

## **CILEx Regulation Exemptions Policy**

### Purpose:

1. This policy sets out the exemptions policy at CILEx Regulation, which enables individuals seeking authorisation to rely on previously completed qualifications where those qualifications are set and assessed at the same or a higher level than the minimum authorisation requirements.
2. A fee may be charged for making a qualifications exemption application.

### Recognition of Authorised Persons authorised by other Legal Services Regulators in England and Wales

3. CILEx Regulation recognises the Authorised Person status of individuals who have been admitted to other regulatory bodies. To make an application to become a CILEx Practitioner, the applicant should submit the following information to CILEx Regulation:
  - a. Certified copy of practising certificate
  - b. An application form and completed prior conduct declaration

### Recognition of Chartered Legal Executive Apprenticeship

4. Chartered Legal Executive Apprentices who have successfully completed their apprenticeship may apply for admission. To make this application, the apprentice should submit the following information to CILEx Regulation:
  - a. Chartered Legal Apprenticeship certificate
  - b. A copy of the Employer Declaration confirming qualifying employment requirements have been met
  - c. An application form and completed prior conduct declaration

### Recognition of exemptions:

5. A qualification may meet all or part of the minimum technical knowledge elements required for authorisation.
6. Certain qualifications meet all the technical knowledge requirements\* in a specialist area of practice, these are:
  - a. Legal Practice Course\*\*
  - b. Bar Professional Training Course/Bar Vocational Course

Successful completion of either of these courses exempt applicants from the technical knowledge elements required to become a Chartered Legal Executive.

\*There are experience, competence and suitability requirements that must be met before an applicant can be authorised.

\*\*For applicants who are seeking litigation and advocacy authorisation, an additional advocacy course is required.

7. Other qualifications meet some of the technical knowledge requirements, including qualifying and non-qualifying law degrees.

8. In order to rely on a unit or module within a qualification, the applicant must demonstrate that they have:
  - a. Passed the qualification
  - b. Completed the relevant unit/module within the qualification
9. Where the qualification is made up of multiple levels of difficulty, the exemption will be granted at the level of the final qualification.
10. Exemptions cannot be granted where the level of the qualification is assessed at a lower level than the unit/module for which the exemption will be granted.

CILEx's role in the administration of exemptions

11. CILEx provides qualifications which meet the technical knowledge requirements for admission as a Chartered Legal Executive. This process is overseen by CILEx Regulation to ensure that the exemptions policy is administered in accordance with regulatory requirements.
12. Where an applicant is seeking a partial exemption from a CILEx qualification, the applicant should consider the above policy, but the application for exemption will be administered under CILEx's Exemptions Policy.

VP/30 July 2019