

Online application submissions

Guidance for Work Based Learning applicants (new applicants)

To apply for Fellowship, you must complete and submit for assessment:

- a Fellowship via Work Based Learning Application Form,
- a portfolio of your work,
- a signed reference from your employer and
- a non-refundable assessment fee.

The new online application submission process will require you to email your application form (unsigned), work based learning portfolio and reference to CILEx Regulation at wblapplications@cilexregulation.org.uk. If you have received a Qualifying Employment decision letter confirming your eligibility to apply for Fellowship, it is useful if you can provide that to us as part of the submission.

On receipt of the application, CILEx Regulation will complete our initial administrative checks for eligibility. Once we are able to determine whether you are ready to make an application for Fellowship, in accordance with the Application for Fellowship Rules, we will send you an invoice for the application fee and make arrangements for your application form to be sent to you and your supervisor using Adobe sign so that you can provide authenticated signatures on the applicant and employer declaration sections respectively.

A field is being added to the application form at part 4 so that you can provide us with contact details for your supervisor. If you have not used the latest version of the application form, please provide an email address for your referee in the email you send to us attaching the relevant parts of your application.

References

As part of your online application submission, you will need to provide a reference from your supervisor in support of your application. The reference should be on headed paper, signed and dated by your supervisor. The reference should include your supervisor's name and qualification, and they should comment on the following:

- your knowledge, experience and duration of your work
- your ability to work independently
- your ability to work competently in your area of practice and
- your suitability for Fellowship.

CILEx Regulation Limited

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Professional Standards For Specialist Lawyers





We also ask that your supervisor provides a contact email address for themselves in the reference so that they can be contacted by CILEx Regulation for the purpose of authenticating the reference using Adobe sign.

Guidance for Work Based Learning applicants (applicants with ongoing submissions)

If you have already submitted your application for Fellowship and have been asked for some additional information by an assessment officer, we will accept these further submissions by email to wblapplications@cilexregulation.org.uk

Logbook sheets (for new and ongoing submissions)

In place of the current requirement for you and your supervisor to countersign each logbook sheet, CILEx Regulation has created a logbook sheet declaration which you and your supervisor can complete to cover all the logbook sheets and evidence submitted. There is no requirement to sign the logbook sheets on submission.

You should detail the name of the supervisor that supervised that piece of work within your logbook sheet. You only need to write their name in the supervisor box at the bottom of the logbook sheet.

When you send in your application online, please clearly write the name and the email addresses of any supervisors in your covering email, as we will contact them to countersign the logbook sheets. It would be helpful if you could also confirm which Outcomes they supervised you for.

On receipt of your submission email, CILEx Regulation will acknowledge the submission and send a short declaration to you and your supervisor to sign to verify that the work provided is your own and that your supervisor has reviewed this before it was submitted to CILEx Regulation.

On receipt of digital signatures from both you and your supervisor, CILEx Regulation will proceed to review your application.

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