

CPD REGULATIONS/draft

A DEFINITIONS

~~(1)~~ ~~(1)~~ “Continuing Professional Development” (“CPD”) is defined as:
To

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~~To~~ maintain, improve and extend the skills and qualities necessary for the proper performance of professional and legal duties and compliance required by CILEx Regulation, so as to ensure confidence in the professionalism and competence of CILEx members and CILEx Practitioners.

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(2) “CPD cycle” means the process of reflection by an an member-individual on their practice to identify training and development needs, followed by development of a plan to meet those needs, followed by participation in appropriate CPD, followed by evaluation of the CPD to assess the extent to which it has met the required outcome;

(3) “CPD entries” means any planned or unplanned entries;

(4) “CPD year” means the period of 12 months starting 1 October each year and finishing 30 September the following year over which members-individuals must plan and undertake CPD in accordance with these Regulations

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(5) ‘individual’ means a CILEx ‘member’s’ means or non-member in one of the following categories: CILEx Practitioners, Fellows, Legal Accounts Executives, Graduate members, Legal Accounts Members, Associate members, Chartered Legal Executive Advocates and Associate Prosecutor members of the Chartered Institute of Legal Executives (CILEx) (and for the purpose of compliance with these Regulations, it is irrelevant whether an individual-member works part-time or full-time or as self-employed and whether working in the UK or overseas);

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~~(6)~~ “the Officer” means a CILEx Regulation officer with responsibility for monitoring CPD compliance;

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~~(7)~~ “planned entry” means CPD planned or undertaken to meet an individual-member’s must reflect upon their practice and identify training and development needs in accordance with the CPD cycle;

- (8) “professionalism activity” means CPD which covers the development of professional skills. This may include but is not limited to; –ethics, business awareness, social awareness, client care, communication, equality and diversity or time management;
- (9) “retired member” means any member individual over the State Pension Age who no longer provides has ceased to provide legal services in any capacity for payment or reward;
- (10) “unplanned entry” means any CPD which is not a planned entry; and
- (11) “work based learning scheme” means the competence based assessment and authorisation process which is a pre-requisite for admission as a Chartered Legal Executive. “work based learning scheme” means

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B CPD REQUIREMENTS

- (1) Individuals resident either in the United Kingdom or overseas, with the exception of retired individuals, are required to undertake CPD in each CPD year according to the following scheme:

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~~(1) The CPD year begins on 1 October and ends on 30 September.~~

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~~(2) Members of CILEx resident either in the United Kingdom or overseas, with the exception of retired members, are required to undertake CPD in each CPD year according to the following scheme:~~

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<u>Grade of membershipCategory</u>	<u>Minimum Requirement</u>	<u>Special provisions</u>
<u>Fellows*, Associate Prosecutors*, Legal Accounts Executives, CILEx Practitioners*</u>	<u>9 CPD entries</u>	<u>CPD must include:</u> <u>-At least 1 professionalism activity;</u> <u>-a minimum of 5 planned entries; and</u> <u>- at least 3 planned entries recorded at the start of the CPD year.</u>
<u>*Note additional requirements for those holding Rights of Audience rights</u>		
<u>Graduates, Legal</u>	<u>9 CPD entries</u>	<u>CPD must include:</u>

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<u>Accounts Members</u>		-At least 1 professionalism activity; - a minimum of 5 planned entries; and - at least 3 planned entries recorded at the start of the CPD year.
<u>Associate Members</u>	8 hours CPD + 1 professionalism CPD entry	CPD must include: - At least 4 hours of CPD in topics related to the Associate Member's chosen specialist area; and - at least 1 professionalism activity.
<u>Chartered Legal Executive Advocates, including CILEX Practitioners with Rights of Audience Rights</u> <u>Associate Prosecutors</u>	<u>As per Fellows, Associate Prosecutors, and Legal Accounts Executives</u>	<u>As per Fellows, Associate Prosecutors, and Legal Accounts Executives save that 2 of the planned entries must be in topics related to advocacy skills</u> <u>As per Fellows and Legal Accounts Executives save 50% of the CPD must be related to criminal practice</u>

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in accordance with their grade of membership at the commencement of the CPD year.

(3) Members who are registered in the grades of Fellows, Legal Accounts Executives and Associate Prosecutor must:

- For the CPD year commencing 1 October 2013 undertake a minimum of 16 hours CPD in accordance with the requirements set out at Regulations B(8) to B(15) and complete at least one planned CPD entry on professionalism in accordance with the requirements set out at Regulations B(17) to B(25), except that at Regulation B(19) the references to 5 and 3 entries shall be replaced with 1 entry.

- ~~• From the CPD year commencing 1 October 2014 undertake CPD in accordance with the requirements set out at Regulations B(16) to B(25).~~
- ~~(4) Members who are registered in the grades of Graduate members and Legal Account members must:~~

- ~~For the CPD years commencing 1 October 2013 and 1 October 2014 undertake a minimum of 12 hours CPD each CPD year in accordance with the requirements set out at Regulations B(8) to B(15) and complete at least one planned CPD entry each CPD year on professionalism in accordance with the requirements set out at Regulations B(17) to B(25), except that at Regulation B(19) the references to 5 and 3 entries shall be replaced with 1 entry.~~
 - ~~From the CPD year commencing 30 September 2015 undertake CPD in accordance with the requirements set out at Regulations B(16) to B(25).~~
- (5) ~~Members who are registered in the Associate member grade must undertake a minimum of 8 hours CPD during each CPD year in accordance with the requirements set out at Regulations B(8) to B(15) and complete at least one planned CPD entry on professionalism in accordance with the requirements set out at Regulations B(17) to B(25), except that at Regulation B(19) the references to 5 and 3 entries shall be replaced with 1 entry.~~
- (6) ~~A member who is registered during a CPD year into a grade of membership which is subject to CPD requirements will not need to undertake CPD until the following year.~~
- (7) ~~A member who is entered into a new grade of membership which is subject to different CPD requirements to the grade of membership they were in at the commencement of the CPD year will undertake CPD in accordance with the grade of membership they were in at the commencement of the CPD year.~~

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CPD Hours

- (8) ~~A member must complete CPD hours commensurate with their grade of membership.~~
- (9) ~~At least half of the CPD hours completed during the year must be in the member's chosen specialist area (the specialist area) and the rest may be in an area relevant to the member's professional development outside their chosen specialist area (the non-specialist area).~~
- (10) ~~CPD activities in a member's nominated specialist area may be claimed for up to all the required CPD hours per CPD year.~~
- (11) ~~CPD activities in a member's non-specialist areas may be claimed for up to half of the CPD requirement for the CPD year.~~

- ~~(2612)~~ An individual member working outside legal practice is required to undertake the full CPD ~~requirement~~hours, but if the individual is an Associate Member, they need not designate a specialist area.
- ~~(3713)~~ Excess CPD entries or hours over the minimum required may not be carried forward to the following CPD year.
- ~~(14)~~ A member must record CPD activities undertaken in the CPD year through the online log book recording system available through 'myCILEX'. Sufficient information must be recorded to show the activity undertaken meets the regulations for CPD. Valid CPD activities are described in the guidance to the CPD regulations.
- ~~(4815)~~ The guidance sets out the amount of hours that Associate Members may be claim~~ed~~ for various CPD activities is set out at Schedule 1.

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Outputs-Based Scheme

- ~~(16)~~ A member must complete at least 9 CPD entries under the outputs based scheme each CPD year in accordance with Regulations B(17) to B(25).
- ~~(17)~~ A member undertaking CPD in accordance with the outputs based scheme
- ~~(18)~~ A member undertaking CPD in accordance with the outputs based scheme may also count as CPD training and development they have undertaken without planning. In these instances they must reflect upon the learning gained from that activity. This will be known as the unplanned CPD.
- ~~(19)~~ At least 5 entries each year must be planned CPD, of which at least 3 entries must be planned at the commencement of the CPD year. The remaining entries may comprise planned CPD or unplanned CPD.
- ~~(20)~~ At least one of the planned entries must relate to professionalism. Professionalism is defined as CPD which covers ethics, business awareness, social awareness, client care, communication, equality and diversity or time management.
- ~~(21)~~ Additional CPD entries over the minimum required may not be carried forward to the following CPD year.

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Recording and monitoring CPD

~~(5926)~~ By 30 September of the CPD year an individual member must complete and submit to CILEx using the 'myCILEx' online CPD recording system provided by CILEx Regulation, a record of the CPD they undertook during that year in the form of CPD hours or CPD entries, as applicable. ~~Should member individuals intend to rely on continuing professional development completed for the purpose of a scheme operated by another regulator approved under the Legal Services Act 2007 as part of their record, they must record that CPD using the online recording tool and retain submit appropriate evidence of the CPD. Evidence of completion of this CPD must be retained and submitted to CILEx Regulation on request.~~

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~~(61022)~~ An individual member must maintain a record of the entries of planned CPD, the evaluation of the CPD activity undertaken and how it met or did not meet their training needs and the CPD log. Records must be retained for a period of at least 2 years from the end of the CPD year.

~~(71123)~~ CILEx Regulation will sample CPD records. An individual member whose records are called for sampling must supply to CILEx Regulation their planned CPD document, evaluation of CPD and CPD log within 28 days of the request.

~~(81224)~~ CILEx Regulation may interview members individuals whose records are called for sampling.

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~~(29135)~~ An individual member whose records are called for sampling or who is selected for interview must respond to reasonable enquiries made by CILEx Regulation about their CPD activities and CPD records.

Recording CPD

~~(26)~~ By 30 September of the CPD year a member must complete and submit to CILEx using the 'myCILEx' CPD recording system a record of the CPD they undertook during that year in the form of CPD hours or CPD entries, as applicable.

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~~(27)~~ A false declaration regarding completion of CPD will be regarded as misconduct.

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~~(28) A member who is completing the work-based learning scheme may make an application to CILEx Regulation to reduce the number of CPD entries they complete each CPD year to five entries per year for a maximum period of two years. The reduction will be granted during their participation in the work-based learning scheme.~~

~~**C CHARTERED LEGAL EXECUTIVE ADVOCATES**~~

~~**CPD year 1 October 2013 to 30 September 2014**~~

- ~~(1) For the CPD year 1 October 2013 to 30 September 2014 Chartered Legal Executive Advocates must complete five hours advocacy skills training which will form part of the overall 16 hours CPD required for that CPD year.~~
- ~~(2) CPD must be gained by attendance at a training course focusing upon advocacy skills.~~

~~**CPD year commencing 1 October 2014**~~

- ~~(3) From the CPD year commencing 1 October 2014 Chartered Legal Executives are required to undertake at least two CPD entries relating to advocacy skills.~~

~~**General**~~

- ~~(4) Chartered Legal Executive Advocates are not required to undertake any CPD in respect of the period between the date an Advocacy Certificate is first granted and 30 September of that year.~~
- ~~(5) Chartered Legal Executive Advocates must send a record of their advocacy CPD to CILEx. The Officer will check the record to ensure that it complies with these Rules.~~
- ~~(6) Where a Chartered Legal Executive Advocate has failed to undertake CPD which meets the requirements of these Rules or fails to provide a record of such CPD the Officer will refer the matter to the Admissions and Licensing Committee. The Admissions and Licensing Committee will consider whether the Chartered Legal Executive Advocate should retain their Advocacy Certificate. The Chartered Legal Executive Advocate will have the opportunity to make written representations to the Committee and has a right to be heard by the Committee. The Committee may decide to:~~

- ~~Grant an extension of up to 6 months for the Chartered Legal Executive Advocate to meet their outstanding CPD requirements. The Advocate will still be required to meet their current CPD requirements in the normal way; or~~
 - ~~Withdraw the Advocacy Certificate until the Fellow complies with the CPD requirements;~~
- and, in either case,
- ~~Refer the failure to comply with the CPD requirements to CILEX Regulation for investigation.~~

~~D~~ — ASSOCIATE PROSECUTOR MEMBERS

~~CPD year 1 October 2013 to 30 September 2014~~

- ~~(1) For the CPD year 1 October 2013 to 30 September 2014 Associate Prosecutor members must undertake at least 16 hours CPD.~~
- ~~(2) At least 8 hours of the CPD must be in advocacy skills training gained by attendance on a training course focusing upon advocacy skills, criminal practice, procedure or knowledge~~

~~CPD year commencing 1 October 2014~~

- ~~(3) From the CPD year commencing 1 October 2014 Associate Prosecutor members must undertake at least nine CPD entries of which at least five entries relate to advocacy skills training, criminal practice, procedure or knowledge.~~

~~General~~

- ~~(4) Associate Prosecutors are not required to undertake any CPD in respect of the period between the date a Level 1 Associate Prosecutor Certificate is first granted and September 30th of that year.~~
- ~~(5) CILEX will monitor compliance with the CPD requirements. An Associate Prosecutor must send a record of their advocacy CPD to CILEX. The Officer will check the record to ensure that it complies with these Rules.~~

~~(6) Where an Associate Prosecutor has failed to undertake advocacy CPD which meets the requirements of these Rules or fails to provide a record of such CPD the Officer will refer the matter to the Admissions and Licensing Committee. The Admissions and Licensing Committee will consider whether the Associate Prosecutor should retain their Level 1 or Level 2 Certificate. The Associate Prosecutor will have the opportunity to make written representations to the Committee and has a right to be heard by the Committee. The Committee may decide to:~~

- ~~• Grant an extension of up to 6 months for the Associate Prosecutor to meet their outstanding CPD requirements. The Associate Prosecutor will still be required to meet their current CPD requirements in the normal way; or~~
 - ~~• Withdraw the Certificate until the Associate Prosecutor complies with the CPD requirements;~~
- ~~and, in either case,~~
- ~~• Refer the failure to comply with the CPD requirements for investigation by CILEx Regulation under its misconduct rules.~~

CE DISPENSATION, EXTENSION AND EXEMPTIONS FROM CPD REQUIREMENTS

Dispensation

- (1) ~~An individual member~~ who is absent from employment during any CPD year, whether in legal practice or otherwise, for ~~a total of more than~~ 6 months ~~or more,~~ due to illness, unemployment or maternity or paternity leave, ~~is not required to complete~~~~need not fulfill their~~ CPD requirement for that year. ~~They must notify CILEx Regulation prior to the end of the CPD year of the circumstance which leads to the dispensation. Where possible~~However, where such members do not meet their CPD requirement obligations, they should undertake a suitable 'Return to Work' scheme prior to, or at the time of, their return to work. This should be completed no later than 2 months after their return to work.
- (2) The reason for the absence and the dates must be entered on the ~~member's individual's~~ logbook. Evidence of the reasons for absence from employment due to illness, unemployment, maternity or paternity leave, may be requested by CILEx Regulation.

- (3) Dispensation will only be valid once confirmed in writing by CILEx Regulation.

Exemption

- ~~(43) Retired member individuals are exempt from the CPD requirements.~~
- ~~(4) A member who is completing the work based learning scheme may make an application to CILEx Regulation to reduce the number of CPD entries they complete each CPD year to five entries per year for a maximum period of two years. The reduction will be granted during their participation in the work based learning scheme.~~
- (5) An member individual who is not subject to CPD at the start of the CPD year and is subsequently is registered during a CPD year into a grade of membership category which is subject to CPD requirements will not need to undertake CPD until the following CPD year.
- (6) An individual member who is entered into a new grade of membership category which is subject to different CPD requirements from the grade of membership category they were in at the commencement of the CPD year will undertake CPD in accordance with the grade of membership category they were in at the commencement of the CPD year.
- (7) Associate Prosecutors are not required to undertake any CPD in respect of the period between the date a Level 1 Associate Prosecutor Certificate is first granted and September 30th of that year.
- (8) Chartered Legal Executive Advocates are not required to undertake any CPD in respect of the period between the date an Advocacy Certificate is first granted and September 30th of that year.
- (9) An individual who is completing the work based learning scheme may make an application to CILEx Regulation to reduce the number of CPD entries they complete each CPD year to five entries per year for a maximum period of two years. The reduction will be granted during their participation in the work based learning scheme. This exemption will only apply where it has been confirmed in writing by CILEx Regulation.

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Extension

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~~(109) An individual member who believes they will be unable to meet the CPD requirements by 30 September may apply for dispensationan extension in respect of Regulation D(21). A request for dispensationan extension must be made no later than 31 August of that year and must include an explanation of the circumstances which have prevented the memberindividual from meeting the CPD requirements. The application for extension should include evidence where possible. It must also include an action plan to comply with the requirementbring their CPD up to date by 31 December following the end of the CPD year for which the dispensaextension is sought.~~

~~(11) An extension will only apply where it has been confirmed in writing by CILEx Regulation.~~

DF FAILURE TO COMPLY WITH CPD REQUIREMENTS

~~(1) A member must complete their CPD logbook online by 30 September each year.~~

~~(2) A member who believes they will be unable to meet the CPD requirements by 30 September may apply for dispensation in respect of Regulation F(1). A request for dispensation must be made no later than 31 August of that year and must include an explanation of the circumstances which have prevented the member from meeting the CPD requirements. It must also include an action plan to comply with the requirement by 31 December following the end of the CPD year for which the dispensation is sought.~~

~~(13) Failure to comply with any CPD requirement within these regulations may be treated as misconduct.~~

~~(2) Unless a reduction has been granted under regulation CB(928), or an dispensation-extension has been granted under regulation C(106) or F(1) or F(2), an individual member who fails to comply with the CPD requirements by 30 September in the relevant CPD year will have the rights which attach to their grade of membershipcategory suspended from 1 January of the next calendar year. They will not be able to use of their grade, title or designatory letters or, in the case of Fellows, CILEx Practitioners and immigration practitioners, exercise any of their practice rights is suspended untilunless they comply with the requirements. This may also be regarded as misconduct.~~

~~(32) A false declaration regarding completion of CPD willmay be regarded as misconduct.~~

(43) Failure by an memberindividual to respond to reasonable enquiries made by CILEx Regulation about their CPD activities and CPD records may be regarded as misconduct.

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(54) Where a Chartered Legal Executive Advocate or Associate Prosecutor has failed to undertake CPD which meets the requirements of these Regulations or fails to provide a record of such CPD, the Officer will refer the matter to the Admissions and Licensing Committee. The Admissions and Licensing Committee will consider whether the Chartered Legal Executive Advocate or Associate Prosecutor should retain their Advocacy Certificate or Level 1 or Level 2 Certificate as the case may be. The Chartered Legal Executive Advocate or Associate Prosecutor will have the opportunity to make written representations to the Committee and has a right to be heard by the Committee. The Committee may decide to:

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(a) Grant an extension of up to 6 months for the Chartered Legal Executive Advocate or Associate Prosecutor to meet their outstanding CPD requirements. The Chartered Legal Executive Advocate or Associate Prosecutor will still be required to meet their current CPD requirements in the normal way; or

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(b) Withdraw the Certificate until the memberindividual complies with the CPD requirements; and, in either case,

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(c) Refer the failure to comply with the CPD requirements to CILEx Regulation for investigation.

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SCHEDULE 1

CPD ACTIVITIES: HOURS CLAIMED AND EVIDENCE REQUIRED

ADMINISTRATION AND APPLICATION OF THE CPD SCHEME

<u>Activity</u>	<u>Amount of CPD which can be claimed</u>	<u>Evidence Required</u>
<u>CILEX LAW SCHOOL updates, course manuals and self-assessment questions</u>	<p>4 hours CPD per update. 2 updates available for each <u>memberindividual</u> leading to a maximum of 8 hours CPD</p> <p>A maximum of 75% of the CPD requirement can be met by reading relevant articles and/or using CILEX LAW SCHOOL updates (see criteria above)</p>	<p>The details of the update/manual must be provided on the <u>memberindividual's</u> CPD logbook.</p> <p>Answers to multiple-choice and/or short answer questions should be kept.</p>
<u>Reading relevant articles in the Legal Executive Journal or other reputable sources including the internet</u>	Actual time up to 75 % of CPD (subject to any CPD hours claimed for CILEX LAW SCHOOL updates – see criteria above)	The article title, publication details and/or website address must be provided on the <u>memberindividual's</u> CPD logbook in the description column.
<u>Attendance at a course/seminar – in an <u>memberindividual's</u> SPECIALIST AREA</u>	Actual time – up to 100% of CPD requirement	The details of the training provider and the course must be provided on the <u>memberindividual's</u> CPD logbook.
<u>Attendance at a course/seminar – in an <u>memberindividuals'</u> NON-SPECIALIST AREA</u>	Actual time – up to 50% of CPD requirement	The details of the training provider and the course must be provided on the <u>memberindividual's</u> CPD logbook.

<p><u>Distance Learning Courses to include e-learning - in an memberindividual's SPECIALIST AREA</u></p>	<p><u>Actual time – up to 100% of CPD requirement</u></p>	<p><u>The details of the training provider and the course must be provided on the memberindividual's CPD logbook.</u></p>
<p><u>Distance Learning Courses to include e-learning - in an memberindividual's NON-SPECIALIST AREA</u></p>	<p><u>Actual time – up to 50% of CPD requirement</u></p>	<p><u>The details of the training provider and the course must be provided on the memberindividual's CPD logbook.</u></p>
<p><u>In-house training by employer – in an memberindividual's SPECIALIST AREA</u></p>	<p><u>Actual time – up to 100% of CPD requirement</u></p>	<p><u>The employer's details and information about the training must be provided on memberindividual's CPD logbook.</u></p>
<p><u>In-house training by employer – in an memberindividual's NON-SPECIALIST AREA</u></p>	<p><u>Actual time – up to 50% of CPD requirement</u></p>	<p><u>The employer's details and the nature of the training must be provided on memberindividual's CPD logbook.</u></p>

Activity	Amount of CPD which can be claimed	Evidence Required
<u>Training provided by local CILEX or Law Society Branches in aan memberindividual's</u> SPECIALIST AREA	<u>Actual time – up to 100% of CPD requirement</u>	<u>Details of the Branch and the nature of the nature of the training must be provided on the memberindividual's CPD logbook.</u>
<u>Training provided by local CILEX or Law Society Branches in aan memberindividual's</u> NON- SPECIALIST AREA	<u>Actual time – up to 50% of CPD requirement</u>	<u>Details of the Branch and the nature of the training must be provided on the memberindividual's CPD logbook.</u>
<u>Academic or Professional Study in aan memberindividual's</u> SPECIALIST AREA	<u>Actual time spent studying – up to 100% of CPD requirement</u> <u>Where study for qualification spans more than one year, this activity can be claimed for CPD purposes during each year of the qualification</u>	<u>Full details of the qualification (including subjects covered), the provider and the year of study must be provided on the memberindividual's CPD logbook.</u>
<u>Academic or Professional Study in aan memberindividual's</u> NON- SPECIALIST AREA	<u>Actual time spent studying – up to 50% of CPD requirement</u> <u>Where study for qualification spans more than one year, this activity can be claimed for CPD purposes during each year of the qualification</u>	<u>Full details of the qualification (including subjects covered), the provider and the year of study must be provided on the memberindividual's CPD logbook.</u>
<u>Production of a Dissertation in aan memberindividual's</u> SPECIALIST AREA	<u>Actual time spent researching and writing up the dissertation – up to 100% of CPD requirement</u> <u>Where research and writing of a dissertation spans more than</u>	<u>The title of the dissertation and the qualification details must be provided on the memberindividual's CPD logbook.</u>

	<u>one year, this activity can be claimed for CPD purposes each year</u>	
<u>Production of a Dissertation in an memberindividual's NON- SPECIALIST AREA</u>	<u>Actual time spent researching and writing up the dissertation – up to 50% of CPD requirement</u> <u>Where research and writing of a dissertation spans more than one year, this activity can be claimed for CPD purposes each year</u>	<u>The title of the dissertation and the qualification details must be provided on the memberindividual's CPD logbook.</u>

Activity	Amount of CPD which can be claimed	Evidence Required
<p>Research – must relate to legal topics/ be relevant to the memberindividual's place of work and be in their</p> <p><u>SPECIALIST AREA</u></p>	<p>Actual time – up to 100% of CPD requirement</p>	<p>Full details of the topic for the research and, where applicable, the organisation which has commissioned the research must be provided on the memberindividual's CPD logbook.</p>
<p>Research – must relate to legal topics/ be relevant to the memberindividual's place of work and be in their</p> <p><u>NON-SPECIALIST AREA</u></p>	<p>Actual time – up to 50% of CPD requirement</p>	<p>Full details of the topic for the research and, where applicable, the organisation which has commissioned the research must be provided on the memberindividual's CPD records.</p>
<p>Preparation and delivery of training courses in aan memberindividual's</p> <p><u>SPECIALIST AREA</u></p>	<p>Actual time – up to 100% of CPD requirement</p> <p><u>CILEx tutors delivering the Level 3 Professional Diploma in Law or Level 6 Professional Higher Diploma in Law cannot claim the delivery of these courses as a CPD activity. However, preparation, including research to ensure that up to date material is delivered, is an appropriate activity</u></p>	<p>Full details of the course being delivered must be provided on the memberindividual's CPD logbook.</p>
<p>Preparation and delivery of training courses in aan memberindividual's</p> <p><u>NON-SPECIALIST AREA</u></p>	<p>Actual time – up to 50% of CPD requirement</p> <p><u>CILEx tutors delivering the Level 3 Professional Diploma in Law or Level 6 Professional Higher Diploma in Law cannot claim the delivery of these courses as a CPD activity.</u></p>	<p>Full details of the course being delivered must be provided on the memberindividual's CPD logbook.</p>

	<p><u>However, preparation, including research to ensure that up to date material is delivered, is an appropriate activity</u></p>	
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Activity	Amount of CPD which can be claimed	Evidence Required
<u>Work shadowing – with clear aims and objectives for professional development in aan memberindividual's SPECIALIST AREA</u>	<u>Actual time – up to 100% of CPD requirement</u>	<u>Full details of the aims and outcomes of the work shadowing sessions must be provided on the memberindividual's CPD logbook.</u>
<u>Work shadowing – with clear aims and objectives for professional development in aan memberindividual's NON-SPECIALIST AREA</u>	<u>Actual time – up to 50% of CPD requirement</u>	<u>Full details of the aims and outcomes of the work shadowing sessions must be provided on the memberindividual's CPD logbook.</u>
<u>Coaching or mentoring – delivered face to face or at a distance with clear aims and objectives for professional development in aan memberindividual's SPECIALIST AREA</u>	<u>Actual time – up to 100% of CPD requirement</u> <u>CILEx Level 3 and Level 6 tutors cannot claim the coaching or mentoring of CILEx students towards the professional qualifications as a CPD activity</u>	<u>Full details of aims and outcomes of the sessions must be provided on the memberindividual's CPD logbook.</u> <u>It is likely that this will be a specialist CPD activity but could include other skills, for example, presentation skills.</u>
<u>Coaching or mentoring – delivered face to face or at a distance with clear aims and objectives for professional development in aan memberindividual's NON-SPECIALIST AREA</u>	<u>Actual time – up to 50% of CPD requirement</u> <u>CILEx Level 3 and Level 6 tutors cannot claim the coaching or mentoring of CILEx students towards the professional qualifications as a CPD activity</u>	<u>Full details of aims and outcomes of the sessions must be provided on the memberindividual's CPD logbook.</u> <u>It is likely that this will be a specialist CPD activity but could include other skills, for example, presentation skills.</u>

<p><u>Participation in development of specialist areas of law by attending meetings of specialist committees/working parties of relevant organisations undertaking such work – MUST BE IN A MEMBERINDIVIDUAL'S SPECIALIST AREA</u></p>	<p><u>Actual time spent at meetings – up to 100% of CPD requirement</u></p>	<p><u>Details of the committee/working party and/or organisation, the area of law being considered must be provided on the member's individual's CPD logbook.</u></p>
<p><u>Writing on Law or Practice – to include material written for journals, law books, publications, newspapers, magazines, internet – MUST BE IN A MEMBERINDIVIDUAL'S SPECIALIST AREA</u></p>	<p><u>Actual time – up to 100% of CPD requirement</u></p>	<p><u>Full details of the subject of the piece of writing and, where applicable, the publication/website/organisation for which the material is being produced must be provided on the member individual's CPD logbook.</u></p>

~~19 June 2013~~