

CPD Sampling Exercise 2024/2025 ANNUAL REPORT



Introduction

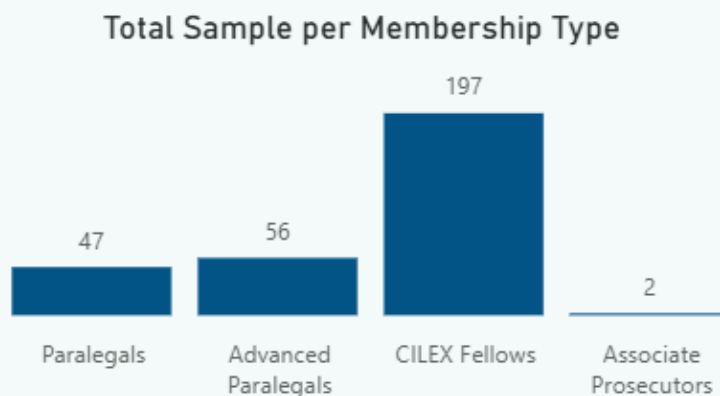
CILEX Associate Members (Paralegals) and Full Members (Advanced Paralegals, CILEX Fellows and Associate Prosecutors) are required to complete a minimum level of Continuing Professional Development (CPD) during each CPD year (1 October to 30 September).

- Associate Members must complete a minimum of eight hours of CPD, in addition to one Professionalism activity.
- Full Members are required to complete a minimum of nine CPD outcomes, including at least one Professionalism outcome.

CILEX Regulation Limited (CRL) conducts an annual sampling exercise involving 2.5% of its regulated members to verify compliance with CPD requirements. Members selected for sampling are provided with detailed guidance and asked to submit a CPD Summary document, supported by appropriate evidence of completed activities or outcomes. For the 2024/2025 CPD year, a total of 302 members were selected for sampling.

Full sample data findings

Of the 302 individual members sampled, the number sampled per membership type is shown in the table below:



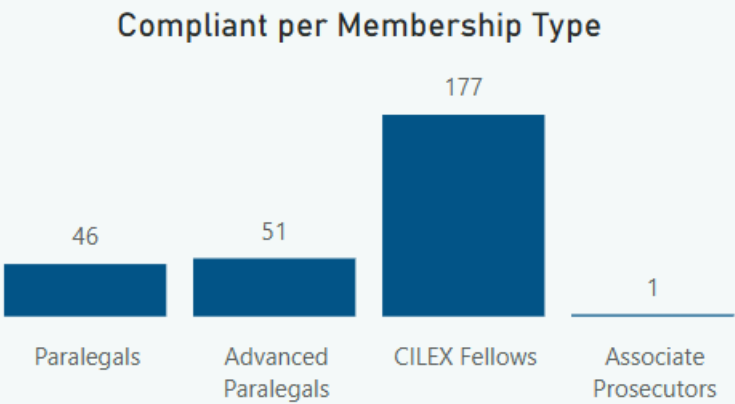
Deducted from the total number of members selected were those who were exempt from the sampling exercise. Exemptions can be granted for various reasons, including:

- long-term illness;
- maternity leave;
- no longer a CILEX Member or no longer practicing.

Of the 302 members selected, 9 were exempt. The number of exemptions per membership type is demonstrated in the table:

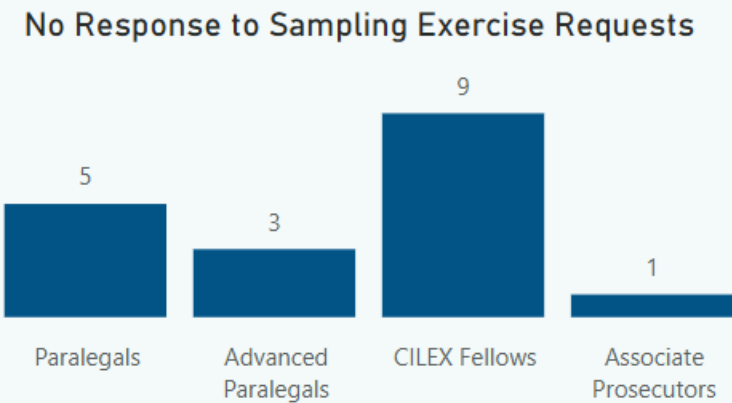


A total of 293 members’ submissions were sampled by CRL and 275 were confirmed as being compliant with CPD obligations for 2024/2025. The compliant submissions per membership type were as follows:



This represents a 1% increase in the proportion of members sampled as compliant compared with the 2023/2024 sampling exercise

From the 302 members contacted regarding the sampling exercise, a total of 18 remain non-compliant at the end of the exercise. This represents less than 6% of the total sample, which is consistent with the proportion of non-compliant members identified in the 2023/2024 sampling exercise. The split per membership type is demonstrated in the table below:

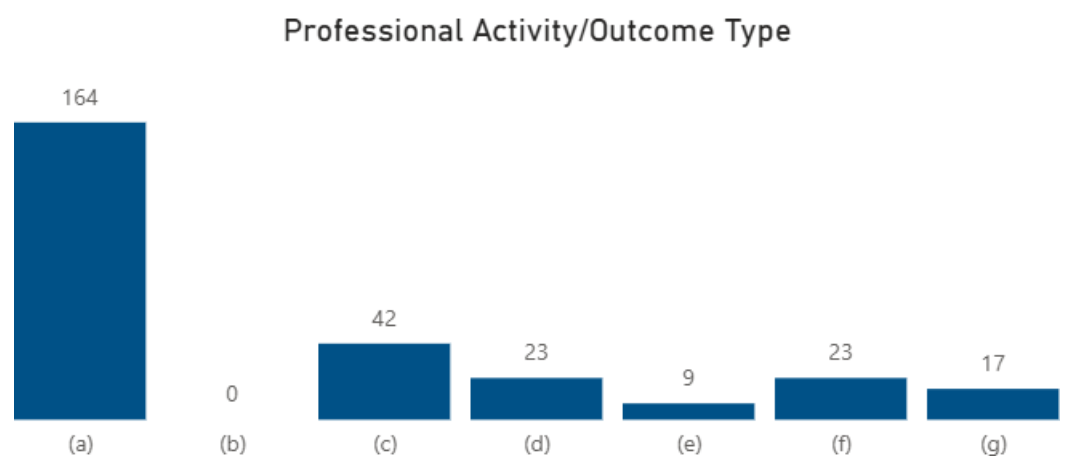


Professionalism

Every member of CILEX must complete 1 Professionalism CPD activity/outcome per CPD year. CRL provides definitions of Professionalism as follows:

- (a) refreshing knowledge and understanding of professional ethics, including the Code of Conduct
- (b) improving knowledge of the primary area of business in which clients work (business awareness)
- (c) developing an understanding of the issues which may affect clients (social awareness)
- (d) developing client communication skills
- (e) improving skills in dealing with challenging clients
- (f) refreshing knowledge and understanding of equality and diversity issues
- (g) improving time management skills

A breakdown of the professionalism activity and outcomes for the 288 compliant members included within the sample is set out in the table below:



A comparison of the 2024/2025 exercise with that of 2023/2024 indicates a 23% increase in the number of members electing to refresh their knowledge and understanding of professional ethics, including the CILEX Code of Conduct, to meet their Professionalism CPD obligations.

Equality, Diversity and Inclusion Data

As part of this report, CRL has reviewed diversity data for individuals selected for sampling in relation to gender and ethnicity, as presented in the tables below.

Gender	Full Sample Membership	CILEX Membership
Female	77%	77%
Male	22.6%	22%
Prefer not to say	0.4%	1%

Ethnicity	Full Sample Membership	CILEX Membership
White	83%	82%
BAME	14%	15%
Prefer not to say	3%	3%

As with the 2023/2024 sample, although the members were randomly selected for sampling, gender and ethnicity of members sampled almost exactly reflects the gender and ethnicity of the overall CILEX membership.

Conclusion

The CPD Sampling Exercise for the 2024/20245 CPD year was highly effective, with fewer than 6% of those selected for sampling identified as non-compliant. CILEX Fellows who do not meet their CPD requirements cannot renew their practicing certificate.

The high level of compliance demonstrated indicates that the exercise serves as an effective regulatory mechanism, encouraging members to recognise the importance of maintaining ongoing competence and meeting the prescribed minimum requirements.

In publishing this report in the public domain, CRL seeks to support regulatory assurance and enhance public confidence in its ability to ensure that members maintain appropriate levels of competence.

