

**CPD Guide  
For  
Associates**

**For full details please read the:**

**[CPD Regulations](#)**

**and the**

**[CPD Handbook](#)**

**The Basics**

**How much CPD do I need to carry out?**

**8 hours plus one Professionalism Outcome**

**When is the CPD year?**

**1<sup>st</sup> October to 30<sup>th</sup> September** of each year

**How much Specialist training should I do?**

**At least 50% of your CPD hours** must relate to your specialism.

You should choose your specialism by selecting it in your CPD logbook.

**What is my Specialism?**

It should be the main area you work in, but if you work in a more general capacity you can designate a specialist area of your choice.

**How much Non-Specialist training should I complete?**

The other half of your CPD hours may relate to any area of your choice.

For example: Management training, developing communication or IT skills.

## CPD Activities

### What activities count as CPD?

This is a list of examples that would be accepted:

<b>CILEx Law School Updates, course manuals and self-assessment questions</b>	<b>Reading articles</b> Including the CILEx Journal or other reputable sources including the internet	<b>Attending a course or seminar</b>
<b>Completing a distance learning course</b>	<b>In house training by your employer</b>	<b>Training provided by a local CILEx or Law Society branch</b>
<b>Academic or professional study</b>	<b>Producing a dissertation</b>	<b>Research</b> Related to legal topics or relevant to your place of work
<b>Preparation and delivery of training courses</b>	<b>Work shadowing</b>	<b>Coaching or mentoring</b>

### **These activities must be in your specialist area:**

#### **Participation in development of specialist areas of law**

By attending meetings of specialist committees/ working parties of relevant organisations undertaking such work

#### **Writing on Law or Practice**

Including material written for journals, law books, publications, newspapers, magazines, internet

## Professionalism & Outcomes

### What is Professionalism?

Professionalism is learning something new, or refreshing or developing your knowledge or skills in one of the following areas:

- Professional ethics, including the Code of Conduct
- Knowledge of the primary business in which your clients work (business awareness)
- The issues which may affect your clients (social awareness)
- Client communication skills
- Dealing with challenging clients
- Equality and diversity issues
- Time management skills

### What is the difference between Outcomes and Hours based CPD?

**Professionalism is an Outcome-based CPD requirement.**

This means that, rather than specifying how many hours you completed on this activity, you need to decide **what you want to learn** from the activity. This will be your **learning outcome**.

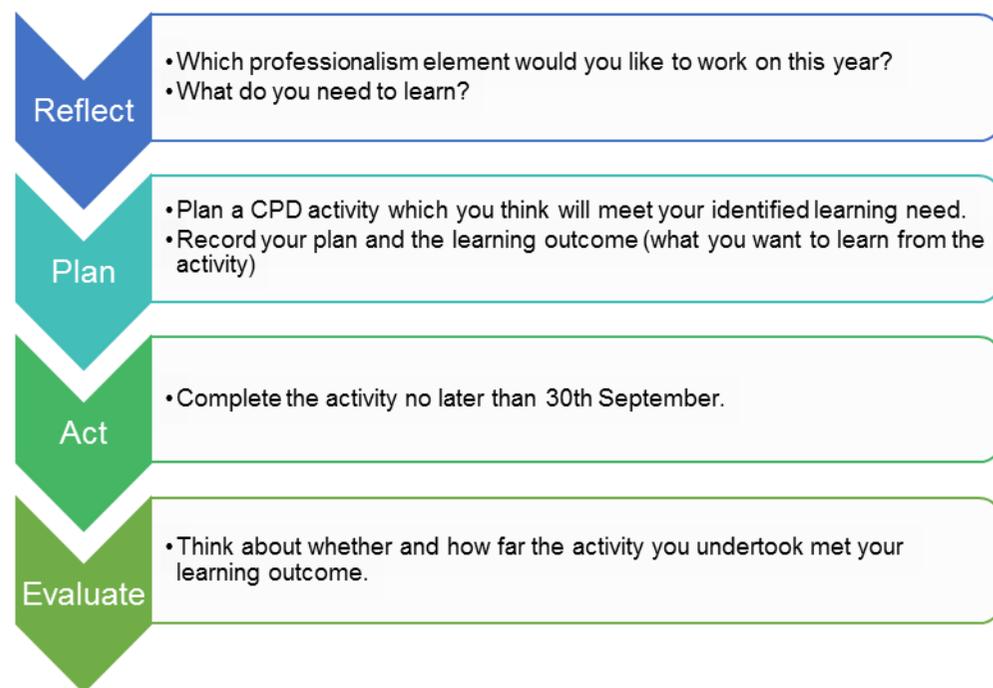
For example:

- Improve my knowledge of the primary business in which my clients work
- Develop my client communication skills
- Refresh my knowledge and understanding of equality and diversity issues

## Outcomes

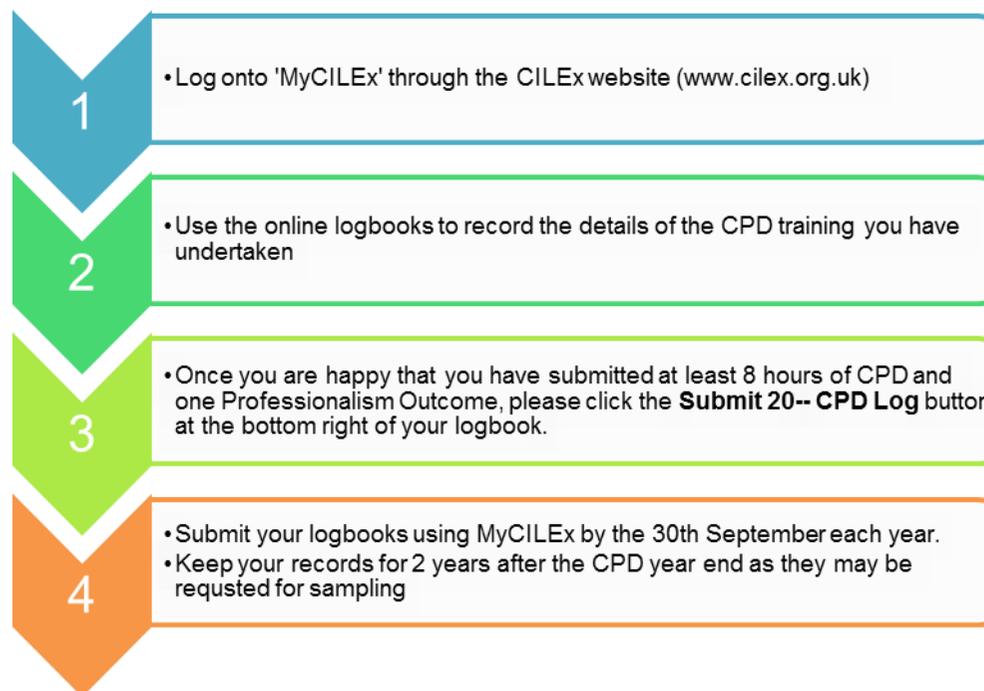
### How do I record an Outcomes-based activity?

You should complete the following four steps and use this [Professionalism Planning and Evaluation Form](#) to record the steps.



## Recording CPD

### How do I record my CPD?



### I currently undertake CPD with another professional body. Can this be used?

Yes, you can count this CPD in your CILEx CPD requirements, provided all the conditions for the CILEx scheme are met.

### What support is my employer required to give me?

It is **your** responsibility to meet the CPD requirements.

Your employer is not obliged to provide time off work or funding to complete your CPD requirements. There are many low cost activities you can consider.

## What if.....

### I'm an Affiliate member upgrading to Associate?

If you upgrade during the CPD year (1<sup>st</sup> October to 30<sup>th</sup> September), you will not be required to complete any CPD until the start of the CPD year following your upgrade to Associate.

### I'm an Associate member upgrading to Graduate?

If you upgrade during the CPD year (1<sup>st</sup> October to 30<sup>th</sup> September), you will only be required to complete the Associate CPD requirements for that year. You will need to complete the Graduate CPD requirement from the start of the CPD year following your upgrade to Graduate.

### I work outside legal practice?

You will be required to complete CPD in the normal way (in accordance with the Regulations), but you are not required to designate a specialist area.

### I'm self employed?

You will be required to complete CPD in the normal way (in accordance with the Regulations), whether providing legal services or otherwise.

### I'm retired?

You are exempt from the requirement to complete any CPD training.

### I work part time?

You will be required to complete CPD in the same way as members in full time employment.

## What if.....

### I'm out of work?

If you are absent from employment for 6 months or more in a CPD year, whether in legal practice or otherwise, due to:

- Illness
- Unemployment
- Maternity and Paternity Leave

You are not required to undertake CPD during the CPD year in which the situation applies. You must write to CILEx to request dispensation from the CPD requirements, setting out the reason for the absence and the dates. If you are seeking dispensation due to ill health, you must attach supporting medical evidence to your letter.

You are expected to resume CPD on your return to work and where possible undertake a Return to Work scheme. You will be required to complete the full CPD requirement if you are absent from work for less than 6 months of the CPD year.

**For more details, contact the CILEx Membership team on 01234 845777.**

### I work overseas?

You will be required to complete CPD in the normal way (in accordance with the Regulations), using any methods available to UK members.

### I can't meet the 30th September deadline?

You may apply for an extension of time. You must submit your request by 31st August, in writing to CILEx Regulation ([cpd@cilexregulation.org.uk](mailto:cpd@cilexregulation.org.uk)), explaining the reasons why you could not meet the deadline and providing an action plan detailing how you will comply by the 31st December.