

**"A GUIDE TO
QUALIFYING
EMPLOYMENT AND
WORK BASED
LEARNING"**

**THANK YOU FOR JOINING US.
THE SESSION WILL BEGIN SHORTLY.**



CILEx REGULATION

CILEx WEBINAR

How do I become a Fellow?

1. Academic stage
2. Qualifying Employment
3. Demonstrate competence (Work Based Learning)
4. Satisfy character and suitability requirements
5. Admission




1. The Academic Stage

CILEx qualifications

- CILEx Level 3 Diploma in Law and Legal practice & CILEx Level 6 Higher Diploma in Law and Legal Practice;
Or
- LLB (qualifying law degree) & CILEx Level 6 Diploma in Legal Practice (Graduate Fast Track Diploma)

Other qualifications

- LLB (qualifying law degree) & either LPC or BPTC



2. Qualifying Employment



Qualifying employment has a specific definition in our rules and means:

- Your work is “wholly legal” for at least 20 hours per week; **and**
- Your work is supervised by an authorised person as defined by s.18 Legal Services Act 2007

What counts as legal work?

- taking instructions
- advising and making recommendations
- drafting documents
- undertaking legal research
- corresponding with the parties to an action or transaction
- making decisions in a legal matter based on legal principles or rule of law
- representing in negotiations and submissions.

What doesn't count as legal work?

- Typing from dictation
- Photocopying
- Filing
- Bookkeeping duties
- Document production
- Companies House returns
- File maintenance
- Data entry
- Office management
- Dealing with complaints

Does time spent undertaking work relating to foreign jurisdiction count?

- It can do, but anything over 5% would be referred to Admissions and Licensing Committee.
- Common law jurisdiction work is more likely to be accepted than civil law or religious law but all can be considered.

How do CILEx Regulation calculate Qualifying Employment?

Number of contractual hours x Percentage of time spent undertaking legal work
= Number of hours spent on legal work each week

Example:

40 (contractual hours) x 75% (time spent on legal duties) = 30 (hours spent undertaking legal work)

Does the LPC or BPTC count towards Qualifying Employment?

- A period of up to 43 weeks (10 months) spent in attendance on an LPC or BPTC course will be treated as qualifying employment, provided the qualification was passed.
- Where the LPC or BPTC is studied part time while you are employed in a role deemed to be Qualifying Employment, you will not be able to rely on the course as Qualifying Employment also.



Supervision

What is suitable supervision for Qualifying Employment?

- An authorised person, as defined by s.18 of Legal Services Act 2007.
- Ideally, supervision by an authorised person should be direct e.g. your line manager or Head of Department
- The Admissions and Licensing Committee is able to consider other types of supervision.

When will I be eligible to apply for Fellowship?

Applications for Fellowship can only be made by Graduate Members of CILEx who:

- are currently in qualifying employment;
- have at least 3 years qualifying employment, of which at least 12 months have been served in the Graduate grade of membership; and
- have been in qualifying employment for 2 consecutive years immediately preceding the date of the application.



How do breaks affect my eligibility?

- A break is time spent out of Qualifying Employment.
- Reasons for breaks include, but are not restricted to, periods of; Sick Leave, Maternity Leave, Paternity Leave and Furlough.
- Consider the length of the break – was it over 12 months?

How do I apply?

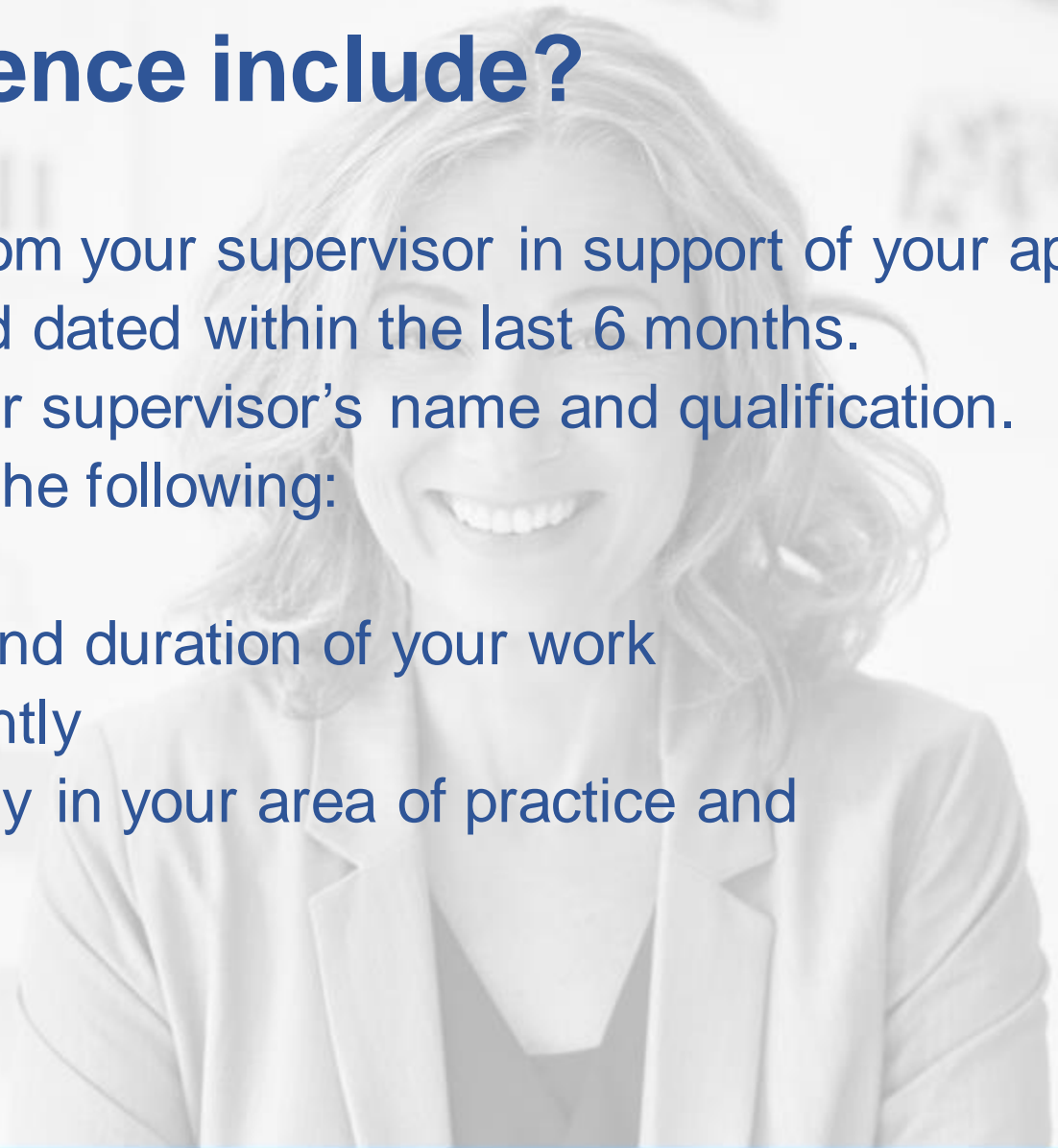
CILEx Regulation are able to confirm how much Qualifying Employment you have completed and the date you may be eligible to apply for Fellowship using the Qualifying Employment application.

To apply for this assessment should submit:

- your completed Qualifying Employment Application Form
- a reference from your supervisor
- the non-refundable assessment fee

What should the reference include?

- You should submit a reference from your supervisor in support of your application
- It should be on headed paper and dated within the last 6 months.
- The reference should include your supervisor's name and qualification.
- The referee 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





**3. Demonstrating
competence
(Work Based
Learning)**

What do I need to demonstrate?

- Application of the law and legal practice
- Communication skills
- Client Relationships
- Planning and managing work
- Understanding the business environment that you work in
- Professional conduct
- Self-development
- Working with others

How do I build my portfolio?

- For each example, you will need to submit a completed logbook sheet and supporting evidence.
- The Outcomes must be achieved whilst you are in Qualifying Employment and within 2 years prior to the date of your application.
- You should provide 2 different examples of meeting an Outcome, rather than providing 2 examples of the same type (e.g. you should not provide 2 examples of applying the same piece of law for Outcome 1.1, or 2 examples of giving the same type of legal advice)

How do I complete the logbook sheets?

- You should fully explain in the logbook sheet how you have met the Outcome and how the evidence shows that you have met Outcome.
- The evidence you provide simply supports what you say in the logbook sheet.

What supporting evidence do I need?

- Redacted photocopies of letters, telephone attendance notes, client attendance notes and documents/reports.
- Do not use internal file notes or notes prepared for your own purpose.
- The evidence that you provide must be your work.
- The evidence must not be older than 2 years prior to the date that you apply for Fellowship.

What if I am unable to provide evidence?

Work Based Learning applications are evidence-based applications, and where it is not possible to provide evidence, then you are able to provide a Personal Statement.

You can submit a maximum of 5 Personal Statements (no more than 1 per outcome).

If you submit a personal statement you must provide an explanation as to why you are unable to provide evidence from your file.

Who can sign off my portfolio?

- Anyone who has supervised or instructed you in relation to the work can countersign the logbook sheets that refer to that work as evidence.
- The individual signing the logbook sheets is asked to confirm that the information contained in them and the supporting evidence is your work.
- If you are using evidence from a previous role as evidence, it must be countersigned by your supervisor in that role.

How can I get additional support on the outcomes and what evidence to provide?

- Work Based Learning Handbook
- CILEx Regulation Week-by-Week Guidance



How do I apply?

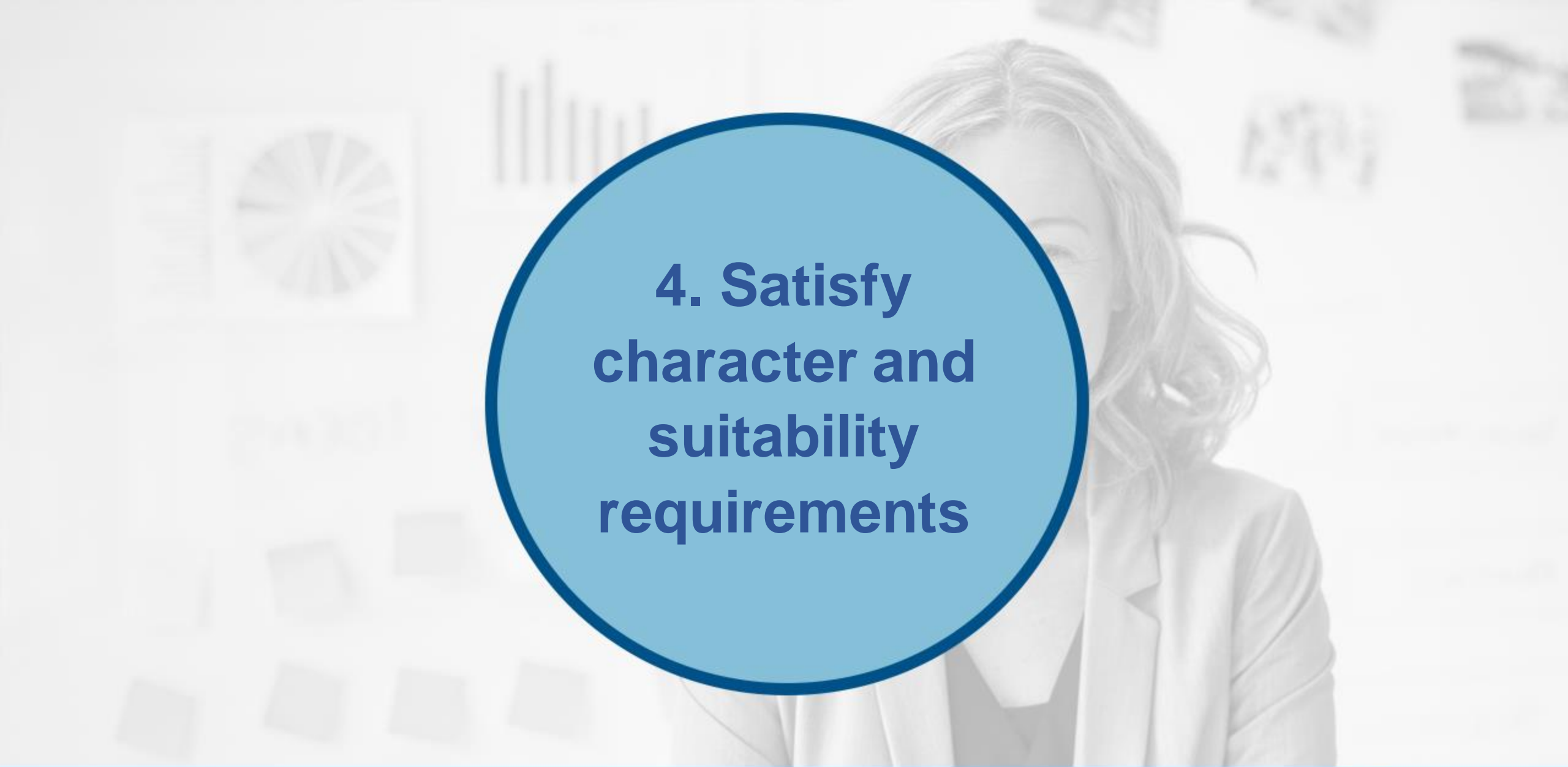
Once you are in Qualifying Employment, eligible to apply and have completed your portfolio you can apply for Fellowship.

To do this you should submit:

- your completed Fellowship Application Form
- a reference from your supervisor
- your Work Based Learning portfolio
- a copy of the letter from CILEx Regulation confirming your Qualifying Employment
- the non-refundable assessment fee

Covid-19 and applications

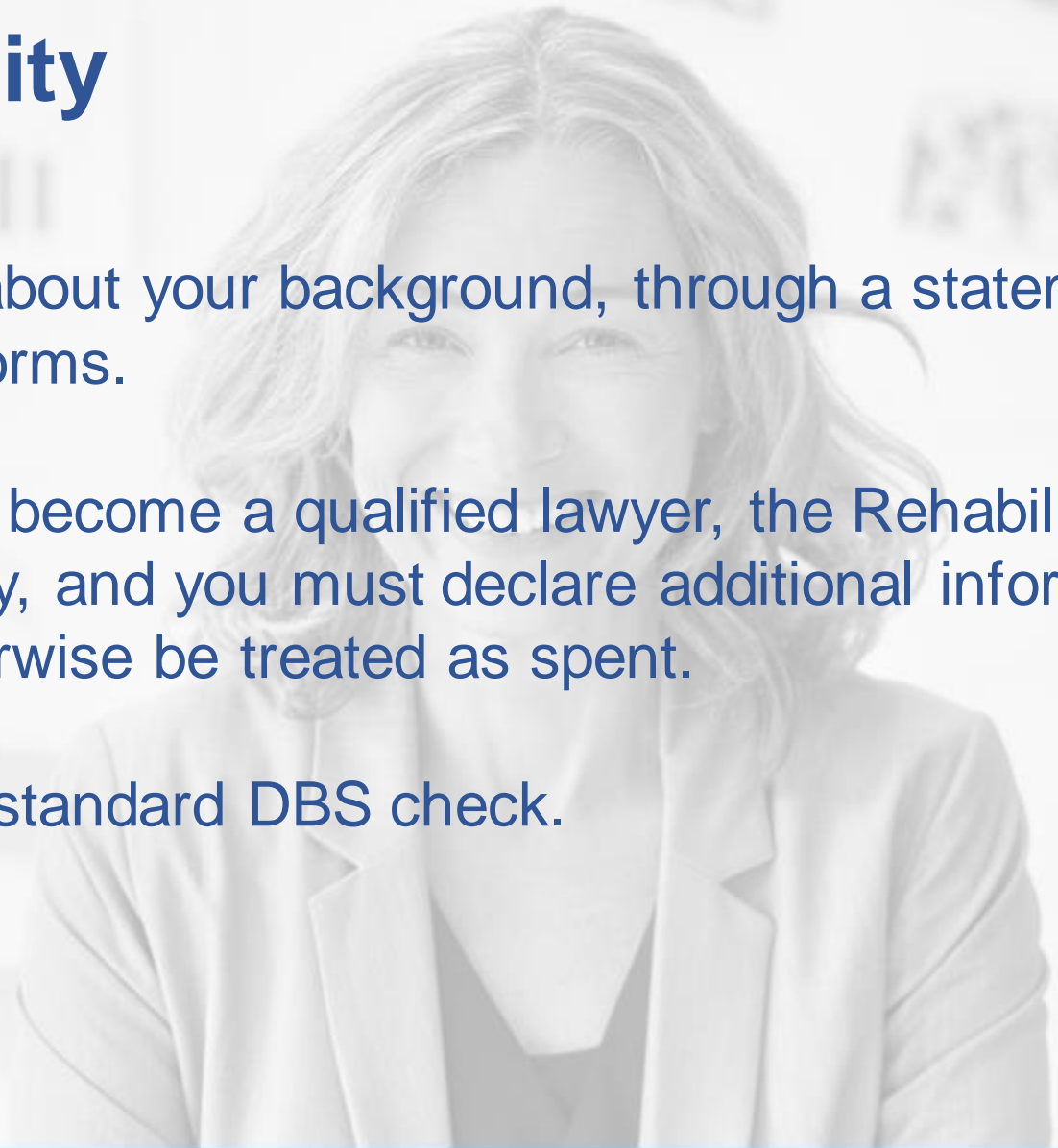
- Qualifying Employment applications should be sent to: qeapplications@cilexregulation.org.uk
- Work Based Learning portfolio applications should be sent to: wblapplications@cilexregulation.org.uk
- Please provide a contact email address for your supervisor, and anyone else signing off your application, so that we can request verified signatures.
- You will be invoiced for the application on receipt. Payment is requested by BACS or credit/debit card over the telephone.



**4. Satisfy
character and
suitability
requirements**

Character and Suitability

- We will ask you some questions about your background, through a statement of prior conduct on the application forms.
- As Fellowship is an application to become a qualified lawyer, the Rehabilitation of Offenders Act 1974 does not apply, and you must declare additional information about convictions that would otherwise be treated as spent.
- You may be asked to complete a standard DBS check.





5. Admission

Summary

- CILEx Regulation review 4 key things when considering if an applicant should be admitted as a Fellow
- The calculation of time spent on legal duties over a typical week
- Review the Work Based Learning Handbook and Week-by-Week guidance for help with your portfolio
- Submit your application to CILEx Regulation online
- Any questions, please email us at applications@cilexregulation.org.uk

THANK
YOU FOR
JOINING
US!

FOLLOW US ON SOCIAL MEDIA FOR
MORE INFORMATION AND CILEx
ONLINE EVENTS:



@CILExLawyers



/CILExFan



@CILExHQ



Chartered Institute of Legal Executives