



APPLICATION FOR FELLOWSHIP RULES (WORK BASED LEARNING)

DEFINITIONS

1. In these rules, the following definitions apply:

'Admissions and Licensing Committee' means the Committee established by CILEx Regulation to deal with matters relating to these rules.

'Authorised person' means a person so described in the Legal Services Act 2007. An authorised person is defined by the Act as 'a person who is authorised to carry on the relevant activity by a relevant approved regulator in relation to the relevant activity'.

'CILEX' means the Chartered Institute of Legal Executives.

'Fellow (or CILEX Fellow)' means a person who has complied with regulations made by the CILEX Board regarding qualifying employment, has paid all subscriptions and other fees to CILEX or has made arrangement for payment and has provided a certificate signed by an authorised person who supervises their work, or by whom they are employed, which confirms the nature of their duties and that they are competent to be a Fellow (or CILEX Fellow).

'Graduate member or CILEX Member – Advanced Paralegal' means a person registered as such by CILEX who is not a Fellow (or CILEx Fellow).

'CILEx Regulation' means CILEx Regulation Ltd.

'Registered person' means a person who is not a Fellow (or CILEX Fellow) but is registered with CILEX in accordance with its Charter and Bye Laws and regulations made by the CILEX Board.

Reference to the male gender also includes female gender.

ADMISSION AS A FELLOW

2. A Graduate Member or CILEX Member – Advanced Paralegal may be admitted as a Fellow (or CILEX Fellow) if he has:
 - He has completed a minimum of 2,300 hours qualifying experience;
 - He has served at least 1 year in the Graduate or CILEX Member – Advanced Paralegal grade of membership;

- He has met the work based learning outcomes in accordance with the requirements set by CILEx Regulation;
- He has paid all subscriptions and other fees payable by him to CILEX or has made arrangement for payment;
- He provides a Certificate of Fitness signed by an authorised person within the meaning of the Legal Services Act 2007, or at the discretion of CILEx Regulation, any other person, who supervises his work or by whom he is employed, which confirms the nature of that work and that he is competent to be a Fellow (or CILEX Fellow); and
- He accepts any obligations imposed on him by the Charter and Bye Laws and regulations and rules made by the CILEX Board.

ELIGIBILITY

3. Applications for Fellowship can only be made by Graduate or CILEX Member – Advanced Paralegal Members of CILEX who:
 - have at least 2,300 hours qualifying experience; and
 - have served at least 1 year in the Graduate or CILEX Member – Advanced Paralegal grade of membership
4. A period of up to 644 hours spent in attendance on a Legal Practice Course recognised by the Law Society of England and Wales in connection with qualification as a solicitor or the Bar Training Course recognised by the Bar Council in connection with qualification as a Barrister will be treated as qualifying experience.

DEFINITION OF QUALIFYING EXPERIENCE

Qualifying experience is work that contributes to the provision of legal services.

WORK BASED LEARNING OUTCOMES

5. To qualify as a Fellow (or CILEX Fellow), applicants must be able to demonstrate competence against each of the learning outcomes set out below:

Competency 1: Practical Application of the law and legal Practice
1.1 Apply the law to the matter.
1.2 Apply relevant legal procedure to a matter.
1.3 Identify and deal with the issues arising in a matter.
1.4 Undertake legal research.
Competency 2: Communication skills
2.1 Communicate legal issues using appropriate methods.
2.2 Use suitable language in communication.

2.3 Address all issues in communication.
2.4 Seek appropriate information through communication.
2.5 Represent a client through effective communication and other skills.
Competency 3: Client relations
3.1 Identify and understand a client's or service user's position.
3.2 Take accurate instructions relating to a legal matter from clients or service users.
3.3 Provide clear legal advice to clients or service users.
3.4 Evaluate the risks, costs and benefits of alternative courses of action.
3.5 Take action to deal with instructions received.
3.6 Manage a client's or service user's expectations.
Competency 4: Management of workload
4.1 Progress matters expeditiously.
4.2 Plan your workload to deliver a good legal service to clients or service users.
4.3 Maintain files and records in accordance with procedures.
Competency 5: Business Awareness
5.1 Demonstrate an understanding of the business environment of a legal practice or organisation.
5.2 Evaluate the risks, costs and benefits of alternative courses of action to the business.
Competency 6: Professional Conduct
6.1 Apply the rules of professional conduct appropriately to relevant situations.
6.2 Provide appropriate information to clients and service users.
6.3 Understand the need to avoid discrimination and promote equality and diversity.
Competency 7: Self-awareness and development
7.1 Evaluate your professional skills and legal knowledge.
7.2 Understand the limitations of your professional skills and knowledge.
Competency 8: Working with others
8.1 Establish effective working relationships with others involved in a legal matter.
8.2 Demonstrate ability to select and provide appropriate information to others as required by the law.

6. Learning outcomes shaded in grey should be met once; all other outcomes should be met twice.
7. Applicants for Fellowship should demonstrate meeting the learning outcomes by using the documentation prescribed by CILEx Regulation to produce a portfolio of evidence.
8. Applicants for Fellowship must also complete all application forms required by CILEx Regulation from time to time.

DECISION MAKING

9. The decision to accept an applicant for Fellowship on the basis of his submitted application and portfolio of evidence may be made by an Officer of CILEx Regulation.
10. The Officer is not able to make a decision on the following:
 - Where there is doubt as to whether the outcomes have been met or have been properly written up.

The Admissions and Licensing Committee will determine these applications in accordance with the Membership Requirement Regulations, these rules and the Admissions and Licensing Committee Rules.

September 2022