

PCS CASE STUDY – INDICATIVE OUTLINE LEGAL ASSOCIATE MEMBERSHIP

Legal Associate membership candidates can use this indicative outline to help structure their Professional Competence Statement (PCS) case studies.

You must use **one to two case studies** to demonstrate all 4 competencies within the PCS: *C1, C8, C10,* and *C15*. For guidance on how to identify an appropriate case study, see section 4 of Legal Associate Membership Guidance June 2019 at: www.rtpi.org.uk/legal-associate.

After drafting your case study, you **must** go back to the **competency criteria** in the guidance – are any criteria missing or weak? If so, you will be unsuccessful. Consider introducing another case study, or providing further explanation on the ‘weak’ criteria within the existing case study.

CASE STUDY – EXAMPLE STRUCTURE FOR LEGAL ASSOCIATE

INTRODUCTION – SET THE SCENE AND YOUR ROLE

- Set out **relevant background information** to the case study.
- Set out the timetable, duration or dates this case study covers. If the case study was part of a wider project, make this clear.
- Explain your role within the case study.

BODY – ISSUES / CHALLENGES / PROBLEMS

- What were the **issues** and how did you personally discover them?
- Talk through your thought process – how did you resolve the issues or neutralise them?
- How have you dealt with the situation in a professional manner?

BODY – ANALYSE RISKS AND MAKE A DECISION

- What advice, recommendations or actions could you take to achieve a desired outcome? Explain each option. Why did you discount alternative(s)?
- How did you **build risk analysis** into the recommendations you made?
- Set out e.g. Option A...Option B...Option C...
- How have you dealt with the situation in a professional manner?

TOPICS TO COVER WITHIN BODY OF CASE STUDY

- **Planning law knowledge / legal issues.** E.g. What process did you follow to identify legal issues? How and why did you consider relevant legislation and other legal requirements as part of your risk analysis?
- **Political issues.** E.g. How did you react to, or pre-empt, political influences within the case study?
- Refer to a **specific clause** of the **RTPI Code of Professional Conduct** and demonstrate compliance.
- **Minimise reputational risk and build trust in profession.** E.g. How did you act to minimise reputational risk to the profession and build trust in planning?

CONCLUSION – REFLECT ON OUTCOMES, YOUR LEARNING AND DEVELOPMENT

- What was the outcome or (if on-going) what is the current status of the project?
- What do you **think went well** in the project and why?
- What **did not go well** and why?
- How would you **improve your future practice** because of your experience?