



**Recognition of Prior Legal
Qualifications as part of your
application to become a Chartered
Legal Executive or CILEX
Practitioner**

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Introduction

1. This handbook does not cover qualifying law degrees or other qualifications that only partially meet the technical knowledge requirements set out in the Education Standards. The Education Standards can be found on the CILEx Regulation website at: [New education standards for Chartered Legal Executives](#).
2. Applicants who have further academic study to complete in order to fully meet the technical knowledge requirements should contract an approved training provider to seek exemption for their qualification. A list of approved training providers can be found on the CILEx Regulation website at: [Approved providers - CILEx Regulation](#).
3. Applicants who believe that they hold pre-existing qualifications which meet **ALL** the technical knowledge requirements set out in the Education Standards without requirement for further study, but where the qualifications are not approved qualifications, may apply to CILEx Regulation to have the qualifications mapped against the Education Standards. Where the qualifications held fully meet the technical knowledge requirements set out in the Education Standards, the qualification will be treated as an approved qualification for the purposes of authorisation.
4. Our regulated activity includes overseeing the education, qualification and practice standards of Chartered Legal Executives who qualify with a right to practice independently in their specialist area.
5. In carrying out this work, we focus education and training on requirements provided by qualifications and training providers, which ensures our competence standards are maintained.
6. Our Education Standards focus on:
 - **knowledge and skills** – having met the technical knowledge requirements defined in the Specialist Pathways in the Education Standards; and
 - **experience** - undertaken a minimum of 2,300 hours of qualifying experience; and
 - **competence** - demonstrated competence in the work-based learning outcomes – a competence-based assessment assessed directly by CILEx Regulation.
7. In order to become a qualified lawyer, authorised by CILEx Regulation, you will need to demonstrate that you have met all the knowledge, skills and experience and competence elements which are set out in the CILEx Regulation Education Standards.
8. The Education Standards are set out by legal specialism so you will first need to decide which area of legal practice you intend to practice in and select the appropriate standard for you. These are:
 - Civil Litigation
 - Criminal Litigation
 - Family Litigation
 - Civil Litigation and Advocacy
 - Criminal Litigation and Advocacy

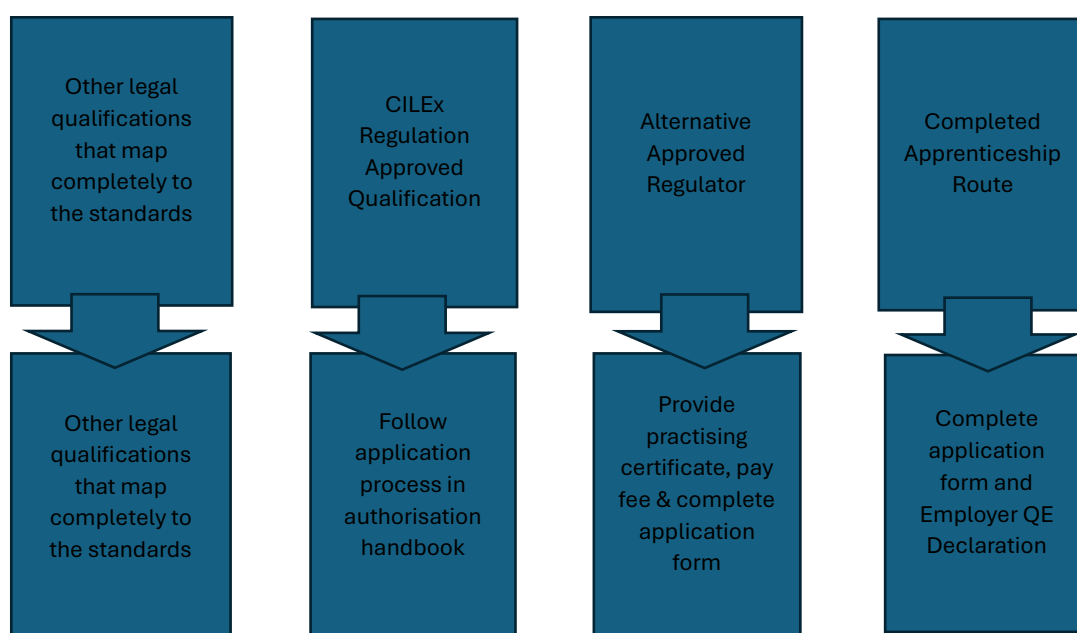
- Family Litigation and Advocacy
- Conveyancing
- Probate
- Immigration
- Employment
- Business
- General¹

9. Further information on the legal specialisms, which we refer to as Specialist Pathways, can be found on the CILEx Regulation website at: [Specialist pathways - CILEx Regulation](#).

10. If you are an authorised person recognised by another approved regulator, we will admit you as a Chartered Legal Executive in the relevant specialist area. Other approved regulators as follows:

- Bar Standards Board (BSB)
- Solicitors Regulatory Authority (SRA)
- Intellectual Property Regulation Board
- Council for Licensed Conveyancers
- Cost Lawyer Standards Board
- Master of Faculties
- Institute of Chartered Accountants in England and Wales

11. There are a number of ways in which you can be granted recognition of prior legal qualifications from the technical knowledge requirements to become a Chartered Legal Executive in your specialist area. These are outlined below and further explained in the subsequent sections of this handbook.



¹ Prior authorisation is required to apply under the general pathway. Please email mark.wood@cilexregualtion.org.uk provide details of why you wish to be authorised under this specialist pathway.

How to have your legal qualifications recognised as part of becoming a Chartered Legal Executive

Introduction to the qualification process at CILEx Regulation

12. Having chosen the Specialist Pathway that you would like to follow, you will need to demonstrate that you have the requisite knowledge and skills, experience and competence.
13. How CILEx Regulation assesses experience and competence can be found in the relevant specialist handbooks. These handbooks can be found on the CILEx Regulation website at: [Resources Archive - CILEx Regulation](#).
14. These handbooks explain how CILEx Regulation will review the legal knowledge and skills that you have gained through academic study and how this relates to the minimum knowledge and skills requirements that CILEx Regulation has defined for each specialism within the relevant handbook.
15. We refer to this as ‘technical knowledge’ requirements.

Recognition of legal knowledge and skills

16. To evidence your technical legal knowledge to CILEx Regulation as part of the authorisation process, you must provide a certificate of successful completion of an approved qualification or have your legal qualifications mapped against the standards by CILEx Regulation.

Approved qualifications

17. CILEx Regulation approved legal qualifications which fully meet our technical knowledge requirements. A full list of approved qualifications can be found on our website at: [Approved providers - CILEx Regulation](#).
18. If your qualification is on the list of approved qualifications, then you can apply to become a Chartered Legal Executive in your specialist area by:
 - providing a certified copy of your qualification certificate; and
 - demonstrating your experience as required for your specialist area – the experience requirements are set out in the relevant specialist handbook; and
 - completing the application form.
19. An invoice for the application fee will be generated which you will be required to pay prior to the processing of your application.

Other legal qualifications

20. If you hold legal qualifications which you believe fully meet the technical knowledge requirements set out in the Education Standards, you may apply to have those qualifications mapped by CILEx Regulation.

21. To have your legal qualifications mapped, you should provide CILEx Regulation with the following:

- a certificate that shows you have successfully completed the qualification; and
- transcripts of your results for each module/unit within the qualification; and
- syllabuses for each module/unit within the qualification on which you would like to rely; and

22. An invoice to cover the costs of the mapping will be generated which you will be required to pay prior to authorisation of your application.

23. If the mapping demonstrates that you have fully met the requirements for the technical knowledge set out in the Education Standards, then CILEx Regulation will treat these qualifications as approved qualifications and you will be able to apply to become a Chartered Legal Executive by following the steps highlighted in Paragraph 18 above.

If you are an authorised person with another approved regulator

24. If you are an authorised person with another approved regulator, we may be able to admit you as a Chartered Legal Executive in your specialism without re-assessment of knowledge and skills, experience and competence. This will be subject to you meeting our pre-authorisation checks in relation to prior conduct.

25. If you would like to follow this route, please submit:

- your current practising certificate from your approved regulator; and
- a completed application form.

26. An invoice for the application fee will be generated which you will be required to pay prior to issue of the CILEx Regulation Practising Certificate.

If you have completed a Level 6 or Level 7 Chartered Legal Executive Apprenticeship

27. If you have completed a Level 6 or Level 7 Chartered Legal Executive Apprenticeship, we will be able to admit you as a Chartered Legal Executive within your specialism without re-assessment of knowledge and skills, experience and competence, subject to you meeting our pre-authorisation checks in relation to prior conduct.

28. If you would like to follow this route, please submit:

- certified copy of your Apprenticeship Certificate; and
- a completed application form; and
- a completed Apprenticeship Qualifying Experience Employer Declaration form