

Chartered Legal Executive External Quality Assurance Annual Report 2019

Introduction

CILEx Regulation was appointed to act as the External Quality Assurer for the Chartered Legal Executive Apprenticeship in October 2018.

The Admissions and Licensing Committee has oversight responsibility for CILEx Regulation's role as External Quality Assurer for the Chartered Legal Executive Apprenticeship.

This report provides a review of the work CILEx Regulation has conducted in the role during 2019.

Work completed during 2019

In May 2019, CILEx Regulation completed a readiness check with CILEx, who are the End Point Assessment Organisation (EPAO), and provided an action plan and risk rating to the Institute for Apprenticeships and Technical Education (IFATE) in July 2019 in accordance with the guidance provided by the Institute.

CILEx Regulation has monitored CILEx's progress with the action plan and set a date for the first review in February 2020.

Six apprentices completed the Chartered Legal Executive Apprenticeship in 2019. CILEx Regulation received training from the Institute in the use of its online CRM, Qualitas and future reports will be submitted through this portal.

CILEx Regulation participates in the monthly relationship meetings chaired by the IFATE.

Forward look

In 2020, CILEx Regulation plans to undertake two review visits to ensure that the Chartered Legal Executive Apprenticeship is being completed in accordance with the Standard, Assessment Plan and relevant IFATE guidance.

CILEx Regulation will also respond to the consultation issued by the Institute in March 2020.