

**SKILLS FRAMEWORK FOR FINANCIAL SERVICES
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Investment and Financial Management					
TSC	Legal Drafting and Writing					
TSC Description	Produce legal documents through the identification, application and presentation of relevant facts and laws to communicate specific messages in an organised and logical format					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			FSE-CGP-3016-1.1	FSE-CGP-4016-1.1	FSE-CGP-5016-1.1	
			Draft reports and legal documents by identifying objectives, gathering necessary supporting information and organising it in a logical and concise manner	Organise the objectives and structure of reports and legal documents, draft, proofread and ensure the presence of relevant facts and laws required to present persuasive and legally effective messages	Adapt different techniques and concepts in legal drafting and writing to articulate intended messages with appropriate and accurate supporting legal research, judgement for effective engagement with stakeholder	
Knowledge			<ul style="list-style-type: none"> Legal writing style, language choice and approaches Legal drafting and writing techniques Types of supporting information Methods of collecting legal facts, laws and information Methods of analysing legal facts, laws and information Principles of legally enforceable document Standard legal contract commercials Financial services industry developments and trends 	<ul style="list-style-type: none"> Types of legal documents Legal drafting and writing techniques Elements of a well-written legal document Methods of organising and structuring information and messages Methods of persuasive writing Relevant laws and facts Legal analysis skills 	<ul style="list-style-type: none"> Different types and formats of legal documents Relevant laws and facts Legal document precedents Legal strategy and overarching objectives Legal drafting and writing guidelines Legal requirements for legal documents 	
Abilities			<ul style="list-style-type: none"> Identify intended audience and goals for documents being produced 	<ul style="list-style-type: none"> Define objectives of legal document in accordance with larger context and strategy 	<ul style="list-style-type: none"> Establish appropriate writing formats and style based on legal drafting and writing guidelines 	

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			<ul style="list-style-type: none"> • Research and gather information to support document drafting, as per brief • Analyse facts, laws and information gathered according to established practices • Establish structures and logical presentations of information without precedent • Prepare and send drafts of legal reports and documents for review • Incorporate feedback and necessary changes into prepared documents 	<ul style="list-style-type: none"> • Identify relevant precedents to act as guide where necessary • Outline and structure legal documents in consultation with relevant stakeholders • Describe and explain various elements, concepts and consequences in easily understood language • Proofread and review content of legal documents to minimise errors • Submit legal documents to relevant stakeholders 	<ul style="list-style-type: none"> • Document legal drafting and writing approaches suited for organisation's use • Review legal documents produced to determine accuracy and suitability • Identify discrepancies between legal report and document content against legal requirements and/or changes in law and precedents • Ensure all legal documents produced adhere to legal requirements and/or changes in laws and precedents 	
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