Your employability evidence worksheet

Use fictional scenarios or suitably anonymised learning, never confidential client details.

Stop chasing clients. Become the lawyer they seek out.

Record your starting point, practise a decision, then revise it after feedback. You do not need prior legal employment. This records learning, not certification of professional competence.

YOUR STARTING POINT

What do SRA, fee earner, billable time and "the client behind the client" mean? Write "not sure" where needed.

What is your biggest obstacle to entering legal practice?

You may record a general theme such as workplace knowledge, opportunity access, confidence or financial constraints. Do not include sensitive personal details. You can keep this reflection private.

What support would help you take the next step?

1 Understand the firm

Draw an enquiry-to-payment map. Label reception or intake, supervisor, fee earner and finance. Mark where a junior must ask for help.

My evidence and reasoning

Feedback received and the change I made

2 Know your responsibilities

Sort four fictional requests: proceed within authority, check with supervisor, do not disclose, or decline through the firm's process. Explain your reasons.

My evidence and reasoning

Feedback received and the change I made

3 Understand the money

Prepare an accurate time entry with the task, duration and matter reference. Explain what happens if the task exceeds the agreed budget. Compare an hourly and a fixed-fee example.

My evidence and reasoning

Feedback received and the change I made

4 Identify the client and legal issue

Write a listening note: reported facts; parties and authority; possible legal issues; missing evidence; desired outcome; urgent dates; questions for supervision. Read your summary back and invite correction.

My evidence and reasoning

Feedback received and the change I made

5 Agree and deliver the work

Draft a plain-language scope summary and an update with current position, next action, owner and date. Ask a peer to explain the scope back and record the correction you made.

My evidence and reasoning

Feedback received and the change I made

6 Build trust and show your value

Build a fictional client-development plan: client group, the client behind the client, legal need to research, useful first question, truthful service explanation, follow-up and review. Present one element and revise it after feedback. Prepare a short interview explanation of your own learning.

My evidence and reasoning

Feedback received and the change I made

EXPLAIN YOUR CONTRIBUTION

Prepare a 90-second answer: the situation; your task; what you did; why; feedback; what changed; what you still need to learn. State clearly when it was a simulation.

MY NEXT 30 DAYS

One employer to research, one approved learning opportunity to explore, one person to ask for feedback and one achievable deadline. Start a contact log of ten names: who they are, what they care about and when you last spoke.

Discrimination and unequal access can affect opportunities. Preparation and competence strengthen a candidate's position but do not guarantee recognition. Employers remain responsible for fair recruitment. The programme helps students understand options and demonstrate learning; it does not require prior law-firm experience or equate confidence with competence.

In the AI era, being legally capable is the baseline. Commercial capability is the career.

CONTINUE THROUGH THE PROGRAMME

Ten weekly on-campus sessions: six taught modules and four build sessions. Record your skills each week; build an evidence portfolio through scenarios, group feedback and reflection. Enquire at rifat@thefuturelawyer.co.uk | 07572 382 995 | linkedin.com/in/rifatsheikh.

Rifat Sheikh co-founded a regulated London law firm and was its Head of Business Development & Marketing for 15 years. Over that period revenue grew 35%, client retention rose 40% and client satisfaction rose 30%. The programme draws on his work building referral relationships across the private, public and third sectors. He is also the founder of REACH LAW, AI governance infrastructure for UK law firms.

Educational material for England and Wales. The 40-minute introduction is a starting point; the full programme provides structured practice and feedback across the process. Neither attendance nor completion guarantees employment, professional competence or a legal outcome. The Future Lawyer is not SRA-accredited or endorsed and does not replace legal advice, qualification, firm procedures or professional supervision. Use fictional examples and describe them honestly as simulations.