

## **Qualifying Experience guidance**

Following approval from the Legal Services Board, CILEx Regulation now requires individuals seeking admission as a chartered legal executive to have completed a minimum of 2,300 hours qualifying experience. This replaces the requirement for qualifying employment.

The following information is aimed at providing guidance to individuals who are uncertain as to how the new requirements for qualifying experience impact them.

### **1) What is qualifying experience?**

Qualifying experience is defined as 'work that contributes to the provision of legal services'.

### **2) Why is qualifying experience important?**

CILEx Regulation believes that gaining practical on-the-job experience of the delivery of legal services is vital to developing the necessary knowledge and skills to be a competent lawyer.

### **3) How much qualifying experience is required to apply for admission as a chartered legal executive?**

If you are planning to apply for admission as a chartered legal executive, you will need to complete a minimum of 2,300 hours qualifying experience and have served at least 1 year in the Graduate or CILEX Member – Advanced Paralegal grade of membership.

When undertaking tasks that will contribute to your overall qualifying experience, you should think about the competencies you are required to address for admission as a chartered legal executive, through the Work Based Learning portfolio.

### **4) How can I gain qualifying experience?**

You will need to undertake tasks that contribute to the provision of legal services.

While many applicants are working in regulated law firms, CILEx Regulation recognises that experience can be gained in a variety of ways. As such, CILEx Regulation has not stipulated where qualifying experience can be completed and therefore you can rely on experience gained in private practice, in-house, a law clinic/advice service or charities.

If you have successfully completed the LPC or a Bar Training Course then this can count as 644 hours qualifying experience.

### **5) Can I rely on unpaid internships or voluntary work as qualifying experience?**

You can rely on unpaid internships or voluntary roles, along with salaried positions.

If you are considering undertaking unpaid internships then you may be interested in reviewing The Sutton Trust's [research](#) in this area.

### **6) What duties and responsibilities would meet the definition of qualifying experience?**

Tasks that would contribute to your overall qualifying experience may involve undertaking an activity for a client or service user that involves the application of the law or legal practice or procedure in areas, such as:

- Running a caseload autonomously
- Taking instructions
- Dealing with client enquiries which involve the provision of advice on law and procedure



- Advising and making recommendations
- Completing legal forms
- Drafting documents
- Undertaking legal research
- Corresponding with the parties to an action or transaction
- Making decisions in a legal matter based on legal principles or rule of law
- Representing in negotiations and submissions.

**7) What duties and responsibilities would not meet the definition of qualifying experience?**

CILEx Regulation recognises that individuals may undertake some administrative tasks. However, purely administrative tasks will not be considered to be qualifying experience.

Below is an indication of the types of roles and/or tasks that are administrative tasks and would not be regarded as 'work that contributes to the provision of legal services':

- Typing
- Photocopying
- Filing
- Book keeping duties
- Companies House returns
- File maintenance
- Data entry
- Office management
- Dealing with complaints

**8) Do I need to be supervised?**

CILEx Regulation will ask for verification of your qualifying experience from an authorised person, or another individual deemed to be acceptable, who has been responsible for your supervision.

An authorised person is defined by s.18 of Legal Services Act 2007.

**9) How do I record my qualifying experience?**

To apply to have the experience that you have gained considered against the qualifying employment requirements, you should submit the following to CILEx Regulation ([geapplications@cilexregulation.org.uk](mailto:geapplications@cilexregulation.org.uk)):

- a Qualifying Experience Application Form, and
- a signed reference from your supervisor.

**10) How we assess your application**

Our officers will look at your average weekly duties and determine how much meets the requirements for qualifying experience. We will then calculate your total amount of hours accrued. Each year will be recognised as equivalent to **46 weeks** to take into account annual leave and bank holidays.

**11) I have already had my qualifying employment confirmed by CILEx Regulation, how does this transfer become recognised as qualifying experience?**

If you have already had your role confirmed as qualifying employment by CILEx Regulation, this will be recognised as **20 hours'** qualifying experience each week. Each year will be recognised as equivalent to **46 weeks** to take into account annual leave and bank holidays