## ITL OBSERVERSHIP APPLICATION FORM

To be completed by referring staff or client:

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Preferred name:</td>
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<td>male [ ] female [ ]</td>
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<td>Date of application:</td>
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<td>Employment Specialist:</td>
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<td>Client address:</td>
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<td>Phone number:</td>
<td>Email:</td>
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<td>Year arrived in Canada:</td>
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<td>Country of origin:</td>
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<td>Year of graduation:</td>
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<td>University:</td>
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<td>Number of years employed in your field outside Canada:</td>
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<tr>
<td>Law Competency Self-Assessment initiated:</td>
<td>Yes [ ] No [ ]</td>
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<tr>
<td>Resume attached:</td>
<td>Yes [ ] No [ ]</td>
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<td>Comments (field of interest/law):</td>
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BACKGROUND
An Internationally Trained Lawyer (ITL) is an immigrant lawyer who has graduated from law school outside of Canada. An ITL who has become a permanent resident and wishes to practice law in Canada must first complete a rigorous accreditation process. This process, despite being quite lengthy, does not address all aspects of a Canadian lawyer’s day-to-day responsibilities or working environment. For this reason, it could greatly benefit ITLs to be able to observe local lawyers in practice through a formalized program.

The Observership Program is a partnership between an Internationally-Trained Lawyer and a supervising lawyer who is a practising lawyer in Nova Scotia. The supervising lawyer will provide an ITL with an opportunity to observe his/her legal practice for an agreed upon length of time.

PURPOSE & OBJECTIVES
The Observership Program is designed to expose ITLs to professional legal practice in Nova Scotia. The objective is to provide Internationally Trained Lawyers with a first-hand opportunity to learn about the legal profession by observing the practice of law in Canada and, more specifically, in Nova Scotia.

The program is not intended to fill in any gaps that may exist in substantive legal knowledge, but rather to familiarize ITLs with legal workplaces and Canadian norms and expectations, thus helping to identify next steps for the ITL in terms of accreditation and career path.

Participating legal workplaces will also benefit through exposure to new cultural perspectives and ideas and connections to underserved communities and clients.

DESCRIPTION
An Observership is a volunteer arrangement between an ITL and a Supervising Lawyer in a field that is relevant to the ITL’s career goals. The program is flexible; time frame and arrangements are customized to fit well with both the objectives of the participating ITL and the availability of the Supervising Lawyer and legal workplace. Observerships generally last between one week and six months, with the ITL attending on either a full or part-time basis.
GUIDE FOR ITL

INTRODUCTION
The ITL Observership Program offers you the opportunity to:

- Gain a better understanding of the day-to-day activities in a legal workplace in Canada and the ethical rules governing lawyers in Nova Scotia.
- Facilitate decision-making regarding the accreditation process or alternative legal careers
- Develop relationships within the legal community of Nova Scotia

ITL ELIGIBILITY:
To be eligible for the Observership Program an ITL must have:

- Graduated from a Law School outside of Canada
- Permanent resident status and be living in Nova Scotia
- Completed the ISIS employment orientation process and be job ready (1)
- Signed a confidentiality form

PROCESS FOR ITLS:
1. Contact ISIS or the NSBS.
2. If initial meeting is with NSBS, you will be referred to the ISIS intake worker who will then refer you to the employment specialist.
3. The employment specialist will explain the pathway to licensure for ITLs in Nova Scotia and any other information on alternative legal careers. You will then complete the competency self-assessment followed by work on job readiness through participation in pre-employment programs, if necessary, as well as resume and cover letter preparation.
4. The employment specialist will provide the equity office of the NSBS with the application form, the self-assessment and a resume.
5. Equity officer will meet with the ITL to discuss matching and logistics and provide an introduction to the Nova Scotia Barristers’ Society and the Code of Professional Conduct.
6. Once an appropriate workplace has been identified, the Equity Office will contact the Supervising Lawyer in order to determine their availability.
7. If both the Supervising Lawyer and ITL are agreeable to the Observership, the equity officer will arrange a first meeting between the two parties. Further details of the program, such as observation dates, frequency or schedule, will be determined on a case-by-case basis between the ITL and the Supervising Lawyer. Agreement forms to be provided by ISIS.
8. A mid-way check-in will be conducted in order to determine if outcomes are being met.
9. A completed evaluation form is required at the conclusion of the Observership.
Observership Program for Internationally Trained Lawyers in Legal Workplaces

RECOMMENDED ACTIVITIES:

- Observe day-to-day procedures of the legal workplace
- Conduct legal research
- Attend client meetings
- Attend staff meetings
- Learn about filing systems, administrative procedures, civil procedures, policies and techniques
- View files, electronic documents, filing systems, legal documents and software programs
- Attend court, chambers or hearings
- Attend networking activities
- Participate in continuing legal education sessions such as lunch-and-learns
- Consult the ethical rules applicable to Canadian lawyers.

DURING THE OBSERVERSHIP, ITLS ARE EXPECTED TO:

- Strictly adhere to all confidentiality documentation and policies
- Maintain a professional appearance and manner
- Respect clients and colleagues
- Be punctual and abide by the agreed upon schedule
GUIDE FOR SUPERVISING LAWYER

INTRODUCTION
The ITL Observership Program offers you the opportunity to:

- Provide an ITL with an introduction to the legal work environment in Nova Scotia
- Discuss the culture and practice of law in other jurisdictions around the world
- Enhance cultural competence
- Establish new and diverse networking connections and potential clients

PROCESS FOR SUPERVISING LAWYERS:

1. A list of legal workplaces and supervising lawyers interested in participating in the program will be maintained by the Society.
2. The supervising lawyer will be given a package detailing the specifics of the program and providing information on the accreditation process for ITLs in Canada.
3. Matching will be based on the skill set and goals of the ITL and subject to the availability of the supervising lawyer.
4. Details of the program, such as observation dates, frequency or schedule, will be determined on a case-by-case basis between the ITL and Supervising Lawyer. Normally, the program will range from between one week up to six months.
5. Prior to commencement of the observership, the ITL will sign a confidentiality agreement and any other policies as required by the legal workplace.
6. Mid-way check-ins will be conducted in order to determine if outcomes are being met to their satisfaction.
7. A completed evaluation form is required at the conclusion of the observership.

RECOMMENDED FIRST DAY ACTIVITIES:

- Meet with the ITL to review observership plan
- Clarify and agree upon observership goals
- Describe the supervising lawyer’s legal work/law practice as well as the overall activities of the legal workplace
- Establish a meeting schedule and/or establish a set of activities
- Ensure that all confidentiality documentation is signed
- Provide the ITL with a tour of the office, including introducing him or her to any relevant staff members
WHAT OTHER ACTIVITIES MAY TAKE PLACE THROUGHOUT THE PROGRAM?

Throughout the Observership, the ITL may:

- Observe day-to-day procedures of the legal workplace
- Conduct legal research
- Attend client meetings
- Attend staff meetings
- Learn about filing systems, administrative procedures, civil procedures, policies and techniques
- View files, electronic documents, filing systems, legal documents and software programs
- Attend court, chambers or hearings
- Attend networking activities
- Participate in continuing legal education sessions
- Discuss legal practice and law office management with the supervising lawyer or others in the office
- Review the Legal Ethics Handbook and Code of Professional Conduct
CONFIDENTIALITY

The ITL may gain access to confidential information through conversations with lawyers and clients, interactions with staff members of the legal workplace, files, documents, and through observation of the day-to-day activities at the legal workplace. It is crucial that the confidentiality of both clients and the legal workplace be maintained at all times.

In order to maintain the strict confidentiality of both supervising lawyers and legal workplaces, the ITL will be required to sign a confidentiality agreement ensuring that a high level of confidentiality is maintained for any conversations, files, or practices that may be observed during the course of the program. The confidentiality agreement, which may be customized for each legal workplace, will outline the particular confidentiality policies that will be followed by the ITL.

As a point of caution and reminder, confidentiality is between the client and the lawyers. If any task involves a client in any way, the client’s permission would always be secured before the observer was included in the interaction. Although the NSBS takes no role in monitoring confidentiality, an ITL who breaches confidentiality could see their application to become a lawyer in Nova Scotia affected.

A sample confidentiality agreement is included in the Appendix. Individual legal workplaces may also require ITLs to comply with specific policies, which will be determined on a case-by-case basis.

LIABILITY

The ITL will be acting mainly as a passive observer at the legal workplace and will not personally undertake any tasks or work duties that would involve liability. The list of activities that an ITL might take part in include (but are not limited to): attending court, client meetings and discoveries, and observing the day to day duties of the workplace while being monitored and reviewed by a practicing lawyer (see page 6 for a more detailed list of activities). Legal insurance will thus not be required for ITLs.
NATIONAL COMMITTEE ON ACCREDITATION

APPLICATION PROCESS
- Transcripts
- Certificate of Admission to the Bar
- Letter of Good Standing
- Detailed Resume

QUALIFICATION ASSESSMENT
- 3 months
- Case-by-case assessment
- Common law knowledge and experience
- Education/training equivalent to Canadian law graduate

ASSESSMENT RESULTS & RECOMMENDATIONS
- Exam (max. 10) OR
- Exams and in-class education at a law school; OR
- LLB/JD

EXAMINATION PROCESS
- 10 subjects in January & August; 4 core subjects in October & May as well
- $400/exam incl. app. taxes (subject to change)
- Syllabi, sample exams and writing guide online

CERTIFICATE OF QUALIFICATION

NOVA SCOTIA BARRISTERS’ SOCIETY

APPLICATION FOR ADMISSION
- Applications assessed on a case-by-case basis
- Executive Director considers Certificate of Qualification and relevant practice experience, if any
- Executive Director may approve application with or without terms, including:
  - Bar Examination; Skills Course; Articling
  - Executive Director considers competency, character and fitness
  - Rights of Approval provided

ADMISSION ON TRANSFER
- Foreign law degree and admitted to foreign law society
  - Application form and fee
  - Certificate of Qualification from the NCA
  - Two Statements of Good Character from lawyers in foreign jurisdictions
  - Certificates of Good Standing from each jurisdiction practiced in, sent directly to the NSBS
  - Notarized Government issued photo ID

ADMISSION TO THE NOVA SCOTIA BAR

LLB/JD PROGRAM
- Apply to a Canadian common law school as a regular student
- Admission requirements vary by law school

ARTICLED CLERK
- Foreign law degree but NOT admitted to foreign law society
  - Application form and fee
  - Certificate of Qualification from the NCA
  - Two reference letters
  - Notarized Government issued photo ID
  - Criminal Record Check
ACCREDITATION PROCESS FOR
INTERNATIONALLY TRAINED LAWYERS IN NOVA SCOTIA

The accreditation process in Canada involves several separate and distinct steps. It is best to begin the process before arriving in Canada since it can take anywhere from one year to four or five years to complete. The length of the process will depend on many factors, such as country and legal jurisdiction of origin, access to necessary documentation, and time available for exam preparation.

Before leaving your country, contact your university(s) and legal society (regulator of the legal profession) to inform them of the documentation you will require them to send to the Canadian accreditation bodies (see diagram for list of documents needed).

The first step in the accreditation process is to contact the National Committee on Accreditation (NCA – see diagram for more details). The NCA has been designated the national credential assessment organization and operates through the Federation of Law Societies of Canada. The NCA verifies that internationally trained legal professionals applying to work in the Canadian legal profession have an education comparable to that of a Canadian common law school graduate. Before completing an application form contact the NCA for further information on potential Canadian educational requirements. If coming from a jurisdiction with little or no exposure to substantive common law, applicants may be required to apply for and attain an LLB or JD from a Canadian law school before being eligible to practise law in Canada. If, however, there is experience with common law systems, applicants may be required to write challenge exams or enrol in law school courses. Upon completion of NCA recommendations, lawyers receive a “Certificate of Qualification” that declares knowledge of Canadian substantive law. The steps necessary to attain the certificate depend on many factors, which are outlined on the diagram and the NCA website.

With the Certification of Qualification, internationally trained legal professionals apply to their provincial law society, which regulates admission to the Bar and the legal profession. In Nova Scotia it is the Barristers’ Society (NSBS), a self-regulated body composed of elected Council members and appointed members of the public (see the Legal Profession Act for more details). The Executive Director is employed by Council and oversees the administration of NSBS.

In Nova Scotia, the admission process is divided into two categories: (1) Transfer Applicants: lawyers who have been admitted to a foreign legal jurisdiction and have experience practising law; (2) Article Applicants: individuals who have a foreign law degree but have not been admitted to a foreign legal jurisdiction. All applications are assessed on a case-by-case basis, which means that admission requirements depend on individual circumstances. All applicants are required to take the Bar Exam. Depending on the applicant’s experience and exposure to legal practice, transfer applicants may be required to either take part in the Skills Course, or work under the supervision of a practising lawyer (a lawyer admitted to the Nova Scotia Bar).

Once the admission criteria have been met (see diagram for more information on “admission criteria”), the internationally trained legal professional is called to the Bar and entitled to practise law in Nova Scotia (see diagram for more information on “admission to the Bar”).
IMMIGRATION TO CANADA

The NCA and NSBS have no role in the immigration process or attaining status in Canada. For further information on this topic, please visit the following websites.

- Citizenship and Immigration Canada [www.cic.gc.ca](http://www.cic.gc.ca)
- Immigrant Settlement and Integration Services [http://www.isisns.ca](http://www.isisns.ca)

The accreditation process is designed so several steps can be taken prior to arrival in Canada:

- Application to the NCA
  - Submission of university and law society documentation along with detailed resume, application form, and application fee
- NCA Examination Process
  - Upon issuance of assessment results, arrangements can be made to write exams in countries other than Canada, at the applicant’s expense
  - Please visit the [NCA Examinations Page](http://www.flsc.ca/en/foreignLawyers/foreignLawyers.asp) for details
- Contact with NSBS
  - Even though transfer applicants must have a Certificate of Qualification from the NCA before applying for admission to NSBS, all applicants are encouraged to contact NSBS before arrival in Canada
  - For admission queries, please contact the [Admissions Officer](http://www.flsc.ca/en/foreignLawyers/foreignLawyers.asp).

NATIONAL COMMITTEE ON ACCREDITATION

c/o Federation of Law Societies of Canada
World Exchange Plaza
45 O’Connor, Suite 1810
Ottawa, Ontario
Canada K1P 1A4
Telephone: (613) 236-1700
Email: nca@flsc.ca

- Please contact the NCA directly for further information
- Applicants are encouraged to apply before arriving in Canada

APPLICATION PROCESS

- May apply at anytime throughout the year but application cannot be assessed until ALL documentation is received:
  1. **Academic Record** – courses, grades, credits
     a. Original transcripts may be sent for pre-legal education but legal education must be official documents sent directly from the university
     b. Please see NCA website and application form for more information on the difference between “original” and “official” documentation
  2. **Certificate of Admission to Bar/Council/Law Society**
     a. Must be official document sent from the Society
  3. **Transcript of courses or exams completed for call to the Bar/Council/Law Society**
     a. Must be official document sent from the Society
  4. **Letter of Good Standing from Bar/Council/Law Society**
     a. Must be official document sent from the Society
5. Detailed CV/resume of legal work and professional experience
   a. This is a document detailing the tasks and responsibilities involved in your legal career. It is best to include lots of detail and information on exposure to common law systems and subjects. For more information contact the NCA directly.

- Must include application fee with application package
  - Payment methods include: certified cheque drawn on a Canadian account, money order, bank draft, or Canadian credit card
- Applicant is responsible for providing certified English translations of any documents not in French or English

QUALIFICATION ASSESSMENT
- Each application is assessed individually and unique circumstances are taken into consideration.
- During assessment, the NCA will consider legal work experience within legal systems largely of a common law nature.
- The NCA refers to Juri Globe and GlobaLex in comparing foreign legal systems to the Canadian legal system.
- The NCA considers the following, when determining compatibility of the applicant’s legal education and legal work experience to the Canadian legal system:
  - The country and jurisdiction in which the applicant was educated;
  - The quality and substance of legal education attained:
    - Nature of the degree-granting institution, length of degree, subject matters studied, content of courses, academic standing, and age of legal degree;
  - The length and substance of professional legal experience:
    - Standing at current Bar Society, the type and level of law practised; and
    - Continuing legal education and development.
- The application assessment may take up to three months.

ASSESSMENT RESULTS AND RECOMMENDATIONS
- There are three categories of NCA recommendations:
  - Specific number of challenge exams
  - Combination of exams and in-class instruction at a Canadian Common Law School
  - Requirement to complete a law degree at a Canadian Common Law School

- The NCA focuses on ten core common law subjects in which applicants must demonstrate an understanding:
  1. Foundations of Canadian Law
  2. Canadian Criminal Law and Procedure
  3. Canadian Constitutional Law (with Aboriginal component)
  4. Principles of Canadian Administrative Law
  5. Professional Responsibility
  6. Contracts
  7. Torts
  8. Property
  9. Evidence
  10. Corporate Law

- The determination of these recommendations is generally based on the legal jurisdiction of the applicant:
  - “Pure” Common Law (e.g. England, Australia, the United States, India)
    - All applicants are required to complete the four Canadian-specific common law subjects.
    - Sometimes applicants are required to take additional courses depending on experience, education, and academic standing.
In-class participation is typically recommended only for applicants who obtained a significant portion of their education through distance learning.

- “Hybrid” (e.g. India, Pakistan, Philippines, South Africa, Sri Lanka)
  - This is a VERY broad category so each applicant is assessed individually on the extent of his or her common law education and experience. The NCA looks for significant common law exposure.
  - Typically four to eight challenge exams are assigned.
  - In-class participation is typically recommended only for applicants who obtained a significant portion of their education through distance learning.

- “Other” (e.g. China, Columbia, Iran, Mexico)
  - These are legal jurisdictions with very little or no exposure to common law. Considering the significant differences in interpretation and application of legal principles, the NCA recommends that these applicants apply to a Canadian common law school to attain an LLB or JD.
  - However, if an applicant from an “other” jurisdiction has gained experience and knowledge of Canadian or other common law systems through an LLM or work at the level of a lawyer, the NCA will take a serious look at this experience.

EXAMINATION PROCESS

- All NCA exams are offered twice a year, in January and August
- The four core courses are offered in October and May as well
- Fee charged per exam
- Exams are offered in Calgary, Toronto, and Vancouver, but arrangements can be made to write in other Canadian cities or internationally (at the applicant’s expense)
- Exams are similar to Canadian law school exams and are written by professors across the country
- Syllabi, sample exams, exam schedule and an exam-writing guide are all provided on the NCA Examination website
  - Study materials can be obtained through websites for international applicants

CERTIFICATE OF QUALIFICATION

This certificate is achieved after completing the recommendations assigned by the NCA. It signifies comprehension of Canadian substantive law comparable to a graduate of a Canadian common law school. The certificate is required by the Canadian Law Societies/Barristers’ Society.

NOVA SCOTIA BARRISTER’S SOCIETY

1101-1645 Granville Street
Halifax, Nova Scotia  B3J 1X3
Telephone: (902) 422-1491
Website: www.nsbs.org

The Barristers’ Society (NSBS) is the regulatory body of the legal profession in Nova Scotia. It is responsible for admitting and maintaining membership and ensuring protection of the public interest in the practice of law.

For admission queries, please contact the Admissions Officer.
For equity concerns, please contact the Equity Officer.
APPLICATION FOR ADMISSION

- All applications are assessed on a case-by-case basis by the Executive Director and the Admissions & Professional Development Department of NSBS
  - See Regulations 6.2 for more information
- In assessing applications, the Executive Director considers:
  - Certificate of Qualification – sent directly to NSBS from the NCA
  - Any relevant practice experience
- If the applicant has not been admitted to a Foreign Legal Bar, they must apply as an Article Applicant
- If the applicant has been admitted to a Foreign Legal Bar, they must apply as a Transfer Applicant
- Executive Director may approve a transfer application with or without terms, including:
  - **Bar Examination**
    - Two days of examination, offered twice a year (January and July)
    - Tests competency in specific areas of law (see Bar Admission page on NSBS website for details)
  - **Skills Course**
    - Offered three or four times a year
    - Teaches lawyering skills: Interviewing and Counselling, Negotiation, Litigation, Legal Writing, and Legal Drafting
  - **Articling**
    - 12-month period of supervised work
    - Work must take place in the office of a qualified “principal” (see Articling page on NSBS website for more details)
- Executive Director considers competency, character and fitness for each applicant
- All applicants must be entitled to work in Canada
- Rights of Approval are provided upon assessment

ADMISSION ON TRANSFER

- This process is for applicants who have a foreign law degree and have been admitted to a foreign Bar/Council/Law Society
- Application Documents:
  1. Application form and fee
  2. Certificate of Qualification from the NCA
  3. Two Statements of Good Character from lawyers in foreign jurisdiction
  4. Certificates of Good Standing from each jurisdiction practised in, sent directly to NSBS
  5. Notarized government-issued photo ID
- Factors taken into consideration in the application assessment include: the legal system of the foreign jurisdiction; the applicant’s legal work experience and overall background; and the manner of regulation of the legal profession in the home jurisdiction
  - Similar to the NCA, NSBS also refers to Juri Globe and GlobaLex in assessing similarities of jurisdictions
- The Executive Director may approve a transfer application “with or without terms” to allow flexibility in meeting admission requirements. **All applicants must write the Bar Examination.**
- Depending on qualifications, an applicant may be required to take part in the Skills Course, or work under the supervision of a practising lawyer for a specified amount of time. Supervision is referred to as “articles” for insurance purposes only.
ARTICLED CLERK

• This process is for applicants who have a foreign law degree but have not been admitted to a Bar/Council/Law Society

• Application Documents
  1. Application Form and Fee
     a. Fee charged for Article Clerk application
     b. Fee charged for enrolment in Bar Admission Course (Bar Exam and Skills Course)
  2. NCA Certificate of Qualification
  3. Two Reference Letters
  4. Notarized government-issued photo ID
  5. Criminal Record Check

• Applicant must find an Articled Clerk position in Nova Scotia with a firm, lawyer or organization that qualifies to act as a Principal (more information available on the Articling Forms and Information page of the NSBS website)

ADMISSION TO THE NOVA SCOTIA BAR

• Admission to the Bar in Nova Scotia entitles an individual to legally practise law in Nova Scotia in accordance with the Legal Profession Act, s.16(1):

  16 (1) The practice of law is the application of legal principles and judgement with regard to the circumstances or objectives of a person that requires the knowledge and skill of a person trained in the law, and includes any of the following conduct on behalf of another:
    a) giving advice or counsel to persons about the persons’ legal rights or responsibilities or to the legal rights or responsibilities of others;
    b) selecting, drafting or completing legal documents or agreements that affect the legal rights or responsibilities of a person;
    c) representing a person before an adjudicative body including, but not limited to, preparing or filing documents or conducting discovery;
    d) negotiating legal rights or responsibilities on behalf of a person.

Last updated November 30, 2010
INTERNATIONALLY TRAINED LAWYER SELF-ASSESSMENT TOOL

This self-assessment tool is for your use only, although you can choose to share with the legal workplace with which you are paired.

**Areas of Legal Practice**

These are the different substantive areas of law that lawyers practice in Canada. Check any that you have practiced and circle the ones that you have studied. If there are any areas of law that you have practiced that do not appear on this list, please add them in the blank spaces provided.

1. Business Organizations/Associations
2. Commercial Law
3. Environmental Law
4. Estate Planning and Administration
5. Immigration
6. Intellectual Property
7. Municipal and Planning
8. Oil and Gas
9. Real Estate
10. Securities
11. Tax Planning
12. Administrative Law
13. Admiralty Law
14. Civil Litigation
15. Creditor/Debtor
16. Criminal Law
17. Employment Litigation
18. Estate Litigation
19. Family Law
20. Labour Law
21. Tax Litigation
22. _____________________________________
23. _____________________________________
The work of a lawyer is complex and involves a series of competencies. Below you will find a description of the competencies that you will need to practice law in Nova Scotia. In order to use this self-assessment tool to the fullest capacity, it will be useful if you complete one self-assessment before you enter the Observership and another after you complete the Observership. Please use the numbers when determining your level of competency in each of the areas described below.

1 = Fully Competent  
3 = Moderately Competent  
5 = No experience

### 1. Problem Solving

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<tbody>
<tr>
<td><strong>a.</strong> I can identify relevant facts relating to a particular problem</td>
<td>1 2 3 4 5</td>
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<td><strong>b.</strong> I can identify legal, practical and client issues and conduct the necessary research arising from those issues</td>
<td>1 2 3 4 5</td>
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<tr>
<td><strong>c.</strong> I can ascertain a client’s goals and objectives</td>
<td>1 2 3 4 5</td>
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<tr>
<td><strong>d.</strong> I can analyze the results of research</td>
<td>1 2 3 4 5</td>
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<tr>
<td><strong>e.</strong> I can apply the law to the facts of a problem</td>
<td>1 2 3 4 5</td>
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<tr>
<td><strong>f.</strong> I can form an opinion as to the client’s legal entitlements</td>
<td>1 2 3 4 5</td>
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<tr>
<td><strong>g.</strong> I can identify and assess possible remedies to legal problems</td>
<td>1 2 3 4 5</td>
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<tr>
<td><strong>h.</strong> I can develop and implement a plan of action relating to a legal problem</td>
<td>1 2 3 4 5</td>
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### 2. Legal Research

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<tbody>
<tr>
<td><strong>a.</strong> I can correctly identify question(s) of law</td>
<td>1 2 3 4 5</td>
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<tr>
<td><strong>b.</strong> I am able to select sources and identify appropriate methods of research</td>
<td>1 2 3 4 5</td>
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<tr>
<td><strong>c.</strong> I am able to conduct research in a timely and efficient manner</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td><strong>d.</strong> I can analyze and apply guiding principles of case law</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td><strong>e.</strong> I am able to analyze and apply statutes</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td><strong>f.</strong> I can identify, interpret and apply the results of my research</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td><strong>g.</strong> I can effectively communicate the results of my research in both written and oral formats</td>
<td>1 2 3 4 5</td>
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### 3. Writing

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<tbody>
<tr>
<td><strong>a.</strong> I can clearly identify the purpose of the proposed communication</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td><strong>b.</strong> I use correct grammar and spelling in addition to using language that is suitable to the comprehension of the reader and the purpose of the communication</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>
c. I can present the subject of the communication, advice or submissions in a logical, organized, clear and succinct manner 1 2 3 4 5

d. I am persuasive where appropriate 1 2 3 4 5

e. I am accurate and well-reasoned in legal content and analysis 1 2 3 4 5

f. I can communicate with civility 1 2 3 4 5

4. Legal Drafting

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<table>
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<tbody>
<tr>
<td>a. I can identify the purpose of a legal document</td>
<td>1 2 3 4 5</td>
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<tr>
<td>b. I can effectively organize a legal document</td>
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<tr>
<td>c. I can draft an original transactional document without precedent</td>
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<tr>
<td>d. I use precedents appropriately</td>
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<tr>
<td>e. I use clear language appropriate to the document</td>
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<tr>
<td>f. I can draft a legally effective and enforceable document</td>
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<tr>
<td>g. I can understand and am able to explain a legal document</td>
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<tr>
<td>h. I can identify and implement all necessary steps to enforce a legal document</td>
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5. Interviewing and Advising

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<tbody>
<tr>
<td>a. I can determine the client’s goals, objectives and legal entitlements</td>
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<tr>
<td>b. I use appropriate questioning techniques to ensure the interview is thorough, effective and efficient</td>
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<tr>
<td>c. I can be understood by the interviewee</td>
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<tr>
<td>d. I am able to manage client expectations</td>
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<tr>
<td>e. I establish and maintain rapport and an open communication relationship with the client</td>
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<tr>
<td>f. I can clarify instructions and retainers</td>
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<tr>
<td>g. I am able to explain and assess possible courses of action with the client</td>
<td>1 2 3 4 5</td>
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<td>h. I can appropriately document a client interview</td>
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6. **Advocacy and Dispute Resolution**

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<tbody>
<tr>
<td>a.</td>
<td>I can advocate persuasively to advance a client’s position</td>
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<tr>
<td>b.</td>
<td>I can represent a client effectively in trial or hearing</td>
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<tr>
<td>c.</td>
<td>I can effectively prepare, present and test evidence</td>
<td>1 2 3 4 5</td>
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<tr>
<td>d.</td>
<td>I can negotiate effectively on behalf of a client</td>
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<tr>
<td>e.</td>
<td>I know and observe Canadian procedures and etiquette of the forum</td>
<td>1 2 3 4 5</td>
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<tr>
<td>f.</td>
<td>I can assess the issues</td>
<td>1 2 3 4 5</td>
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<td>g.</td>
<td>I can advise a client</td>
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7. **Personal Practice and Office Management Skills**

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<tbody>
<tr>
<td>a.</td>
<td>I am able to manage time effectively</td>
<td>1 2 3 4 5</td>
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<tr>
<td>b.</td>
<td>I can project manage appropriately</td>
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<tr>
<td>c.</td>
<td>I can effectively use diaries/limitation reminders</td>
<td>1 2 3 4 5</td>
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<tr>
<td>d.</td>
<td>I consistently have timely and on-going client communications</td>
<td>1 2 3 4 5</td>
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<tr>
<td>e.</td>
<td>I am able to develop a client base</td>
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<tr>
<td>f.</td>
<td>I employ risk avoidance in practice</td>
<td>1 2 3 4 5</td>
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<td>g.</td>
<td>I use technology proficiently</td>
<td>1 2 3 4 5</td>
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<tr>
<td>h.</td>
<td>I can balance my professional life with my personal life</td>
<td>1 2 3 4 5</td>
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<tr>
<td>i.</td>
<td>I can effectively manage documents</td>
<td>1 2 3 4 5</td>
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<tr>
<td>j.</td>
<td>I can understand and employ quality control</td>
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<td>k.</td>
<td>I can effectively bill and collect accounts from clients</td>
<td>1 2 3 4 5</td>
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<tr>
<td>l.</td>
<td>I follow trust and general accounting rules appropriately</td>
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<td>m.</td>
<td>I employ an appropriate file and precedent organization</td>
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<tr>
<td>n.</td>
<td>I avoid conflicts of interest</td>
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<tr>
<td>o.</td>
<td>I use appropriate methods of record keeping/archiving/file destruction</td>
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</table>
8. Ethics and Professional Responsibility

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<table>
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</thead>
<tbody>
<tr>
<td>a.</td>
<td>I demonstrate professional courtesy and good character in all dealings</td>
</tr>
<tr>
<td>b.</td>
<td>I maintain and enhance the reputation of the profession</td>
</tr>
<tr>
<td>c.</td>
<td>I recognize an obligation to pursue professional development to maintain and enhance legal knowledge and skills</td>
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<tr>
<td>d.</td>
<td>I act in a respectful, non-discriminatory manner</td>
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<tr>
<td>e.</td>
<td>I can recognize the limitations on my own abilities to handle a matter and can seek help where appropriate</td>
</tr>
<tr>
<td>f.</td>
<td>I can recognize the circumstances that give rise to ethical problems or conflicts</td>
</tr>
<tr>
<td>g.</td>
<td>I recognize and discharge all duties and undertakings</td>
</tr>
<tr>
<td>h.</td>
<td>I protect confidence</td>
</tr>
<tr>
<td>i.</td>
<td>I know and apply professional ethical standards</td>
</tr>
</tbody>
</table>
The people you might meet in a legal workplace are:

**Associate**
An associate is a junior or senior lawyer who does not hold ownership interest in a firm.

**Partner**
After spending several years as an associate, a lawyer may become eligible for partnership. A partner in a law firm is a person who is a joint owner and business director of the law firm.

**Paralegal**
A person who is employed in a law office, who has some knowledge of law and legal procedures. A paralegal works as a lawyer’s assistant and handles paperwork and research on behalf of the lawyer.

**Administrative Assistant**
A legal administrative assistant is an office administrator who also possesses knowledge and skills that are relevant to the legal field.

**Articled Clerk**
A law student who has entered into an articling agreement within a legal workplace, for the purpose of being trained in the principles and practice of the law.

**Principal**
A lawyer at the legal workplace who is the supervisor of the articled clerk for a period of up to one year.

Examples of paperwork you may encounter in a legal workplace:

**Memo**
‘memo’ is short form for a memorandum. It is a document that describes a case or situation in brief.

**Factum**
A statement of facts and law which each party files in an application, appeal or motion. It is your written submissions for your argument.

**Statement of Claim**
This is the first legal document that is filed when pursuing a claim. It is a set of facts, not evidence that supports your claim. It must contain a cause of action and request relief.

**Statement of Defence**
This is a defendant’s reply to the statement of claim. This is less of a narrative that the statement of claim and should include the basis of defence. There is no need to state the requested relief.
Affidavit
The purpose of an affidavit is to provide evidence. An affidavit is a document that states the personal knowledge of the facts of the incident of the affiant1.

Brief
Briefs are the parties arguments in support of their case. It can either be in letter form or in factum form.

Notice of Motion
A motion is an interlocutory or intermediate step in the proceedings. Notice must be filed in order to begin a motion. There are several types of motions, including

Types of Courts in Nova Scotia:

Superior Courts
There are two superior courts in Nova Scotia: The Supreme Court and the Court of Appeal. There is also a Family Law Court which has become a special branch of the Supreme Court in Halifax and Cape Breton. Everywhere else the Family Law court is an inferior court.

Inferior Courts
There are several inferior courts in Nova Scotia: Small Claims Court, and Provincial Courts. These courts are created by statute and have only the jurisdiction and powers granted by the statute.

Federal Courts
There are two Federal Courts in Nova Scotia: The Federal Court Trial Division and the Federal Court of Appeal. These courts were established through the Federal Courts Act and have general, not inherent jurisdiction. Their most significant role is providing judicial review for tribunals and administrative bodies.

Supreme Court of Canada
The Supreme Court of Canada was established pursuant to the Supreme Court Act. It usually sits nine judges with judicial representation from all parts of Canada.

The elements of a trial in Nova Scotia:

Notice
In Nova Scotia, an action is begun when the plaintiff files notice. The notice can be either action or application.

Service
When a proceeding has begun, notice must be served by the plaintiff on the defendant in order to inform them that they are involved in a proceeding.

Discovery
The discovery phase of the proceeding is when the parties get the opportunity to learn what the argument is against them.

Disclosure
Part of the discovery phase is called disclosure. This is when the parties must share all of the evidence in their possession, relating to the claim with their opponent

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1 An affiant is the person who swears to an affidavit
Settlement
Most proceedings in Nova Scotia end with a trial. Most parties prefer settlements to trial as they are less costly, faster and the parties can retain control instead of giving it over to the judge. A settlement occurs when one party offers to resolve the dispute and the other party accepts.

Trial
An examination of evidence by a tribunal or court of law, in order to resolve a dispute.

For more detailed terminology we recommend the two following dictionaries:

Each workplace has its own particular culture. It is important to pay attention to the ways in which the people around you are interacting with one another in order to gain an understanding of the culture of your organisation.

The information on Canadian culture, in this document, is taken from the Hofstede Centre’s dimension work on cultures. If you are interested in comparing the culture of your country of origin with Canadian culture, you can follow this link: http://geert-hofstede.com/canada.html.

**Power distance**

This dimension deals with the fact that all individuals in societies are not equal – it expresses the attitude of the culture towards these inequalities amongst us. Power distance is defined as *the extent to which the less powerful members of institutions and organisations within a country expect and accept that power is distributed unequally*. It has to do with the fact that a society’s inequality is endorsed by the followers as much as by the leaders.

With a score of 39 on this dimension, Canadian culture is marked by interdependence among its inhabitants and there is value placed on egalitarianism. This is also reflected by the lack of overt status and/or class distinctions in society. Typical of other cultures with a low score on this dimension, hierarchy in Canadian organisations is established for convenience, superiors are always accessible and managers rely on individual employees and teams for their expertise. It is customary for managers and staff members to consult one another and to share information freely. With respect to communication, Canadians value a straightforward exchange of information.

**Individualism**

The fundamental issue addressed by this dimension is *the degree of interdependence a society maintains among its members*. It has to do with whether people’s self-image is defined in terms of “I” or “We”. In Individualist societies people are supposed to look after themselves and their direct family only. In Collectivist societies people belong to ‘in groups’ that take care of them in exchange for loyalty.

Canada scores 80 on this dimension (its highest dimension score) and can be characterized as an individualistic culture. Similar to its American neighbor to the south, this translates into a loosely-knit society in which the expectation is that people look after themselves and their immediate families. Similarly, in the business world, employees are expected to be self-reliant and display initiative. Also, within the exchange-based world of work, hiring and promotion decisions are based on merit or evidence of what one has done or can do.

**Masculinity / Femininity**

A high score (masculine) on this dimension indicates that the society will be driven by competition, achievement and success, with success being defined by the “winner” or “best-in-the-field.” This value system starts in school and continues throughout one’s life – both in work and leisure pursuits.

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where quality of life is the sign of success and standing out from the crowd is not admirable. *The fundamental issue here is what motivates people, wanting to be the best (masculine) or liking what you do (feminine).*

Canada scores 52 on this dimension and can be characterized as a moderately “masculine” society. While Canadians strive to attain high standards of performance in both work and play (sports), the overall cultural tone is more subdued with respect to achievement, success and winning, when compared to the US. Similarly, Canadians also tend to have a work-life balance and are likely to take time to enjoy personal pursuits, family gatherings and life in general. This is not to say that Canadians are not hard workers. As a general rule, Canadians strive to attain high standards of performance in all endeavors.

**Uncertainty avoidance**

The dimension Uncertainty Avoidance has to do with the way that a society deals with the fact that the future can never be known: should we try to control the future or just let it happen? This ambiguity brings with it anxiety and different cultures have learnt to deal with this anxiety in different ways. *The extent to which the members of a culture feel threatened by ambiguous or unknown situations and have created beliefs and institutions that try to avoid these* is reflected in the UAI score.

The Canadian score on this dimension is 48 and Canadian culture is more “uncertainty accepting.” This is indicative of the easy acceptance of new ideas, innovative products and a willingness to try something new or different, whether it pertains to technology, business practices, or consumer products. Canadians are also tolerant of ideas or opinions from anyone and allow the freedom of expression. At the same time, Canadian culture is not rules-oriented and Canadians tend to be less emotionally expressive than cultures scoring higher on this dimension.

**Long-term orientation**

The long term orientation dimension is closely related to the teachings of Confucius and can be interpreted as dealing with society’s search for virtue, *the extent to which a society shows a pragmatic future-oriented perspective rather than a conventional historical short-term point of view.*

Canada scores 23 on this dimension and is a short-term oriented culture. As a result, it is a culture focused on traditions and fulfilling social obligations. Given this perspective, a Canadian business entity measures performance on a short-term basis, with profit and loss statements being issued on a quarterly basis. This also drives individuals to strive for quick results within the work place. There is also a need to have the “absolute truth” in all matters

**NOTE:** While the above descriptions apply to Canadian culture overall, one will likely find subtle differences between Anglophone Canadians and Francophone Canadians (the Province of Quebec.) Compared with their Anglophone counterparts, French-Canadians can be more formal, hierarchical, moderately relationship focused, and more emotionally expressive.
THE PEOPLE OF NOVA SCOTIA

Mi’kmaq

The Mi’kmaq occupied and enjoyed all of today’s Atlantic Provinces—Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland—as well as portions of the Gaspé Peninsula, for thousands of years. This territory was known to them as Mi’kma’ki.

Before the arrival of the Europeans in the 1500s, Mi’kma’ki was divided into seven districts, each named for the geographical characteristics of that area, and each led by a District Chief. Together, they made up the Mi’kmaw Grand Council, which governed by consensus over the entire territory and its people. The Mi’kmaq Nation was orderly, well-governed, strong, knowledgeable and successful.

At one time the entire population of Nova Scotia was Mi’kmaq. They now number 25,070 individuals—2% of the total population. Once travelling freely throughout the province, Mi’kmaq now occupy only 26,000 acres, set aside for them as reserve land owned by the Government of Canada.

There are approximately 35 reserves scattered across Nova Scotia today, all allotted to and administered by thirteen First Nation Mi’kmaw communities established since 1958-59. Each community has its own leadership known as the Band Council, with an elected Chief and several Councilors. The traditional Grand Council continues to exist, but its authority to govern has been largely transferred by the Indian Act to the elected Chiefs and Councils.

With their undeniable connection to the land dating back 13,000 years, today’s Mi’kmaq continue to share their rich history and culture with their neighbors and are an important component of the cultural mosaic which makes up Nova Scotia as we know it today.

Just as other cultures in the province have their traditions, music, food and stories, so too do the Mi’kmaq. Traditional hunting is practiced for ceremonial purposes, celebrations and community feasts. Beautiful crafts (Ash baskets, wooden flowers, quillwork, etc.) are still produced, utilizing materials provided by the natural environment.

In the last two decades our people have reverted to the proper spelling of the word ‘Micmac’, now written as Mi’kmaw or Mi’kmaq. Mi’kmaq is the plural form of the singular Mi’kmaw. Because it is plural, Mi’kmaq always refers to more than one Mi’kmaw person, or to the entire Nation.

All Mi’kmaq are proud of their place in history as the earliest inhabitants of the province, and work today toward better cross-cultural understanding among all Nova Scotians.

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Acadian

Today’s Acadians are descended from the first European settlers in Nova Scotia. Second only to the Mi’kmaq they have the deepest roots of any founding culture in the province. French colonists first arrived in 1603, but early attempts at permanent settlement did not last.

By the early 1700s they had developed a strong and distinct identity, marked by a special relationship with the Mi’kmaq. They were still French, but they were first-and-foremost ‘Acadians’. Over the years their colony was repeatedly handed back and forth between England and France, and as a result they prized peace and being left undisturbed.

Heavily outnumbered by the Roman Catholic Acadians in their midst, the British decided to round up and deport the entire French population. This event, known as the Expulsion of the Acadians began in 1755 and continued intermittently for several years. More than 6,000 men, women and children were carried away in British vessels and dispersed among various American colonies.

After war ended in 1763, a trickle of Acadian families slowly returned from the American colonies and France to Nova Scotia, where they joined families that had escaped deportation and remained in the colony. By the early 1770s they numbered about 1,600. Their homes had been burnt and their farmlands given to the New England Planters, so they were forced to start over in more isolated, less hospitable areas of the province.

Today, Acadians live in every corner of Nova Scotia. Their presence is especially strong in Cheticamp and Isle Madame on Cape Breton Island, in Pomquet near Antigonish, and in southwestern Nova Scotia in Wedgeport, Pubnico and Clare, or the French Shore along Baie Sainte-Marie.

In smaller communities where French has sometimes been lost as the mother tongue, there is still a strong attachment to ancestral roots.

The Government of Nova Scotia supports and encourages survival and growth of the French language and Acadian culture. French schools, cultural organizations and radio stations are found in all the larger Acadian communities, and a weekly newspaper, Le Petit Courrier, ensures that people from different Acadian regions can all share information in the language of their ancestors.

Most Acadian communities in Nova Scotia are located close to the ocean, and although the early Acadians were farmers on the marshlands of the Bay of Fundy, their descendants today live off the sea, with lobster-fishing being the main industry.

African Nova Scotian

The first large group of African Nova Scotians to arrive in the province were the Black Loyalists who came as refugees after the American Revolution. Some of them had served in Loyalist regiments, others had worked in various capacities with British military and civilian units, and still others had fought in the war as part of their own company, the Black Pioneers. Some had been free before the Revolution, but most gained liberty by escaping their masters and fleeing behind the British lines, where they were emancipated.

An estimated 1,230 black slaves also arrived in Nova Scotia after the Revolution, travelling with their Loyalist owners and settling with them throughout the colony. It was a confusing time, with free Blacks and slave Blacks often living in close proximity, all struggling to adjust to new realities and old attitudes. Black Loyalists received indifferent and inferior treatment compared to white Loyalists when it came to granting land, provisions and other resources to begin their new lives. As a result, some 1,200 Black Loyalists left Nova Scotia in 1792 for Sierra Leone in West Africa. Their departure removed a substantial portion of the black population, creating new challenges for those who remained.
The next major immigration was in 1796, when nearly 600 Jamaican Maroons were brought to Halifax and settled as a group in Preston Township. They helped to build Government House, worked on new fortifications at the Citadel, and served in the local militia. A few became farmers in Boydville, near Sackville.

The last substantial group was the Refugee Blacks from the War of 1812. Nearly 2,000 arrived in Halifax, 1812-15. Over 300 settled in the city and a few went to Dartmouth. Otherwise they were accommodated in two large groups at Hammonds Plains (outside Halifax) and Preston; and in various smaller settlements around the province.

Today’s African Nova Scotians continue to live in their historical places of settlement, although many have moved to larger urban areas. Founding family names such as Cromwell, Farmer, Hamilton, Langford, Marsman, Oliver, Slaughter and States remain common. Proud of their ancestry, their history and their cultural traditions, they have built strong communities which continue to the present.

Irish and Scottish

The Irish have been part of Nova Scotia since Roger Casey arrived in the 1660s, married an Acadian and began the Caissy family. There were Irish at Louisbourg and at the founding of Halifax, and so many Irish were employed in the annual summer fishery along the province’s Atlantic coastline that the entire region was known to them for centuries as Talimh An Eisc ('The Land of the Fish'). You can find the Irish among the first settlers in almost any community in this province.

Drive through Herring Cove and Ketch Harbour, just outside Halifax, and you will see villages founded by Irish fishing families with names like Dempsey and Hayes, Flemming and Sullivan. Between Halifax and Windsor, you can visit Uniacke House, today part of the Nova Scotia Museum complex, but originally the country estate of Richard John Uniacke, a native of County Cork.

Take in a Cape Breton ceilidh and an appreciative ear will detect the Irish influence on that island’s rich musical heritage. From Donovans at Ingonish to Murphys in Yarmouth, you’ll find an Irish presence in Nova Scotia wherever you look.

The name Nova Scotia is Latin for ‘New Scotland,’ and was first given to this part of North America in 1621. Although there were occasional Scots among the early settlers, they did not come in large numbers or establish permanent communities until 1773, when emigrants from the north-western coast of Scotland arrived in Pictou.

The early Scottish settlers were attracted here by the prospect of owning their own property free from the demands of landlords, and by the potential to provide better opportunities for their children. Scotland, like Ireland, was over-populated and unable to support them. Emigration was a necessity, even though they lamented leaving homes and relatives behind.

Over the years, Cape Breton communities such as Christmas Island, Whycocomagh, Mabou, Grand Narrows and West Bay, where the residents were primarily Gaelic-speaking, retained their enthusiasm for Gaelic song and story, as well as for piping and fiddle music. Story-telling and the recitation of historical lore and genealogical connections were part of every family gathering. Many of the orally transmitted accounts of these families are preserved today in manuscripts, published material and sound recordings kept by local archives.

Each summer, and especially during the Celtic Colours festival in October, there are countless opportunities to enjoy traditional dancing, singing, piping and story-telling, as well as to meet local people and hear Gaelic spoken and sung. Scots in Nova Scotia have always treasured the hospitality of their ancestors, and today they extend Ceud Mile Failte (‘One Hundred Thousand Welcomes’) to all visitors, particularly those who may be distant kin.
Contemporary Immigrants

Today the people moving to Nova Scotia are from all over the world. Approximately 2000 people immigrate to Nova Scotia every year.

In 2010, the top 5 source countries of immigrants were the United Kingdom, the Philippines, Egypt, China and Iran. At the Halifax settlement agency, Immigrant Settlement and Integration Services (ISIS) the top ten languages for interpretation are, Bhutanese, Persian, Arabic, Swahili, Tigrinya, Mandarin, Cantonese, Spanish, Korean, Russian, French.

The following is a table provided by Nova Scotia’s Office of Immigration detailing the top 10 source countries for immigrants to Nova Scotia from 2008 to 2012

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<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
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<td>UK - 442</td>
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<td>UK - 309</td>
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<td>China - 242</td>
<td>USA - 161</td>
<td>Philippines - 200</td>
<td>China - 251</td>
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<tr>
<td>Iran - 220</td>
<td>Iran - 215</td>
<td>Philippines - 150</td>
<td>China - 167</td>
<td>Philippines - 221</td>
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<td>USA - 210</td>
<td>China - 143</td>
<td>Bhutan - 162</td>
<td>USA - 215</td>
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<tr>
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<td>Israel - 111</td>
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<tr>
<td>Saudi Arabia - 72</td>
<td>Philippines - 68</td>
<td>Bhutan - 84</td>
<td>Israel - 73</td>
<td>Bhutan - 75</td>
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<td>Egypt - 60</td>
<td>Egypt - 53</td>
<td>Saudi Arabia - 72</td>
<td>Germany - 73</td>
<td>Iran - 58</td>
</tr>
</tbody>
</table>

Nova Scotia’s Current Cultural Landscape

Halifax’s Vital Signs 2012, by the Community Foundation of Nova Scotia, took a snapshot of the Halifax community as of 2011 and found that HRM’s foreign-born population and visible minority populations are steadily on the rise and both constituted 7.4% each of the overall population of the city.

Today there are 24,175 people of Aboriginal identity in Nova Scotia according to Nova Scotia’s Office of Aboriginal Affairs. Of interest, the First Nation population is much younger then the general population with a median age of 25.4 versus 41.6 for the total population.

According to the office of African Nova Scotian affairs, one of the founding cultures of the province of Nova Scotia the African Nova Scotian population counts 50 communities in Nova Scotia today. In addition, there are 15,000 African Nova Scotians living in Nova Scotia today and they are an integral part of the rich diversity of Nova Scotia.

The cultural landscape of Nova Scotia is ever changing. Having an awareness of the historical and contemporary influences on Nova Scotian society is a benefit to any legal practice.

THE LEGAL LANDSCAPE

Practising Lawyers in Nova Scotia

![Circle chart showing the distribution of practising lawyers by gender.]

Articling Clerks in Nova Scotia

![Circle chart showing the distribution of articling clerks by gender.]

Practising Membership Diversity

![Pie chart with segments for different membership categories.]

1 Statistics are accurate to August 2012
Here are just a few ideas to explore. Some will require further training but they would all build on the skills and competencies you have as a lawyer.

- By-law enforcement
- Community legal worker
- Legal aid assistant
- Paralegal
- Court administrator
- Court and tribunal agent
- Legal researcher
- Police officer
- Probation or parole officer
- Occupational health & safety officer
- Private investigator
- Customs Inspector
- Regulatory body administrator
- Insurance adjuster
- Insurance agent
- Insurance fraud investigator
- Risk manager
- Industrial relations manager
- Policy analyst
- Land Law Examiner/Title Examiner
- Zoning Administrator
- Human rights administrator
- Employment equity consultant
- Employee Benefit Plan Specialist
- Employee Disability Program coordinator
- Personnel management specialist
- Retirement system administrator
- Immigration consultant
- Mediation/ Dispute Resolution
- Mortgage specialist
- Labour relations manager
- Union business representative

ISIS Updated August 2012
Evaluation will be conducted by SRDC

Employment Specialist assesses client needs according to client’s Return to Work Action Plan

Employment Specialist introduces client to the Career Pathway Loan Project, and refers client to Financial Literacy Training at ISANS

Employment Specialist meets with client and completes part 1 of the loan application

Employment Specialist meets with Manager, Employment & Bridging to review part 1 of the loan application and sign off

Employment Specialist submits loan application and supporting documents to Coordinator, Career Pathway Loan Fund at ISANS

Coordinator, Career Pathway Loan Fund meets with client to complete part 2 of the loan application and collect all necessary documents *

Coordinator, Career Pathway Loan Fund and Manager, Employment & Bridging prescreens the completed loan application and meet with the client for additional information, if necessary

Approved applications are sent to designated RBC Account Manager/s

RBC Account Manager/s meets with client and review the loan application

RBC Account Manager/s informs Coordinator, Career Pathway Loan Fund, Manager, Employment & Bridging and client with their decision

RBC makes the loan proceeds available to client on ISANS recommendation. Loan proceeds may be made accessible in a number of installments pending the completion of the Return to Work Action Plan

* Loan Application Package must include the following documents:
1. Fully completed Loan Application Form
2. Return to Work Action Plan signed by client, Employment Specialist and Manager, Employment & Bridging
3. Printed information about training programs, courses, examinations etc. with details about the institution, tuition fees and dates
4. Copies of assessment of credentials and professional exams
5. A copy of an English language assessment (CLBA or IELTS or TOEFL)
6. Resume
7. Proof of the Citizenship or Permanent Resident documents
8. Two references (professional or character)
9. Proof of income (paystub, student funding letter/employment insurance/income support)
10. Canada Revenue Agency Notice of Assessment
11. A void cheque or banking information (required for automatic payment)
12. Foreign Credential Recognition Consent Form
13. A copy of any of the following:
   - Social Insurance Number
   - Passport
   - Canadian Government issued Identification Document
   - RBC Bank Client Card

Step 1

Step 2

Step 3

Step 4

Evaluation will be conducted by SRDC

CAREER PATHWAY LOAN FUND

Jan 2013