

# CILEX Regulation

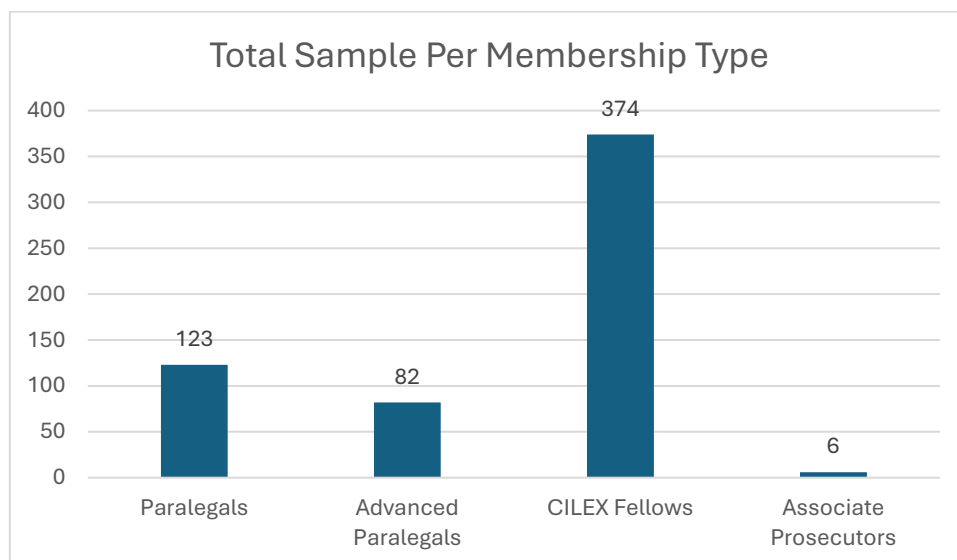
## CPD Sampling Exercise 2022/2023 Report

### Summary

1. CILEX Associate members (Paralegals) and CILEX Full members (Advanced Paralegals, CILEX Fellows and Associate Prosecutors) are obligated to undertake a minimum amount of CPD each CILEX CPD year (1 October to 30 September).
2. Associate members are required to complete at least 8 hours of CPD plus a Professionalism activity.
3. Full members are required to complete 9 CPD outcomes, 1 of which must be Professionalism.
4. CLR undertakes an annual sampling exercise of its members to ensure that its regulated community is meeting their CPD obligations.
5. Those randomly selected for sampling are sent full guidance and are asked to complete and return a CPD Summary document detailing their completed CPD activities along with supporting evidence.
6. A total of 585 members were selected for sampling for CPD year 2022/2023.

### Full Sample Data Findings

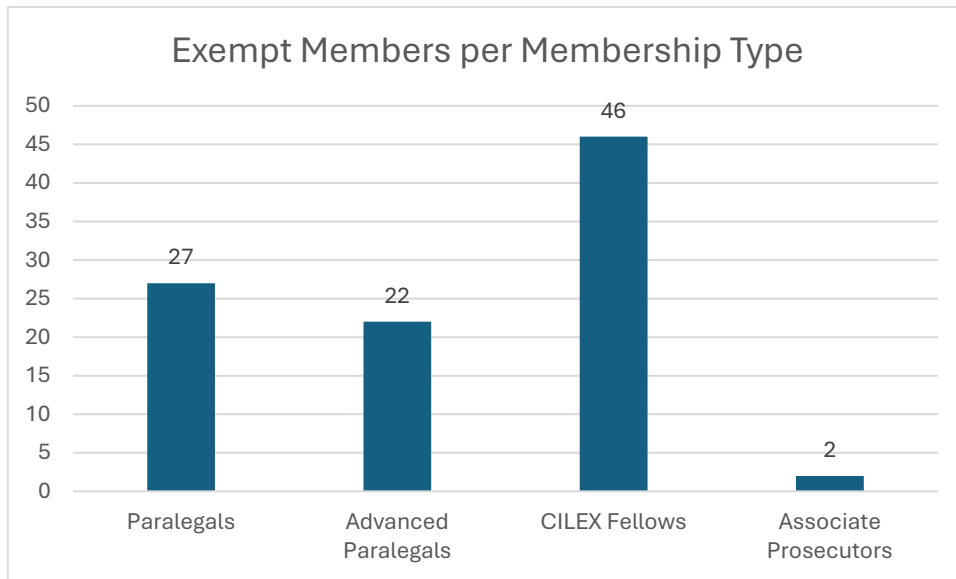
7. Of the 585 individual members, the number of members sampled per membership type is shown in the table below:



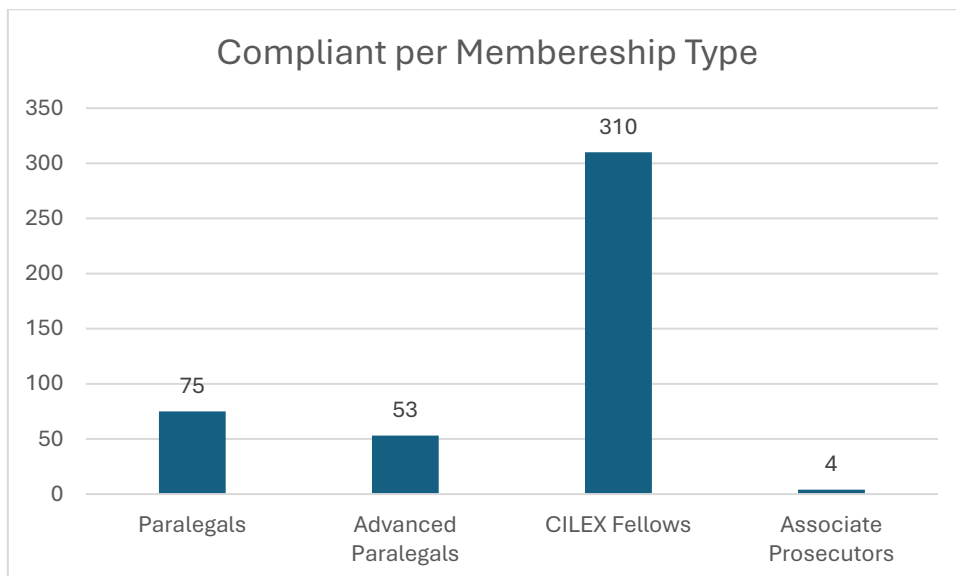
8. Deducted from the total number of members selected were those who were exempt from the sampling exercise. Exemptions can be granted for various reasons, including:

- Long-term sickness
- Maternity leave
- Changes in level of membership (i.e. Paralegal to Advanced Paralegal)
- No longer a CILEX member or no longer practising

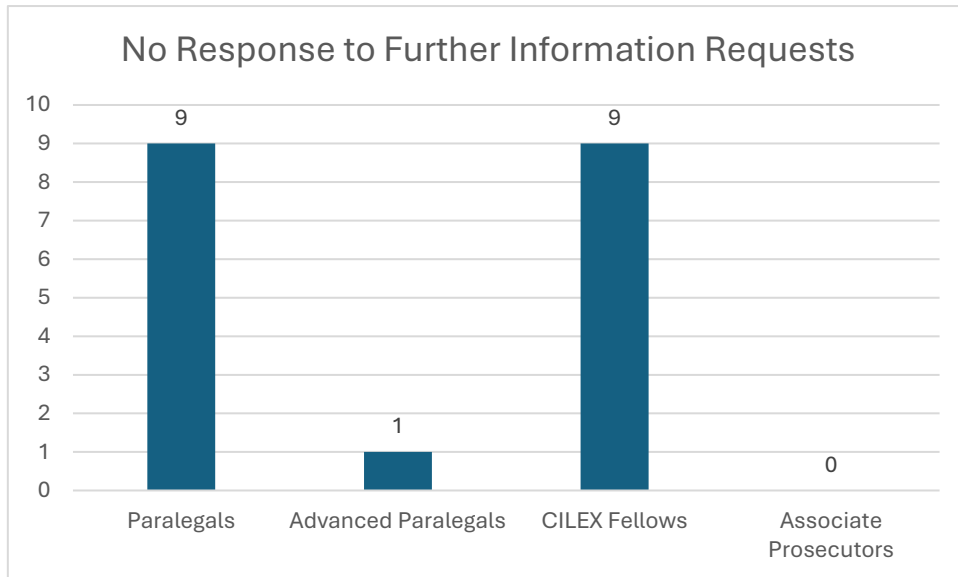
9. Of the 585 members selected, 97 were exempt. The number of exemptions per membership type is demonstrated in the table below:



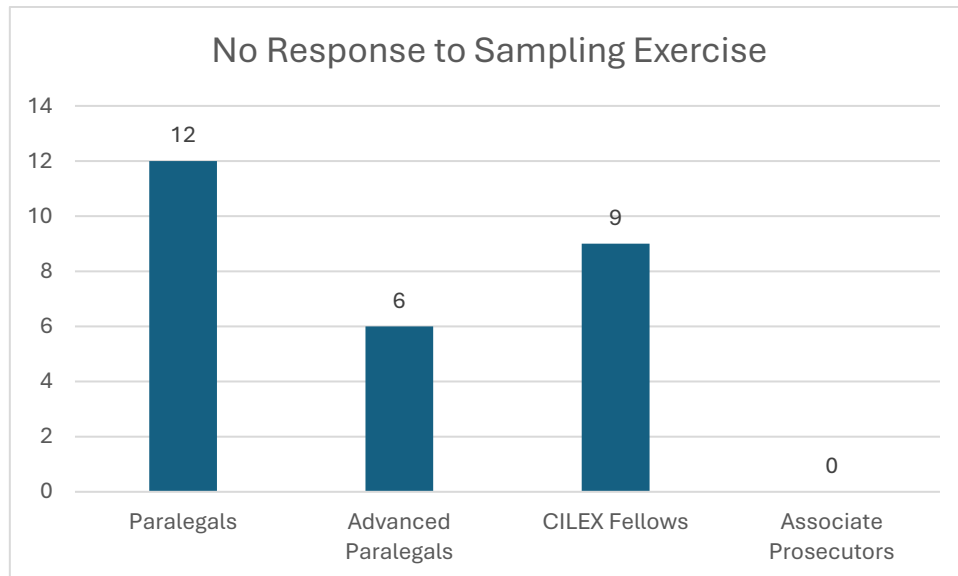
10. A total of 442 members' submissions were sampled by CRL and confirmed as being compliant with CPD Obligations for 2022/2023. The compliant submissions per membership type is as follows:



11. A total of 19 members submitted data for sampling but did not respond to requests for further information when the data submitted was found to be incorrect or incomplete. The distribution across membership type is shown below:



12. From the 585 members contacted regarding the sampling exercise, a total of 27 did not respond to any of the 4 emails sent since December 2023<sup>1</sup>. This is less than 5% of total sample. The split per membership type is demonstrated in the table below:



### Professionalism

13. Every member of CILEX must complete 1 Professionalism CPD activity per CPD Year. CRL provides definitions as follows:

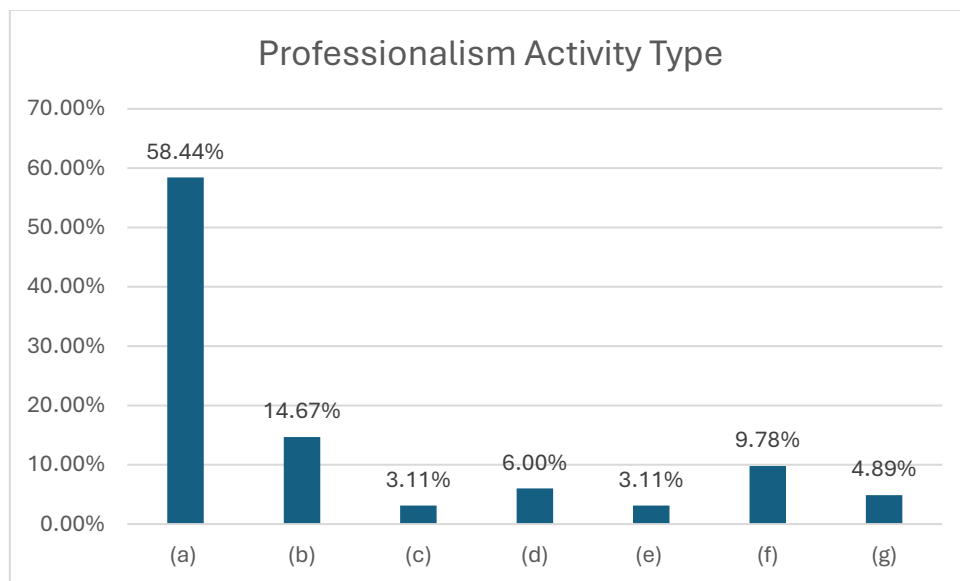
- (a) Refreshing knowledge and understanding of professional ethics, including the Code of Conduct

---

<sup>1</sup> May have reduced since data analysed.

- (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

14. A breakdown of professionalism activity completed by the 442 sampled members is demonstrated in the table below:



15. The most popular Professionalism topics included Anti-money laundering, GDPR, Cyber security and Anti-bribery.

### Equality, Diversity and Inclusion Data

16. As part of this CPD Sampling Exercise report, CRL has reviewed the diversity data for individuals selected for sampling in relation to gender and ethnicity. This information can be seen in the tables below:

Gender	Full Sample Membership	CILEX Membership
Female	71.97%	76.8%
Male	26.5%	22.3%
Prefer not to say	1.53%	0.9%

Ethnicity	Full Sample Membership	CILEX Membership
White	82.74%	87.3%
BAME	14.19%	12.4%
Prefer not to say	3.07%	0.3%

17. As this is the first time that CRL has reported on the findings of its CPD Sampling Exercise, there is not yet any previous data to compare with these findings. However, it

is interesting to note that although selected completely at random, gender and ethnicity of members sampled reflects the gender and ethnicity of the overall CILEX membership.

## **Conclusion**

18. The CPD Sampling Exercise for CPD year 2022/2023 was very successful with over 95% of sampled members demonstrating full compliance with CPD Obligations.
19. As demonstrated by the high level of compliance, the exercise is an important tool that encourages members to recognise the value of maintaining ongoing competence and meeting our minimum requirements.
20. CRL's aim in publishing this report in the public domain, is to contribute to regulatory and public confidence in CRL's ability to ensure its members maintain appropriate levels of competency.