

Marking & Observable Behaviours Checklist Role-Play

Important note: This document is for guidance as to the observable behaviours you must demonstrate in the roleplay. The Assessor will complete their copy of the checklist.

Interview a Client Roleplay			
Student Name			
Assessor Name			
Date of Assessment			
Did the student?	Yes	No	Comments
Client Interview			
Introduce yourself as a paralegal and explain that you will be conducting the interview and then discussing the information with the Supervising Lawyer			
Record your client's name, DOB, address			
Confirm client has necessary documents to support their claim (as per the instructions)			
Ask what questions they have for you			
Confirm the next steps			
Take notes during the interview			
Engage with the client, build rapport and conduct the interview in a professional and ethical manner.			
Speak clearly and concisely			
Promote client participation			



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