

# Admissions and Licensing Committee Report 2018



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## Chair's Foreword: Kath Hill

*"It has been another year of change for the Committee in that we welcomed Karen McArthur and lost Martin Bradford who retired. The transition was seamless and Karen has settled in very well bringing her own valuable expertise.*

*Cheryl Ward stood down as Chair so thank you to her for her time in the post. I took the role over during 2018 having been a "wing member" for several years. I've been greatly assisted and supported by the other Committee members and of course the CILEX Regulation team who have jointly made the role enjoyable and uncomplicated.*

*We were happy to read the recent Report showing the various trends none of which appear to be problematic. The QE applications continue to be varied and interesting and the Policy matters which we have been involved in provide a valuable insight to the future of CILEX, both Membership and Regulation.*

*Thank you to everyone for their hard work and enthusiasm throughout the year."*

## 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 six times in 2018.

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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 2018:

- ✦ 910 applications for qualifying employment assessment were processed
- ✦ 683 applications for authorisation as a Chartered Legal Executive were processed

Decisions by application type	Approved	Refused	Total
Qualifying employment	894	16	910
Work-based learning	681	2	683
Total	1,575	18	1,593

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	154	27	189
Work-based learning	3	0	3
Total	157	27	192

- ✦ 157 of the 1,174 applications approved were determined by the committee (10%)
- ✦ 98% 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 2018:

- ✦ 11 applications for authorisation in one or more reserved activities were determined
- ✦ 22 new applications were received, with 20 applications deferred until 2019, awaiting further information from the applicant
- ✦ the most popular areas of practice were conveyancing and civil litigation, with family litigation, criminal litigation, immigration 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 2018, the following applications for authorisation as an advocate in one or more of the proceedings were processed:

	Civil	Criminal	Family	Total
Applications received	4	9	10	23
Certificates of Eligibility granted	2	10	9	21
Advocacy courses run	1	1	1	3
Advocates admitted	0	10	6	16
Renewals processed	1	14	5	20

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

- ✦ 1 new advocacy application (Family)
- ✦ 5 renewals (3 Criminal and 2 Family)

## Analysis of equality and diversity data



We have reviewed the diversity data for individual authorisation applications processed in 2018, in relation to gender, age and ethnicity, to consider the overall impact of decision making on a number of groups with protected characteristics. It should be noted that the percentage of refused application as a total of all applications received was very small (1.4%) and therefore findings may be of limited value.

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- ✦ As in previous years, the approvals and refusals by gender reflect the male: female ratio for the CILEx membership as a whole
- ✦ The majority of applications were again received from applicants aged between 26 and 35
- ✦ Those aged between 31-35 are most likely to be approved, although higher numbers of declined applications are concentrated in the 26-30 and 36-40 age bands, as the overall number of refusals is small, it is difficult to draw any meaningful information from the data
- ✦ The majority of applicants were white

## Conclusions in relation to equality and diversity data

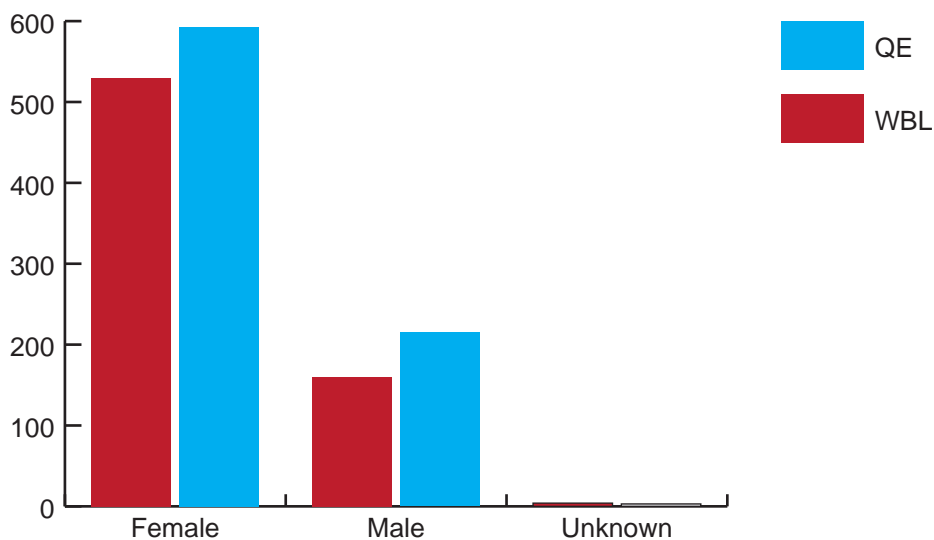
- ✦ In 2018, there is further weak evidence that more applicants from BAME backgrounds are likely to be refused, which reflects the position from 2016. However, it should be noted that the overall refusal rate is very small, therefore the data should be treated with caution.
- ✦ In 2018, CILEx Regulation commissioned some independent research to determine possible reasons for the disparity between outcomes for BAME and white applicants. This research forms part of the wider education standards work at CILEx Regulation and will be reported as part of the 2019 ALC Annual Report.



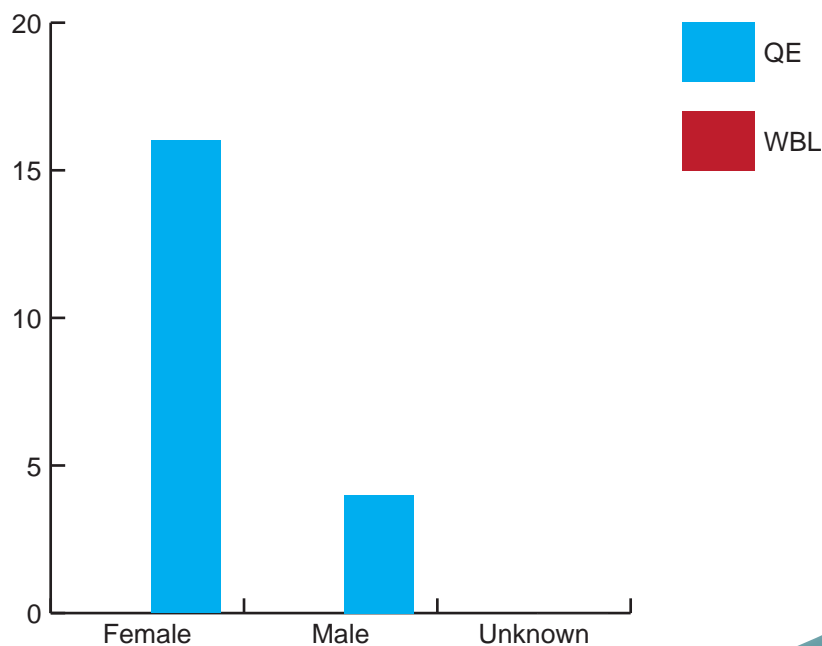
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## Gender

### Approved applications



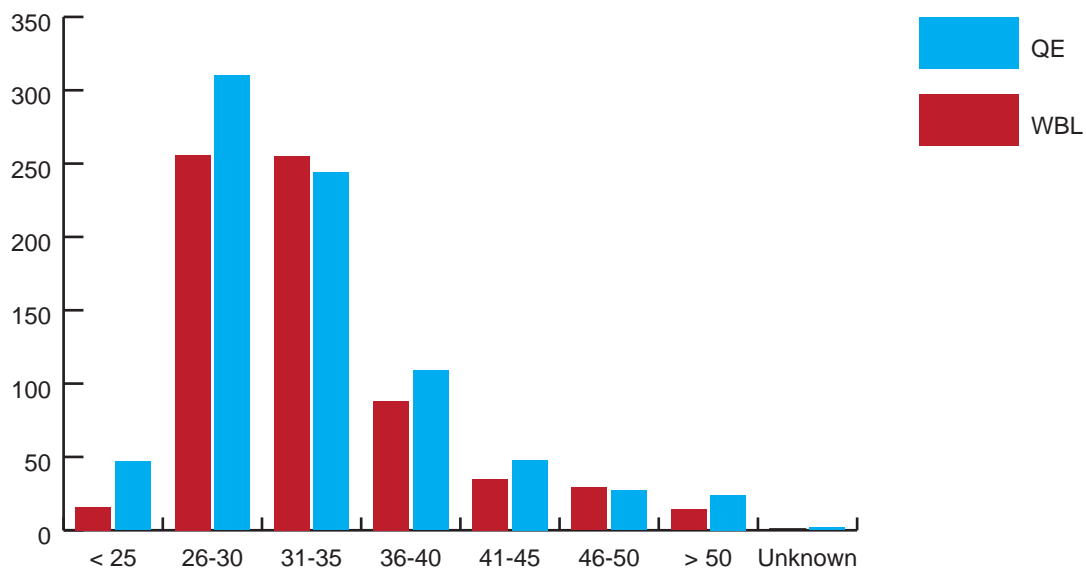
### Refused applications



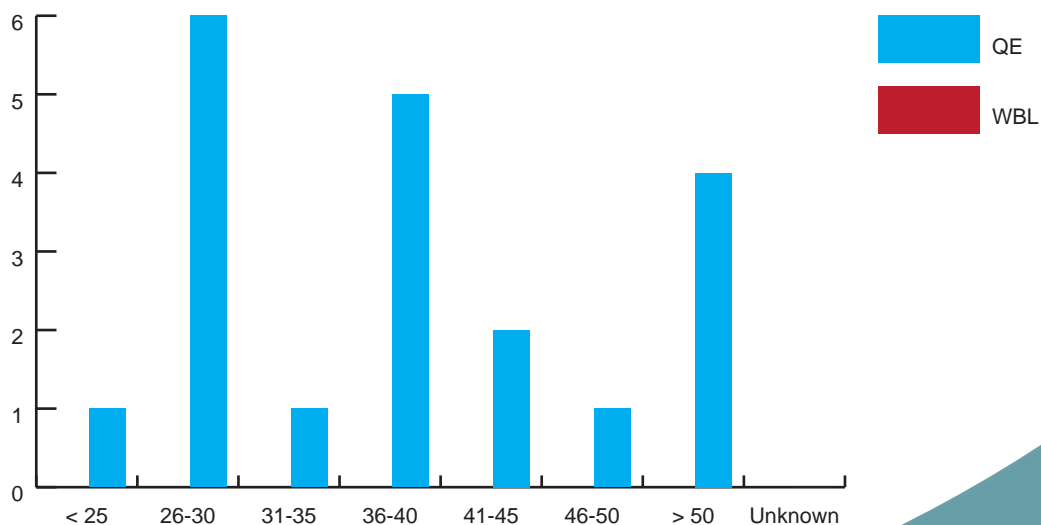
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## Age

### Approved applications



### Refused applications

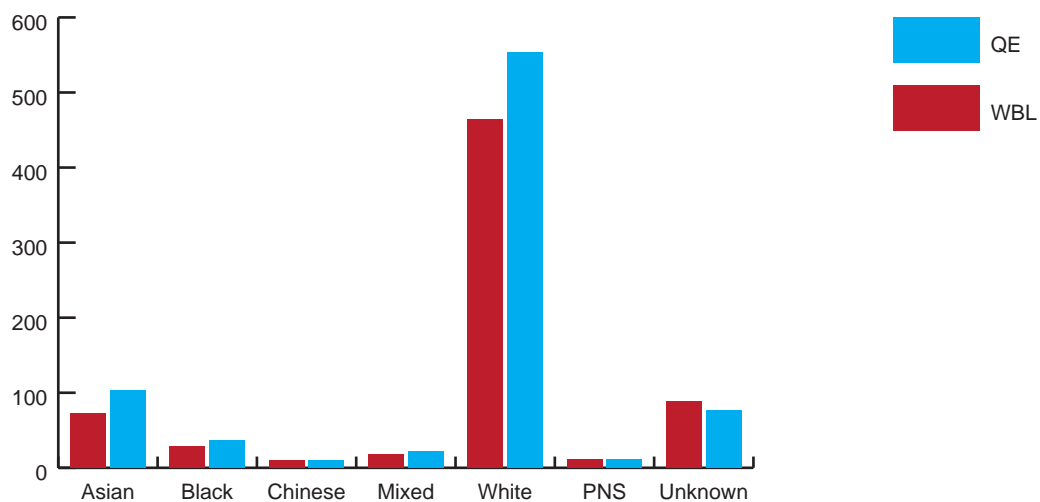




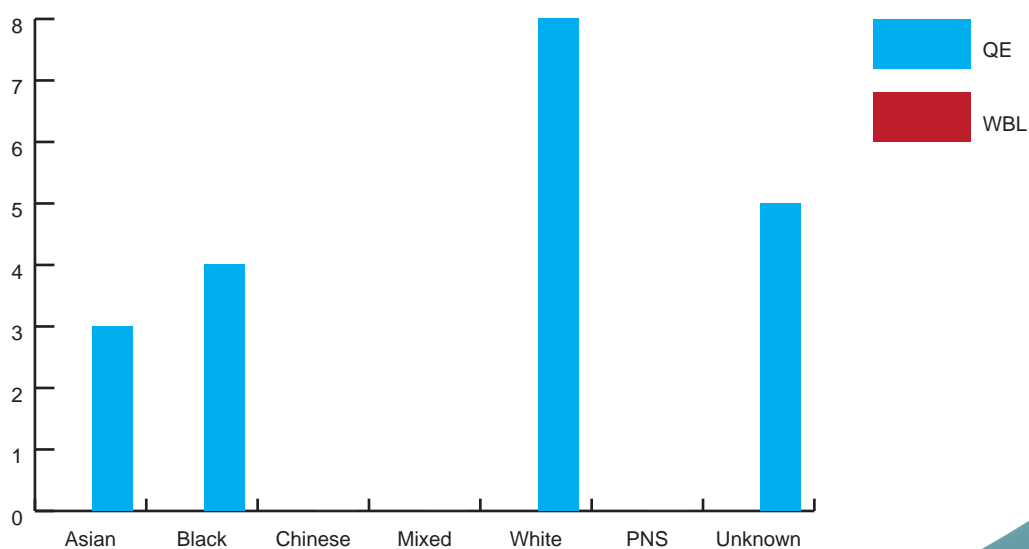
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## Ethnicity

### Approved applications

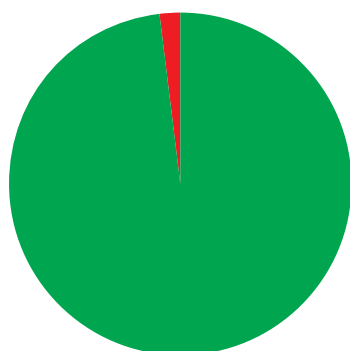


### Refused applications



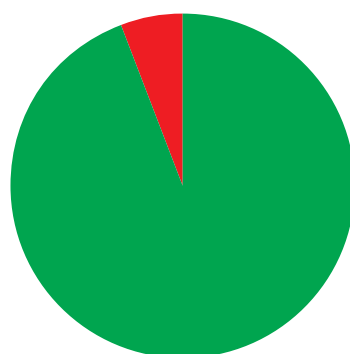
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## Decision Data, Asian Applicants



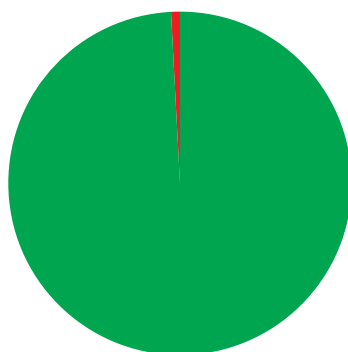
 Declined  
 Approved



## Decision Data, Black Applicants



 Declined  
 Approved

## Decision Data, White Applicants



 Declined  
 Approved