



Level 6 Chartered Legal Executive and
Level 7 Chartered Legal Executive
Litigator and Advocate Apprenticeship

External Quality Assurance
Report 2023

Introduction

CILEx Regulation (CRL) was appointed to act as the External Quality Assurer for the Chartered Legal Executive Apprenticeship in October 2018.

The Admissions and Licensing Committee has oversight responsibility for CRL's role as External Quality Assurer for the Chartered Legal Executive Apprenticeship.

This report provides a review of the work CRL has conducted in the role during 2023.

Work completed during 2023

CRL undertook a review visit of CILEX in March 2023 and has monitored CILEX's progress with the action plan set following that meeting. We also undertook a further review visit in October 2023 at which a further action plan was created. The report of the visit in October 2023 was reported to the Institute for Apprenticeships and Technical Education. The report is attached at Appendix 1.

The Level 6 Chartered Legal Executive Apprenticeship Standard (Version 2) and the Level 7 Chartered Legal Executive Litigator and Advocate Standard were successfully launched in July 2023. CRL worked with Institute of Apprenticeships and Technical Education (IfATE) and CILEX to develop the Assessment requirements for both standards .

71 apprentices completed the Level 6 Chartered Legal Executive Apprenticeship Standard (Version 1) in 2023.

Forward look

In 2023, CRL plans to continue with its review visits to CILEX to ensure that the Chartered Legal Executive Apprenticeship is being completed in accordance with the Standard, Assessment Plan, and relevant Institute guidance.

We will continue to work with both CILEX on the end-point assessment requirements for the new Level 7 Standard to ensure what is developed and implemented for the Advocacy component of the framework, meets regulatory requirements. First end-point assessment for the Level 7 Standard anticipated September 2025.

Appendix 1

ST0244



EPAO EQAP Report

Report date:

0

7/11/2023

Last report date:

EQAP: CILEx Regulation

Chartered legal executive

Level: 6

Typical duration: 60

No of Apprentices on programme: 159

The Chartered Institute of Legal Executives (CILEx)

No of Standards offered: 3

Cost per EPA:	1100.00
---------------	---------

Overall judgement: Good

Overall risk: Amber

No of EPAs	No of fails	No of passes	No of merits	No of distinctions	No of resits	Overall pass rate %
79	0	79	0	0	0	100

Summary

CILEX has performed effectively during the monitoring period (22.9.22 to 24.10.23) and apprentices are performing to a high standard. Whilst areas for improvement were discussed, there were no significant concerns identified.

Judgement area	Judgement summary	Summary
Relevant	Good	The assessment delivers occupational competence and is assessed by experienced and competent assessors.
Reliable	Good	Assessment is reliable between apprentices and is internally quality assured and benchmarked to CRLs assessments. CILEX assessors attend CRL standardisation meetings and have access to CRL standardisation materials, as well as their own standardisation.
Efficient	Good	CILEX is generally performing well, although need to ensure evidence of qualifications/exemptions is obtained/retained.
Positive	Good	CILEX delivers high quality support to training providers and apprentices and actively seeks ways to ensure understanding of and compliance with requirements.
Learning	Good	CILEX now sends feedback forms so has opportunity to learn from responses although return rate is on low side.

Strengths

The current EPA delivery team and assessment team are experienced and knowledgeable in the delivery/assessment and the EPA process is now established and effective.

Actions

Priority	Issue	Description	Outcome	Due Date
High	EPAO	CILEX to produce an Equality diversity and inclusion policy, specific to the CLE apprenticeship.		31-Mar-2024
Priority	Issue	Description	Outcome	Due Date
High	Gateway	For all applicants, CILEX to obtain/retain evidence that applicant has met English and maths requirements. Evidence must be in form of GCSE Maths and English or Functional Skills Certificates or equivalent if not achieved within the UK. For applicants granted other exemptions, CILEX to log reason for exemption and obtain/retain evidence supporting exemption.		08-Dec-2023
High	EPAO	CILEX to amend Apprenticeship page of CILEX's website as Chartered Legal Executive Level 6 Apprenticeship Standard is being promoted as CILEX Lawyer Apprenticeship which does not exist. IFATE have confirmed that this is misleading and is not allowed under current rules.		22-Dec-2023
Medium	EPAO	CILEX to provide to CRL with the template service level agreement currently being agreed with training providers for review, prior to them being signed by training providers.	Completed	31-Mar-2024

Recommendations

Priority	Issue	Description	Outcome	Due Date
Medium	EPA	CILEX to review fee/charging structure for EPA (for applicants and assessors)		01-Mar-2023