

CILEx Regulation Exemptions Policy

Purpose:

1. This policy sets out the exemptions policy at CILEx Regulation, which enables individuals seeking authorisation to rely on previously completed qualifications where those qualifications are set and assessed at the same or a higher level than the minimum authorisation requirements.
2. A fee may be charged for making a qualifications exemption application.

Recognition of Authorised Persons authorised by other Legal Services Regulators in England and Wales

3. CILEx Regulation recognises the Authorised Person status of individuals who have been admitted to other regulatory bodies. To make an application to become a CILEx Practitioner, the applicant should submit the following information to CILEx Regulation:
 - a. Certified copy of practising certificate
 - b. An application form and completed prior conduct declaration

Recognition of Chartered Legal Executive Apprenticeship

4. Chartered Legal Executive Apprentices who have successfully completed their apprenticeship may apply for admission. To make this application, the apprentice should submit the following information to CILEx Regulation:
 - a. Chartered Legal Apprenticeship certificate
 - b. A copy of the Employer Declaration confirming qualifying employment requirements have been met
 - c. An application form and completed prior conduct declaration

Recognition of exemptions:

5. A qualification may meet all or part of the minimum technical knowledge elements required for authorisation.
6. Certain qualifications meet all the technical knowledge requirements* in a specialist area of practice, these are:
 - a. Legal Practice Course**
 - b. Bar Professional Training Course/Bar Vocational Course

Successful completion of either of these courses exempt applicants from the technical knowledge elements required to become a Chartered Legal Executive.

*There are experience, competence and suitability requirements that must be met before an applicant can be authorised.

**For applicants who are seeking litigation and advocacy authorisation, an additional advocacy course is required.

7. Other qualifications meet some of the technical knowledge requirements, including qualifying and non-qualifying law degrees.

8. In order to rely on a unit or module within a qualification, the applicant must demonstrate that they have:
 - a. Passed the qualification
 - b. Completed the relevant unit/module within the qualification
 - c. That the qualification is recognised in England & Wales
9. Where the qualification is made up of multiple levels of difficulty, the exemption will be granted at the level of the final qualification.
10. Exemptions cannot be granted where the level of the qualification is assessed at a lower level than the unit/module for which the exemption will be granted.

CILEx's role in the administration of exemptions

11. CILEx provides qualifications which meet the technical knowledge requirements for admission as a Chartered Legal Executive. Owing to the requirement for all applicants to serve 12 months in the Graduate grade of membership, all exemption applications are administered by CILEx. This process is overseen by CILEx Regulation to ensure that the exemptions policy is administered in accordance with regulatory requirements.
12. Where an applicant is seeking a partial exemption from a CILEx qualification, the applicant should consider the above policy, but the application for exemption will be administered under the CILEx Exemptions Policy.

VP/26 September 2019

APPENDIX

ASSESSMENT CRITERIA

Introduction

This document sets out the assessment criteria that CILEx Regulation (CRL) will apply to:

- institutions seeking an exemption from the academic requirements to become a Chartered Legal Executive or CILEx Practitioner,
- an individual is seeking to rely upon equivalent examinations to provide exemptions from the academic requirements to become a Chartered Legal Executive
- an individual is seeking to rely upon equivalent examinations to provide exemptions from the academic requirements to become a CILEx Practitioner, or

Institutions seeking an exemption from the academic requirements to become a Chartered Legal Executive or CILEx Practitioner

For the institution

Criteria for institutions applying for a qualification to be awarded institutional exemption status:

1. Each of the modules/units of the qualification must include substantial coverage of the law applicable in England and Wales.
2. The content/syllabus of the modules/units for which exemptions are sought must each cover at least 50% of each of the units within the academic requirements set out in the Day One Outcomes document or the relevant CILEx Practitioner handbook.
3. The level of the final qualification must be the same or higher than that of the CILEx unit for which exemption is sought.
4. The qualification assessment methods must be valid, reliable and appropriate.
5. The quality assurance processes underpinning the assessment of the qualification must be robust and valid. If the institution is **not** recognised by a regulatory authority or professional body to provide learning and/or award qualifications, the qualification assessment process must show evidence of a) appropriate coverage of the syllabus b) setting and marking by appropriately qualified staff c) externality in the marking process.

Guidance for institutions applying for institutional exemption status:

1. Institutions must submit a mapping of their syllabus/course specification and details of the assessment methods and quality assurance arrangements. If the institution is **not** recognised by a regulatory authority or professional body to provide learning and/or award qualifications, the qualification assessment process must show evidence of a) appropriate coverage of the syllabus, b) externality in the marking process, c) setting and marking by appropriately qualified staff.

For applicants relying on an institutional exemption

Criteria for applicants applying for an institutional exemption:

1. Applicants must have fully completed the qualification
2. Applicants must have achieved the qualification

3. Applicants must have achieved the relevant optional/elective modules/units and at the relevant level, in order for the exemption to be awarded
4. Applicants must submit a certified certificate showing they have achieved the qualification
5. Applicants must submit a transcript showing they have achieved the relevant modules/units

Guidance for applicants applying for an institutional exemption

1. Applicants must ensure that a copy of the qualification certificate is appropriately signed and certified before submission. The person certifying your certificate must be a practising or retired professional registered with the appropriate professional body, for example, a Chartered Legal Executive, solicitor, barrister or licensed conveyancer or must be a representative of an institution recognised by a regulatory authority or professional body to provide learning and/or award qualifications and authorised to sign it on the institution's behalf. CRL will carry out spot checks to confirm the authenticity of documents. CRL will not accept original certificates.

Equivalent Examinations to be recognised as a Chartered Legal Executive

You may rely on examinations you have passed in the relevant law and practice areas with an organisation other than CILEx. The examinations must be to Level 6 standard, which is honours degree level, and map to the Day One Outcomes for Fellows documentation. For example, you may have completed these subjects and been assessed in them on a law degree, LPC or BPTC.

CRL will map the examinations that you rely upon against the equivalent CILEx Level 3 and Level 6 Diplomas. To enable us to undertake this mapping exercise, we will need you to provide the following information:

- The name of the Awarding body of each examination on which you seek to rely;
- The title of each examination passed;
- The date on which you passed each examination;
- Evidence of your results (e.g. a certificate or transcript of marks); and
- The syllabus for each examination.

Once we have received all the necessary information, we will map your examinations against the requirements.

Each examination that you rely upon must have covered at least 50% of each unit of the CILEx qualification requirements.

Where we do not find that the alternative examinations map to at least 50% of the requirements we may ask you to supply further information about the examinations upon which you rely.

Equivalent Examinations to be recognised as a CILEx Practitioner

You may rely on examinations you have passed in the relevant law and practice areas with an organisation other than CILEx. The examinations must be to Level 6 standard, which is honours degree level, and map to the competence framework set out in the relevant CILEx Practitioner handbook. For example, you may have completed these subjects and been assessed in them on a law degree, LPC or BPTC.

If you have already been provided with exemptions from the Level 6 CILEx examinations, you will not need to repeat this process.

CRL will map the examinations that you rely upon against the competencies within the competence framework set out in the relevant CILEx Practitioner handbook. To enable us to undertake this mapping exercise, we will need you to provide the following information:

- The name of the Awarding body of each examination on which you seek to rely;
- The title of each examination passed;
- The date on which you passed each examination;
- Evidence of your results (e.g. a certificate or transcript of marks); and
- The syllabus for each examination.

Once we have received all the necessary information, we will map your examinations against the requirements set out in the relevant CILEx Practitioner handbook.

Each examination that you rely upon must have covered at least 50% of the competencies in the competence frameworks.

Where we do not find that the alternative examinations map to at least 50% of the competence frameworks we may ask you to supply further information about the examinations upon which you rely.

EXEMPTION FEES

LPC/BPTC/CILEx Graduate Fast-Track

£400

Unlisted Qualifications

Where an application is for an unlisted qualification, CRL charges a £600 administration fee to cover the cost of the mapping exercise to obtain a full exemption from the CILEx qualifications (Level 3 and Level 6 diplomas). The fee is not refundable if the exemption is not granted.

Institutional Exemptions (Institution fees)

For an institutional exemption, CRL charges the institution £200 for consideration of an application and an additional £300 as an exemption fee if the exemption is approved.

The institution will be invoiced for the appropriate fee within 5 working days.

Learners using an institutional exemption pay a fee of £400

Fee increases

Fees will be reviewed periodically to ensure that they are maintained in line with inflation and/or the cost of completing the administration of the exemptions.