

	CILEx Regulation Limited
Date	15 April 2025
Item	08.00
Title	Application and Assessor Fee Proposal
Author	Simon Blandy, Director of Regulation
Purpose	This paper makes a proposal to the Board for review of the assessor fees and application fees
Recommendation	The Board is asked to APPROVE the proposal.
Timing	The Board is asked to agree that: <ul style="list-style-type: none"> the review of assessor fees takes effect from 1 May 2025, and the review of application fees takes effect from 1 July 2025
Impact assessment	Attached
Impact on Regulatory Objectives	These are covered in the impact assessment below
Implications for Resources	There will be a negative budget variance of £4,930.29 if the uplift in assessor fee comes into effect on 1 May 2025 and the uplift in application fees on 1 July 2025.
Impact on Consumer Empowerment	Ensuring that CRL continually reviews and updates its education standards protects and promotes the interests of consumers.
Impact on Ongoing Competence	There is no direct impact
Publication Status	The report is for publication
Appendix	None

PURPOSE OF REPORT:

1. This paper provides the Board with a proposal for review of the fees paid to assessors and the fees charged to applicants for a range of different applications.

INTRODUCTION:

2. This paper sets out a proposal for an increase in fees paid to assessors which reflects the time spent in determining the various applications, and in the application fees the time spent by CRL, as well as the change in assessor fees. Various media will be utilised to ensure that applicants and potential applicants are given prompt notice of the intended changes as far ahead as possible of the changes coming into effect.

RECOMMENDATION:

3. The Board is asked to **APPROVE** the proposal.

TIMING OF CHANGE IN ASSESSOR FEES AND APPLICATION FEES

4. The immediate pressure for reviewing fees has come from the assessors because

- a. The fee rates have not been reviewed for some years
 - b. The changes in assessment requirements, particularly the introduction of CPQ, means that some assessments are taking significantly longer than previously
 - c. The assessor fees paid by CRL are less than the commensurate fees paid by CILEX.
5. It is proposed that the increased fees payable to assessors come into force on 1 May 2025 and for applicants on 1 July 2025 so reasonable notice is given of the increase in fees.

CURRENT FEES AND PROPOSED CHANGES

6. The changes proposed are as follows:

Qualifying Experience (Budgeted number for period May 2025-Dec 2025: 404) Checks made by CRL Staff without consultation with External Assessors			
Current Application Fee	Proposed Change	Current Assessor Fee	Proposed Change
£89	None proposed	N/A	N/A
Certificate of Eligibility (Budgeted number for period May 2025-Dec 2025: 5) Application to gain authorisation for Litigation Certificate and permission to undertake Advocacy Skills Course Administration undertaken by CRL Staff with assessment conducted by External Experts			
Current Application Fee	Proposed Change	Current Expert Fee	Proposed Change
£110	£300	£60	£150
Work-based Learning (Legacy Standards) (Budgeted number for period May 2025-Dec 2025: 369) Application for authorisation as a Chartered Legal Executive Administration undertaken by CRL Staff with assessment conducted by External Assessors			
Current Application Fee	Proposed Change	Current Assessor Fee	Proposed Change
£336	£450	£100 + £75	£200 + £75
Practice Rights (Legacy Standards) (Budgeted number for period May 2025-Dec 2025: 28) Application for authorisation of additional practice rights for existing Chartered Legal Executives Administration undertaken by CRL Staff with assessment conducted by External Assessors			
Current Application Fee	Proposed Change	Current Assessor Fee	Proposed Change

£450	None proposed	£205-£270	Up to £300 maximum fee
Specialist Pathways (new Education Standards) (Budgeted number for period May 2025-Dec 2025: 40) Application for authorisation as a Chartered Legal Executive with additional Practice Rights in 1 of the 9 Specialist Pathways Administration undertaken by CRL Staff with assessment conducted by External Assessors			
Current Application Fee	Proposed Change	Current Assessor Fee	Proposed Change
£336	£450	£200 + £75 (when further information required)	£300 + £75 for first 10 portfolios only, then £200 + £75
Advocacy Certificate Renewal (Budgeted number for period May 2025-Dec 2025: 15) Chartered Legal Executive Litigators and Advocates must apply to renew Advocacy Certificate 12 months after initial authorisation with rights of audience Administration undertaken by CRL Staff with assessment conducted by External Experts			
Current Application Fee	Proposed Change	Current Expert Fee	Proposed Change/ Increase
£150	None proposed	£60	£85

Explanation for proposed changes

7. The changes proposed are explained as follows:

Qualifying Experience

- a) No change is proposed to the current fee of £89 per application as this was increased from £85 in 2024.

Certificates of Eligibility

- b) The proposed increase in the fee paid to External Experts reflects the time required to assess:
- up to 8 portfolios submitted with the Certificate of Eligibility Application Form, and
 - the readiness of the applicant to be authorised as a Litigation Practitioner and undertake the Advocacy Skills Course.

The increase in the application fee reflects the additional time spent by CRL.

Work-based Learning (Legacy Standards)

- c) The proposed increase in fees charged to members and fees payable to External Assessors is based on reports by the current External Assessors that it takes between 2 and 4.5 hours to assess a portfolio. At an average of 4 hours at £50 per hour results in a fee of £200 for the External Assessors plus an additional fee of £75 if they ask for additional information from the applicant which needs further assessment. This aligns with the fees proposed for External Assessors for assessment of Specialist Pathways in the new Education Standards.

Practice Rights (Legacy Standards)

- d) No increase is proposed in the application fee of £450. It is proposed that the External Assessor fee is increased to reflect that it takes between 2 and 4 hours to assess portfolios.

Specialist Pathways (new Education Standards)

- e) The application fee proposed (£450) is the same proposed in [CRL's application](#)¹ to the LSB for authorisation of the new Education Standards in 2021. Although the fee was approved by the LSB, the fee charged has been £336, the same fee as for Work-based Learning portfolios.
- f) The increase proposed to the External Assessor fee reflects the time taken to assess the Specialist Pathways portfolios (between 2 and 4 hours) and to match the fees that CILEX will be paying Apprenticeship External Assessors. As these standards are new, it is proposed that External Assessors are paid £300 for the first 10 portfolios they complete to allow time for each External Assessor to become familiar with the requirements. Again, this is in line with CILEX's fee proposal. The £75 fee is only paid if the External Assessor asks for additional information from the applicant which needs further assessment.

Advocacy Certificate Renewal

- g) The increase proposed in the External Expert fee reflects the time taken to assess 3 advocacy cases undertaken by the applicant in their first year exercising rights of audience and assess whether sufficient information has been provided for advocacy practice rights to be continued.

COST IMPLICATION OF PROPOSAL

8. Net of the cost of assessor fees, the budgeted income for application fees for the period 1 May 2025 to 31 December 2025 is currently £135,024.86 (based on the six applications addressed in this paper). If, as proposed, assessor fees increase with effect from 1 May 2025 and application fees increase with effect from 1 July 2025, CRL's net income for application fees will decrease to £130,094.57, a negative variance of £4,930.29.
9. This can be summarised as follows:

	Assessor Fee increase May 2025 Application Fee increase July 2025
Current Budget	135,024.86
Modelling	130,094.57
Variance	(4,930.29)

¹ paragraphs 76-77

COMMUNICATING THE REVISED FEES

10. If the Board approves the proposal:

- a) assessors will be notified promptly and payments of assessor fees will be made at the revised rate(s) with effect from 1 May 2025, and
- b) applicants and potential applicants will be notified of the revised application fee rates in the monthly CRL newsletter sent in April-July 2025 and on the CRL website, supplemented by a social media campaign.

Impact Assessment:

Public/Consumer	
Consumer	Ensuring that CRL continually reviews and updates its education standards protects and promotes the interests of consumers.
Public interest	It is in the public interest that regulators ensure there is an effective process for the assessment of applicants to the profession
Access to Justice	Ensuring the regulated community is able to deliver legal activities to the public promotes access to justice
Public Legal Education	No direct impact
Other Regulatory Objectives	
Rule of Law	Setting and maintaining high standards supports the rule of law by ensuring the public and consumers are able to access effective legal services
Competition	A commitment to maintaining and enhancing standards for education of individuals is essential for the profession to remain competitive in comparison with other sectors of the legal profession
Professional principles	A commitment to high standards helps lawyers to comply with the professional principles, including the requirement to act in the best interests of clients
Other issues	
Environment	No direct impact
Regulated Community	
Cost of Regulation	The cost of assessing the education standards achieved by applicants are being increased but will still remain competitive with other sectors of the legal profession
Equality and Diversity	CRL's regulated community is more diverse than some other parts of the legal profession and therefore making positive changes to ensure access to authorisation should have a positive impact on equality and diversity.
Us	
Reputation/Brand	Continued commitment to high standards contributes to maintenance of the reputation of the profession. The

	communications campaign will notify applicants and potential applicants of the revised fee rates.
Resources:	There will be no additional resource requirements
Operations:	Maintaining assessor fees at the market rate ensures that CRL is able to determine applications promptly
Risk:	Failure by the CRL to ensure that the fees paid to assessors are at market rate risks delaying the assessment of applications and in the longer term reduction in the number of applicants joining the profession
Finance:	There will be a negative variance against budget of £4,930.29
Legal:	No direct impact
IT:	No direct impact