| **Student Name** |  |

**Part 2**

**Instructions**

Your supervisor has also asked you to draft a letter to Mr Smith and email it to her so that she can review, approve, and sign off on the correspondence before it is sent to the client. Your client letter should be approximately **one (1) page** in length and use the **Letter** **to Client Template**.

Your draft letter must advise the client of the following information:

1. If workers compensation would be available to him under worker’s compensation legislation, and if so, how much would he be entitled to.
2. A summary of what constitutes reckless conduct under the WHS legislation, including what penalties are applicable.

*Note: For your answers to Q.1. & Q2. Please use your own words to explain the information to client. Do not copy and paste the provisions of the legislation.*

1. The date of their next appointment with the lawyer.

Before you send your draft letter you must:

* Ensure you have planned the letter before you start writing
* Ensure that you use clear and concise language
* Check the spelling, vocabulary and grammar of your draft
* Format your letter according to the workplace’s guidelines for correspondence. This means use the **Client Letter Template**.

**Letter to Client Template**

[insert date]

[insert name]

[insert address]

Dear [insert client name],

**RE: [next appointment/next court date/your query…]**

I am writing to reply to your request for more information about […….]

The relevant law is found in … [list relevant Act].

In your case, section [identify relevant section] applies and the maximum penalties are as follows […….]

The median compensation paid for serious claims is [.….]

The % of the worker’s pre-injury average weekly earnings to be paid during the first entitlement period (13 weeks) is [….]

The date of your next appointment is […]

Kind Regards,

[Your name]

[Your title]

[Organisation name]