

Contents

List of abbreviations	ix
Notes on contributors	xi
Introduction	1
<i>Linden Thomas</i>	
1. Law clinics: What, why and how?	7
<i>Lydia Bleasdale, Beverley Rizzotto, Rachel Stalker, Lucy Yeatman, Hugh McFaul, Francine Ryan, Nick Johnson and Linden Thomas</i>	
2. Regulatory framework	57
2.1 Regulation of solicitors and university law clinics	58
<i>Linden Thomas</i>	
2.2 Establishing a law clinic as an alternative business structure	74
<i>Nick Johnson</i>	
2.3 Insurance	80
<i>LawWorks</i>	
2.4 Client care and taking on new clients	85
<i>Lee Hansen</i>	
2.5 Anti-money laundering	96
<i>Christopher Simmonds</i>	
2.6 Signposting and referrals	106
<i>Lee Hansen</i>	
2.7 Quality assurance: Advice standards	117
<i>Tony Martin</i>	
2.8 Quality assurance: Higher education and clinical legal education	126
<i>Nick Johnson</i>	
2.9 Clinical legal education as solicitor qualifying work experience	133
<i>Victoria Roper, Rachel Dunn and Vinny Kennedy</i>	
2.10 International student participation in law clinics: immigration issues	152
<i>LawWorks</i>	

2.11	Digital security <i>Christopher Simmonds</i>	163
2.12	Document management case study: Intralinks VIA <i>Tony Martin</i>	173
2.13	Lawyering in a digital age: Reflections on starting up a virtual law clinic <i>Ann Thanaraj and Michael Sales</i>	177
2.14	Data security <i>Linden Thomas</i>	191
2.15	Provision of immigration advice and services by university law clinics <i>Frances Ridout</i>	199
2.16	Provision of debt advice by university law clinics <i>Lee Hansen</i>	208
2.17	Legal professional privilege <i>Vivien Cochrane and Will Hayes</i>	219
2.18	Regulation of barristers and university law clinics <i>Frances Ridout</i>	224
3.	Assessment in clinics: Principles, practice and progress <i>Richard Grimes and Beverley Rizzotto</i>	240
4.	Research on clinical legal education Unpacking the evidence <i>Tribe Mkwebu</i>	255 256
5.	Precedent documents and resources	289
5.1	Contracts and handbooks	291
5.1.2	External supervisor handbook: Option 1	292
5.1.3	External supervisor handbook: Option 2	305
5.1.4	Student agreement: Option 1	318
5.1.5	Student agreement: Option 2	324
5.1.6	Student agreement: Option 3	331
5.1.7	Client information agreement	332
5.1.8	Third party confidentiality agreement	339

5.2	Policies and procedures	340
5.2.1	Data protection and records retention policy	340
5.2.2	Privacy notice: Option 1	343
5.2.3	Privacy notice: Option 2	347
5.2.4	Client identification policy	351
5.2.5	Complaints procedure	357
5.2.6	Social media policy	359
5.2.7	Student disciplinary code	361
5.3	Checklists and practice documents	366
5.3.1	Appointment confirmation letter	366
5.3.2	Client appointment confirmation	370
5.3.3	Attendance form: Interview	373
5.3.4	Interview aide memoire	377
5.3.5	Client equality and diversity monitoring form: Option 1	379
5.3.6	Client equality and diversity monitoring form: Option 2	382
5.3.7	Case close-down checklist	384
5.4	Learning and teaching	385
5.4.1	Model module outline for a law clinic including assessment: Option 1	385
5.4.2	Model module outline for a law clinic including assessment: Option 2	388
5.4.3	Model module outline for a law clinic including assessment: Option 3	390
5.4.4	Model module outline for a Streetlaw module including assessment: Option 4	393
5.4.5	Learning diary	396
5.4.6	Student evaluation form: Option 1	402
5.4.7	Student evaluation form: Option 2	411
5.5	Other useful resources	413
5.5.1	Client feedback questionnaire: Option 1	413
5.5.2	Client feedback questionnaire: Option 2	416
5.5.3	Law School Clinic Advisory Board: Terms of reference	419
5.5.4	Legal Advice Centre: Annual report	420
5.5.5	Data audit	431
5.5.6	Digital and IT resource list	436

6. Glossary of clinical legal education networks	447
7. Postscript: 'Things I wish I'd known before I started doing clinical legal education'	452
7.1 Professor John Fitzpatrick	453
7.2 Dr Richard Grimes	454
7.3 Dr Jane Krishnadas	456
7.4 Professor Donald Nicolson	458
7.5 Professor Julie Price	459
Index	461