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Legal Literacy Change Project

Legal literacy supervision and team development work plan

Dartington Trust

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Legal literacy supervision and team development work plan

The legal literacy supervision and team development work plan is designed to embed legal literacy discussions within supervision and/or team learning and development sessions. It introduces the associated resources and provides a template for recording the activities carried out. The associated resources contain a set of exercises that can be embedded in supervision and used to support team development and training.

The intention of the legal literacy supervision and team development work plan and associated resources is to explicitly foreground legal literacy in supervision sessions, team discussions and learning events.

The supervision work plan may be used to record continuing professional development as it is designed to facilitate the recording of:

- the legal literacy activities undertaken in one-to-one or group supervision, practice development sessions or learning and development events
- reflections on the learning that has emerged from each activity
- implications for other organisational and professional processes (for example, continuing professional development records, appraisal, registration renewal)
- reflections on future actions that may emerge as priorities for further development.

Before undertaking the activities incorporated within this framework, supervisors and supervises may find it useful to read and discuss the ***Setting the Context: Introducing Legal Literacy*** resource, which provides a general introduction to the concept of legal literacy. The additional activities may be carried out in any order, with the exception of the ***Law talk: Putting law on the supervision and team development agenda*** resource, which will be most appropriately undertaken first.

1. The legal literacy supervision and team development work plan record

Supervisor/team manager/learning facilitator name:	Supervisor/team manager/learning facilitator job role:
Supervisee/team member/practitioner name(s):	Supervisee/team member/practitioner job role(s):
Date of the legal literacy supervision/team development/learning agreement:	Date for review:

2. Record of tasks completed

This resource may be used to set appraisal goals and practitioners may also use it to evidence their continuing professional development.

Resource	Parts of this resource used in supervision/learning:	Date completed:	Reflection on learning and implications for practice including how this meets appraisal goals / CPD requirements:	Follow-up action necessary:	Date for completion of follow-up:
Setting the context: Introducing legal literacy					

Resource	Aspects of this resource used in supervision/learning:	Date completed:	Reflection on learning and implications for practice including how this meets appraisal goals / CPD requirements:	Follow-up action necessary:	Date for completion of follow-up:
Law talk: Putting law on the supervision and team development agenda					

Resource	Aspects of this resource used in supervision/learning:	Date completed:	Reflection on learning and implications for practice including how this meets appraisal goals / CPD requirements:	Follow-up action necessary:	Date for completion of follow-up:
Using case law and Local Government & Social Care Ombudsman reports					

Resource	Aspects of this resource used in supervision/learning:	Date completed:	Reflection on learning and implications for practice including how this meets appraisal goals / CPD requirements:	Follow-up action necessary:	Date for completion of follow-up:
Case study exercise and legal analysis tool					

Resource	Aspects of this resource used in supervision/learning:	Date completed:	Reflection on learning and implications for practice including how this meets appraisal goals / CPD requirements:	Follow-up action necessary:	Date for completion of follow-up:
Shadowing experienced practitioners in the exercise of their legal role					

Resource	Aspects of this resource used in supervision/learning:	Date completed:	Reflection on learning and implications for practice including how this meets appraisal goals / CPD requirements:	Follow-up action necessary:	Date for completion of follow-up:
Using case law to explore common practice challenges					

Resource	Aspects of this resource used in supervision/learning:	Date completed:	Reflection on learning and implications for practice including how this meets appraisal goals / CPD requirements:	Follow-up action necessary:	Date for completion of follow-up:
Show your workings: Making good decisions					

Action planning

When an activity has been completed as part of the supervision, team development or learning process, it will be helpful to reflect on:

Activities that could become part of routine supervision, team development or learning strategies	Action necessary to ensure this happens	Who needs to be involved?	Date action will be completed

Priority areas for further learning in relation to legal literacy	Action necessary to take this forward	Who needs to be involved?	Date action will be completed

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