

CRL EQA 2024 Annual Report - Appendix 1

ST0244 (V1.0)

EPAO

EQAP Report

Report date:
07/10/2024

Last report date:
03/05/2024

EQAP: CILEx Regulation

Chartered legal executive

Level: 6

Typical duration: 60

No of Apprentices on
programme: 129

The Chartered Institute of Legal
Executives (CILEx)

No of Standards offered: 3

Cost per EPA:	1100.00
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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 %
61	0	61	0	0	0	100

Summary

CILEX has performed effectively during the monitoring period (07/11/23 to 17/10/24) and apprentices are performing to a high standard. Whilst areas for improvement were discussed, there were no significant concerns identified. CILEX is preparing for first EPA of Version 1.1 of this standard which it expects in September 2026.

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.
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 it has an opportunity to learn from responses although the return rate is on the 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High	EPAO	Clarification on where decisions made to accept out-of-date evidence for 1 particular apprentice would be recorded and relayed to EPAO should the apprentice's portfolio be selected for EQA sampling purposes.		01/05/2025
High	EPAO	CILEX confirmed they are currently developing a Special Considerations and Retake and Resit policy for new standards. Policy to be presented for review at next EQA Interim visit in 2025.		01/05/2025



High	EPAO	CILEX to review files to ensure up-to-date CVs and CPD records for all of the Apprenticeship Quality Assurance Team are recorded.		01/05/2025
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Recommendations

Priority	Issue	Description	Outcome	Due Date

