

CPD Sampling Exercise 2023/2024 Report

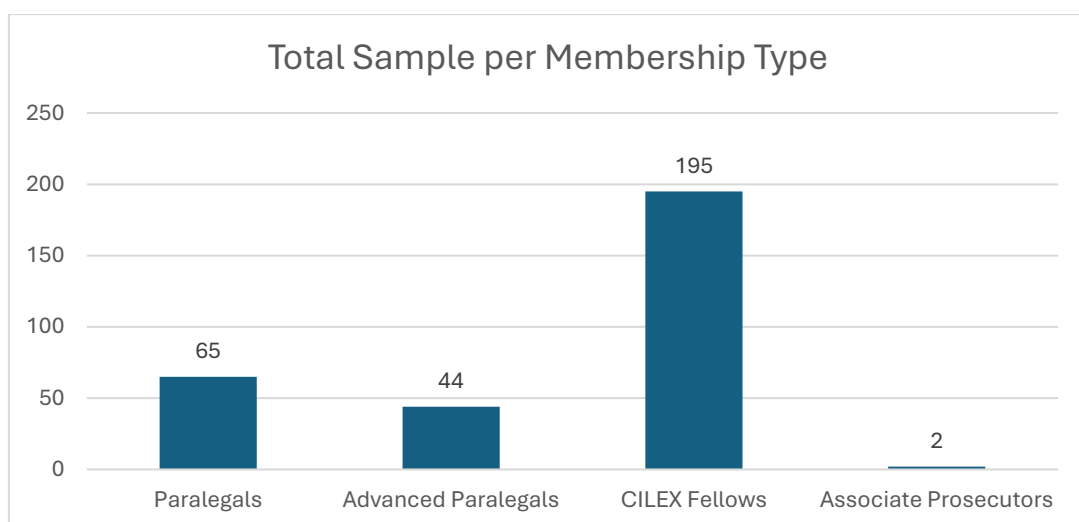
July 2025

Summary

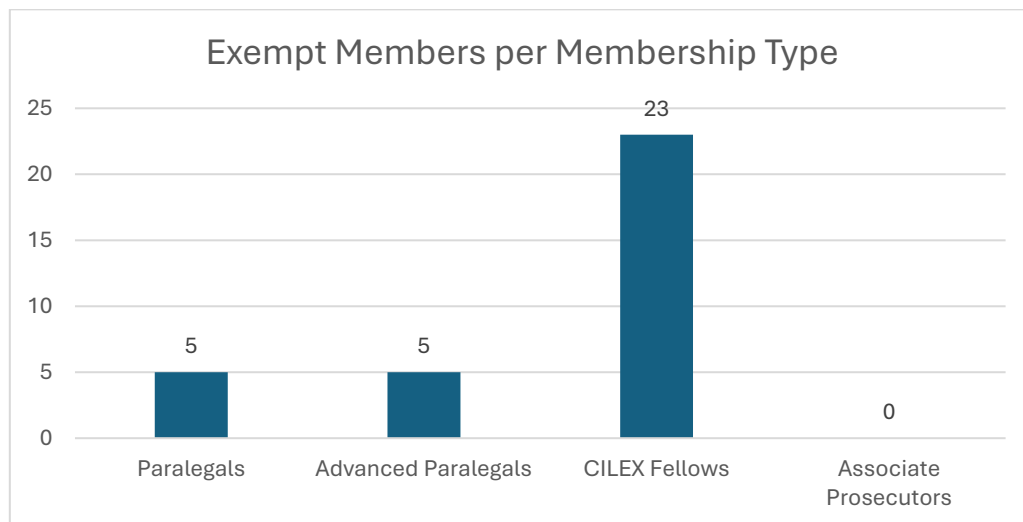
1. CILEX Associate Members (Paralegals) and CILEX Full members (Advanced Paralegals, CILEX Fellows and Associate Prosecutors) are obliged to undertake a minimum amount of CPD each CILEX CPD year (1 October to 30 September).
2. Associate members are required to complete a minimum of 8 hours of CPD plus a Professionalism activity.
3. Full members are required to complete a minimum of 9 CPD outcomes, one of which must be a Professionalism outcome.
4. CRL undertakes an annual sampling exercise of 2.5% of its members to ensure that its regulated community is meeting its 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/ outcomes along with supporting evidence.
6. A total of 306 members were selected for sampling for CPD year 2023/2024.

Full sample data findings

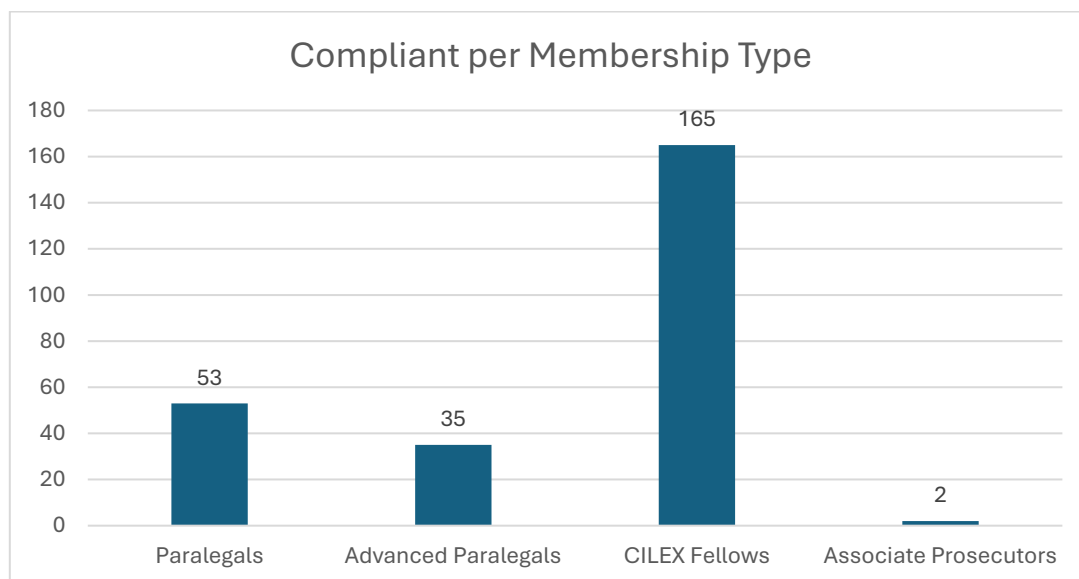
7. Of the 306 individual members sampled, the number sampled per membership type is shown in the table below:



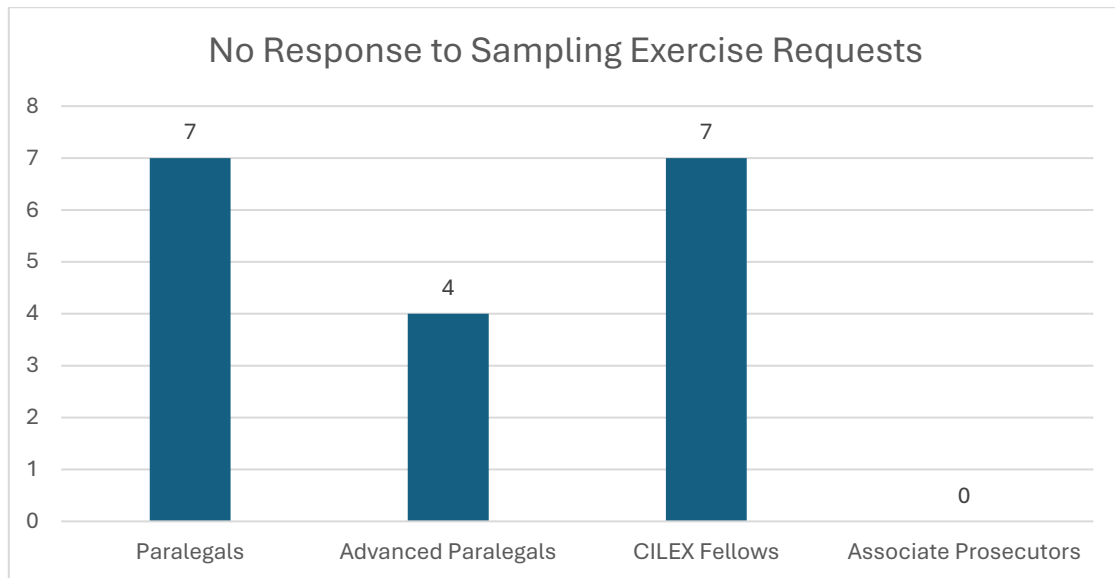
8. Deducted from the total number of members selected were those who were exempt from the sampling exercise. Exemptions can be granted for various reasons, including:
- long-term illness;
 - maternity leave;
 - no longer a CILEX Member or no longer practicing.
9. Of the 306 members selected, 33 were exempt. The number of exemptions per membership type is demonstrated in the table below:



10. A total of 255 members' submissions were sampled by CRL and confirmed as being compliant with CPD obligations for 2023/2024. The compliant submissions per membership type were as follows:



11. From the 306 members contacted regarding the sampling exercise, a total of 18 did not respond to any of the 4 emails sent since January 2025¹. This is less than 6% of the total sample. The split per membership type is demonstrated in the table below:

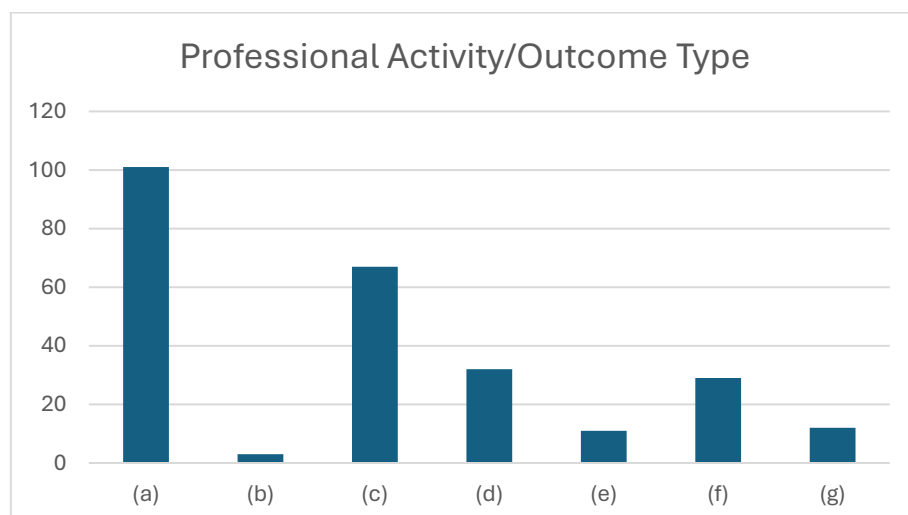


Professionalism

12. Every member of CILEX must complete one Professionalism CPD activity/outcome per CPD year. CRL provides definitions of Professionalism as follows:
- (a) Refreshing knowledge and understanding of professional ethics, including the Code of Conduct
 - (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

¹ May have reduced since data analysed

13. A breakdown of the professionalism activity/outcome by the 255 compliant members sampled is demonstrated in the table below:



Equality, Diversity and Inclusion Data

14. As part of the 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	70%	76.8%
Male	23%	22.3%
Prefer not to say	7%	0.9%

Ethnicity	Full Sample Membership	CILEX Membership
White	78%	87.3%
BAME	14%	12.4%
Prefer not to say	8%	0.3%

15. As with the 2022/2023 sample, although the members were randomly selected for sampling, gender and ethnicity of members sampled broadly reflects the gender and ethnicity of the overall CILEX membership, with the exception of those members who 'Prefer not to say' for both categories.

Conclusion

16. The CPD Sampling Exercise for CPD year 2023/2024 was very successful, with just under 6% of those selected for sampling being non-compliant.
17. 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.
18. 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.