

Admissions and Licensing Committee Report 2017



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Chair's Foreword: John McCarthy



"It has been another interesting year for the Committee, continuing to make determinations of the matters within its remit as set out in the report, and also dealing with consideration of policy matters.

I would like to thank both the CILEX Regulation team, and the members of the Committee for their dedicated service and the valuable contributions they have made.

In addition, I would like to say I have very much enjoyed my third year as Chair of the Committee (ALC) and wish the new Chair Cheryl every success."

Introduction

The Admissions and Licensing Committee has oversight responsibility for a range of individual authorisation functions as follows:

- ✓ authorisation as a Chartered Legal Executive;
- ✓ authorisation to practise advocacy in one or more areas of specialism;
- ✓ authorisation to practise reserved activity in one or more areas of specialism.

This report provides an analysis of the decision making of both the office and the committee across the areas of responsibility. The report is divided into four sections to reflect decision making which fell within the committee's remit:

- ✓ qualifying employment decisions and authorisation as a Chartered Legal Executive;
- ✓ authorisation for individual practice rights;
- ✓ authorisation for advocacy;
- ✓ analysis of decision-making based on age, gender and ethnicity.

The committee met eight times in 2017.



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Qualifying Employment and authorisation as a Chartered Legal Executive

Qualification as a Chartered Legal Executive is made up of two parts:



Three years of qualifying
employment



Assessment of competence through
submission of a work-based learning portfolio

In 2017:

- ✦ 709 applications for qualifying employment assessment were processed;
- ✦ 486 applications for authorisation as a Chartered Legal Executive were processed.

Decisions by application type	Approved	Refused	Total
Qualifying employment	692	17	709
Work-based learning	482	4	486
Total	1,174	21	1,195

The office has delegated authority to decide applications. Where the office is unable to make a decision, this is referred to the committee.

Committee decisions by application type	Approved	Refused	Total
Qualifying employment	98	8	106
Work-based learning	0	1	1
Total	98	9	107

- ✦ 98 of the 1,174 applications approved were determined by the committee (8%);
- ✦ 100% approval decisions made by the committee related to the assessment of work experience as qualifying employment.

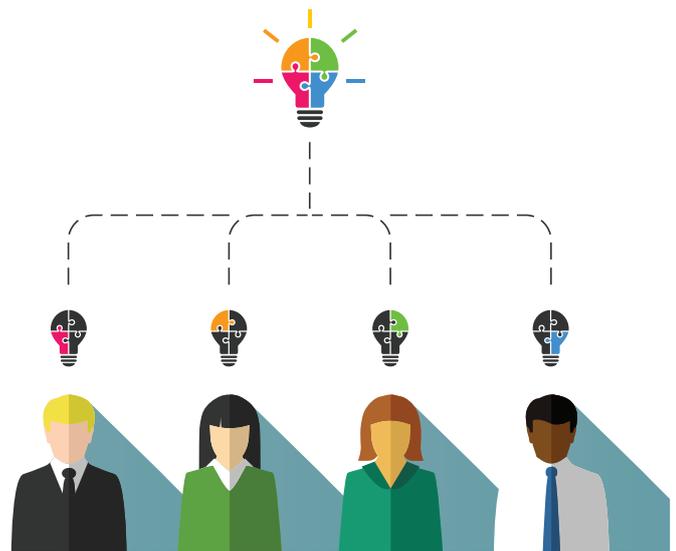
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Authorisation to practise in one or more reserved activities

CILEx Regulation is able to authorise individuals to practise in one or more reserved activities, subject to applicants meeting the essential knowledge, skills, experience and competence requirements.

In 2017:

- ✦ 7 applications for authorisation in one or more reserved activities were determined;
- ✦ 16 new applications were received, with 31 applications deferred until 2018, awaiting further information from the applicant;
- ✦ the most popular areas of practice were conveyancing, immigration and civil litigation, with family litigation, criminal litigation and probate being less popular with applicants.



No applications were referred to the committee for decision.

Authorisation to practise advocacy

CILEx Regulation is able to authorise individuals to practice advocacy in one or more of the following areas of practice; civil proceedings, criminal proceedings or family proceedings, subject to applicants meeting the essential knowledge, skills, experience and competence requirements. There are two parts to the application process:

- ✦ initial assessment of knowledge, skills and experience which provides the applicant with a certificate of eligibility;
- ✦ attendance at a six day training course, at the end of which, the applicant is assessed for full competency in advocacy for the relevant proceedings.

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In 2017, the following applications for authorisation as an advocate in one or more of the proceedings were processed:

	Civil	Criminal	Family	Total
Applications received	0	6	6	12
Certificates of Eligibility granted	2	1	0	3
Advocacy courses run	1	1	1	3
Advocates admitted	1	6	7	14
Renewals processed	3	26	22	51

The following applications were referred to the committee for decision (all were approved):

- ✦ 1 new advocacy application (Criminal)
- ✦ 3 certificates of eligibility (1 Criminal and 2 Civil)
- ✦ 9 renewals (5 Criminal, 3 Family and 1 Civil)

Analysis of equality and diversity data



We have reviewed the diversity data for individual authorisation applications processed in 2017, in relation to gender, age and ethnicity, to consider the overall impact of decision making on a number of groups with protected characteristics. This is displayed next to the data from 2016 as a comparison. It should be noted that the percentage of refused application as a total of all applications received was very small (2%) and therefore findings may be of limited value.

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- ✦ The data indicates that approvals and refusals by gender are in similar proportions as for the CILEx membership as a whole, with the exception of the refused data for 2017, which shows more men than women had applications refused.
- ✦ The majority of applications are received from those aged 26-35.
- ✦ These age groups are most likely to be approved.
- ✦ Refused applications for 2017 are focused in the age range 36-45, however refusal numbers are spread across all age ranges, it should be noted that refused numbers were small in 2017.
- ✦ The majority of applications were from white applicants.

Conclusions in relation to equality and diversity

- ✦ In 2016, there was some weak evidence that more applicants from a Black and Asian background were refused than White applicants. However, the number of refusals was less than 4% of the total applicants in 2016 and CILEx Regulation stated an intention to review the data during 2017.
- ✦ The total number of refusals was smaller in 2017 (at 2%). For 2017, the proportions of approvals and refusals were broadly showing the same proportions, therefore the evidence in 2017 does not replicate the position in 2016.
- ✦ This will continue to be monitored for 2018.

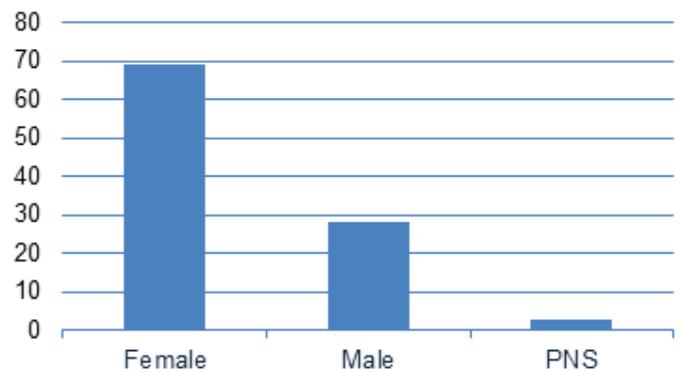
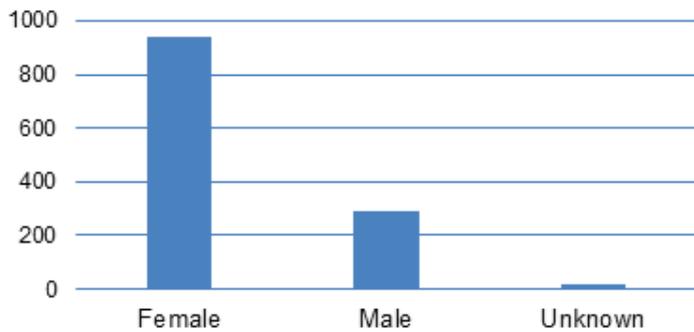


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Gender

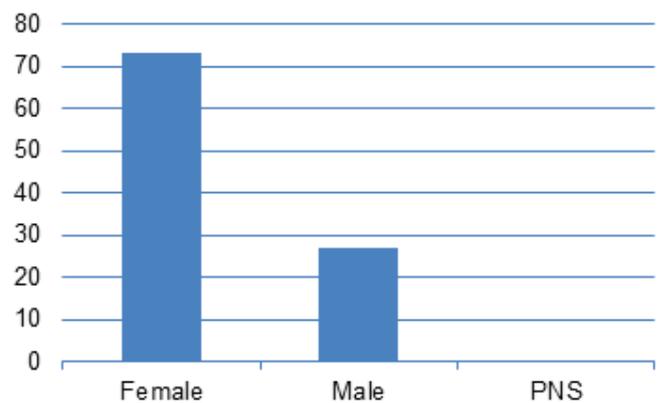
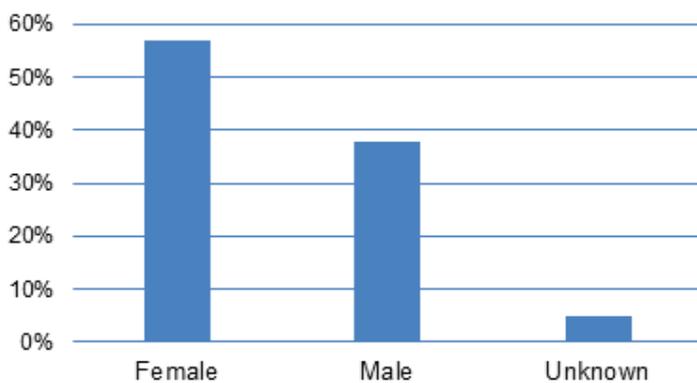
Approved applications

2017



Refused applications

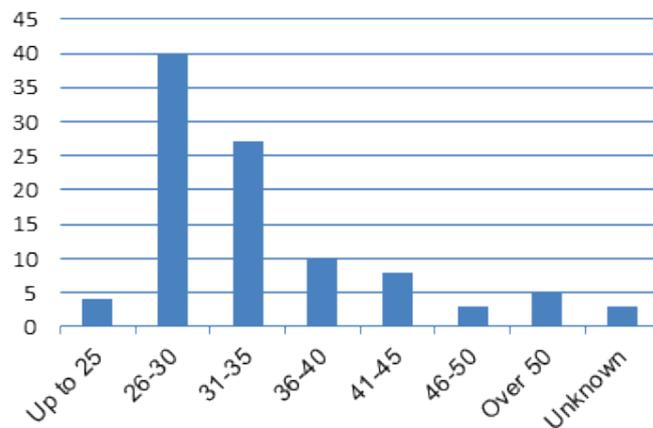
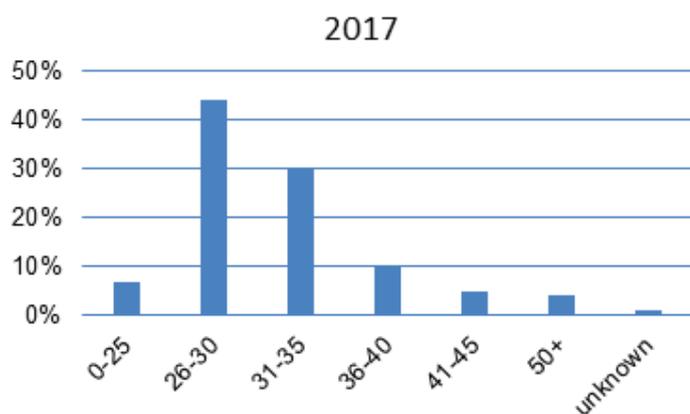
2017



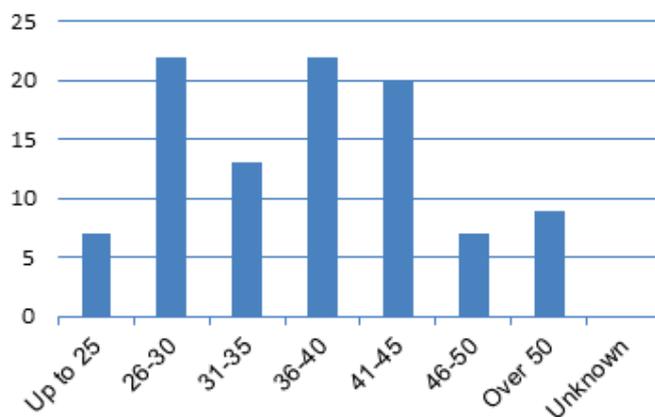
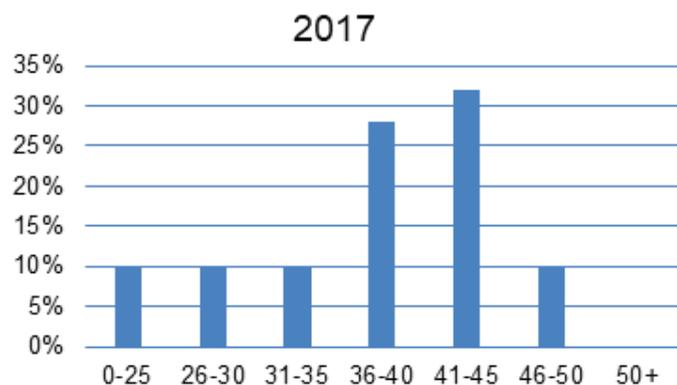
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Age

Approved applications



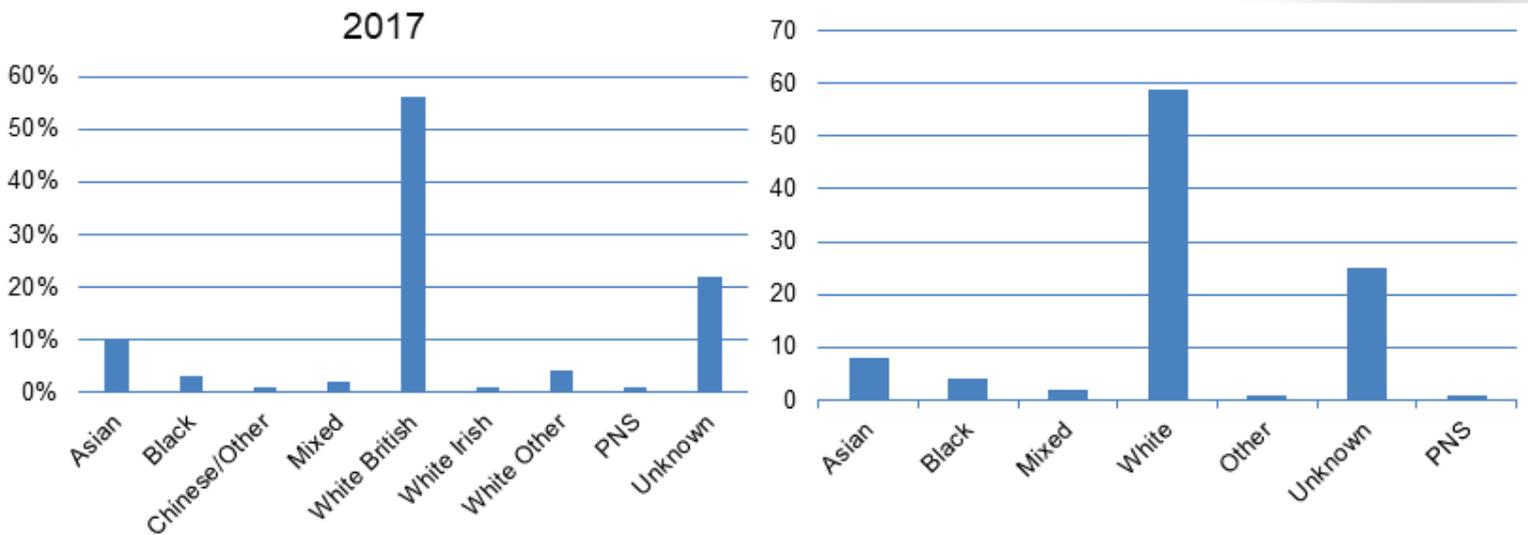
Refused applications



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Ethnicity

Approved applications



Refused applications

