



**RECOGNITION OF PRIOR LEGAL
QUALIFICATIONS AS PART OF YOUR
APPLICATION TO BECOME A
CHARTERED LEGAL EXECUTIVE OR
CILEx PRACTITIONER**

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Introduction

NOTE: this handbook does not cover qualifying law degrees or other qualifications that only partially meet the technical knowledge requirements set out in the education standards. Applicants who have further academic study to complete in order to fully meet the technical knowledge requirements should contact an approved training provider to seek exemption for their qualification.

Applicants who believe that they hold pre-existing qualifications which meet all of the technical knowledge requirements set out in the education standards¹ without the requirement for further study, but where the qualifications are not approved qualifications, may apply to CILEx Regulation to have the qualifications mapped against the standards. Where the qualifications held fully meet the technical knowledge set out in the education standards, the qualification will be treated as an approved qualification for the purposes of authorisation.

Our regulated activity includes overseeing the education, qualification and practice standards of Chartered Legal Executives who qualify with a right to practice independently in their specialist area.

In carrying out this work we focus education and training on requirements provided by qualifications and training providers, which ensures our competence standards are maintained.

Our education standards focus on:

- **Knowledge and skills** – having met the technical knowledge requirements defined in the education standards; and
- **experience** -undertaken a minimum of three years' [qualifying employment](#); and
- **competence** - demonstrated competence in the work-based learning outcomes - a competence- based assessment assessed directly by CILEx Regulation

In order to become a qualified lawyer, authorised by CILEx Regulation, you will need to demonstrate that you have met all of the knowledge, skills, experience and competence elements which are set out in the CILEx Regulation education standards.

The standards are set out by legal specialism, so you will first need to decide which area of legal practice you intend to practice in and select the appropriate standard for you. These are:

[provide links to standards and accompanying handbooks - to be added once application has been approved and these are live on the CILEx Regulation website]

- Civil Litigation & Advocacy
- Criminal Litigation & Advocacy
- Family Litigation & Advocacy
- Conveyancing
- Probate Practice
- Immigration
- Employment practice

¹ The education standards are set out in the Practitioner Authorisation Rules and the accompanying Annexes by specialism – *once this application has been approved links to the standards from the website will be inserted into the document*

➤ Business practice

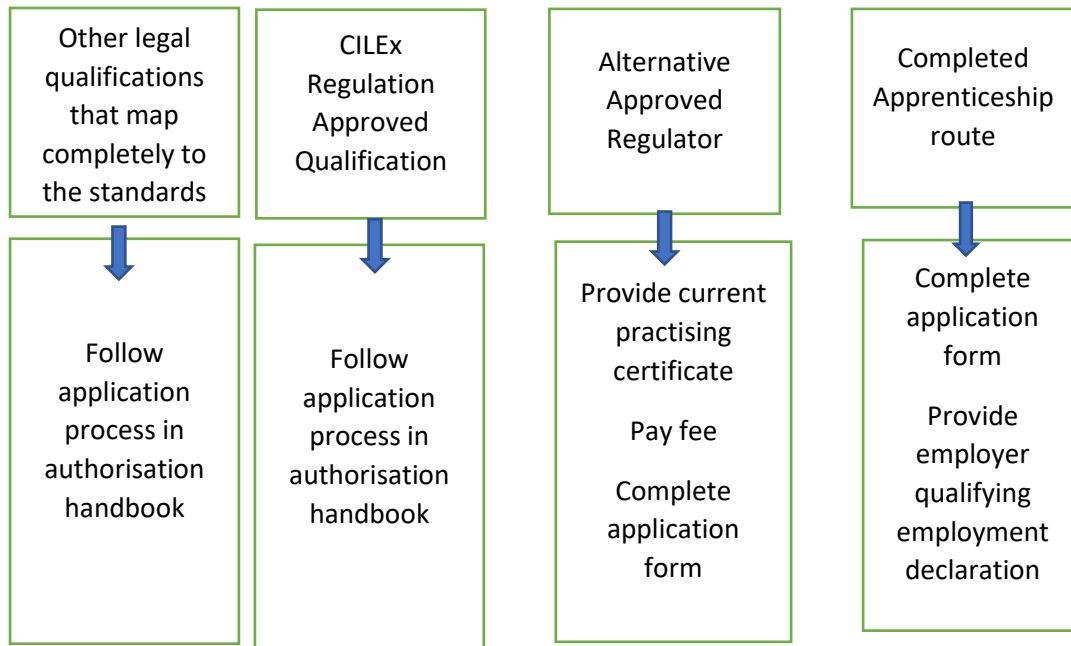
If you do not want to work in one of these areas, then you will be able to obtain a general qualification as a Chartered Legal Executive. Information on the standards which apply to this route can be found at:

➤ General route

If you are an authorised person, recognised by another approved regulator, we will admit you as a Chartered Legal Executive in the relevant specialist area.

There are a number of ways in which you can be granted recognition of prior legal qualifications from the technical knowledge requirements to become a Chartered Legal Executive in your specialist area, these are outlined below and are further explained in the subsequent sections of the handbook:

Outline of recognition of prior legal qualifications options:



How to have your legal qualifications recognised as part of becoming a Chartered Legal Executive

Introduction to the qualifications process at CILEx Regulation

Having chosen the specialist route that you would like to follow, you will need to demonstrate that you have the requisite knowledge & skills, experience and competence.

How CILEx Regulation assesses experience and competence can be found in the relevant specialist handbook (see links on previous page).

This handbook explains how CILEx Regulation will review the legal knowledge and skills that you have gained through your academic study and how this relates to the minimum knowledge and skills requirements that CILEx Regulation has defined for each specialism within the relevant handbook.

We call this the 'technical legal knowledge' requirements.

Recognition of legal knowledge and skills

To evidence your technical legal knowledge to CILEx Regulation as part of the authorisation process you must provide a certificate of successful completion of an approved qualification or have your legal qualifications mapped against the standards by CILEx Regulation.

Approved qualifications:

CILEx Regulation approves legal qualifications which fully meet our technical knowledge requirements. A full list of approved qualifications can be found [here].

If your qualification is on the list of approved qualifications, then you can apply to become a Chartered Legal Executive in your specialist area by:

- Providing a certified copy of your qualification certificate
- Demonstrating your experience as required for your specialist area, the experience requirements are set out in the specialist handbooks [see link above]
- Completing the application form
- Paying the fee

Other legal qualifications:

If you hold legal qualifications which you believe fully meet the technical knowledge qualifications set out in the education standards, you may apply to have those qualifications mapped by CILEx Regulation.

To have your qualifications mapped, you should provide CILEx Regulation with the following:

- A certificate that shows you have successfully completed the qualification
- Transcripts of your results for each module/unit within the qualification
- Syllabus for each module/unit within the qualification on which you would like to rely
- Pay the fee

If the mapping demonstrates that you fully meet the requirements for technical knowledge set out in the standards, then CILEx Regulation will treat these qualifications as approved qualifications and you will be able to apply to become a Chartered Legal Executive in your specialist area by:

- Providing a certified copy of your qualification certificate

- Demonstrating your experience as required for your specialist area, the experience requirements are set out in the specialist handbooks [see link above]
- Completing the application form
- Paying the fee

If you are an authorised person of another approved regulator

If you are an authorised person with another approved regulator, we may be able to admit you to become a Chartered Legal Executive in your specialism without reassessment of knowledge & skills, experience and competence, subject to you meeting our pre-authorisation checks in relation to prior conduct.

If you would like to follow this route, please provide:

- Current practising certificate
- A completed application form
- Application fee (which will cover your 1st practising fee with CILEx Regulation if you are admitted).

If you have completed the Chartered Legal Executive Apprenticeship

If you have completed a Chartered Legal Executive Apprenticeship we will be able to admit you to become a Chartered Legal Executive in your specialism without reassessment of knowledge & skills, experience and competence, subject to you meeting our pre-authorisation checks in relation to prior conduct.

If you would like to follow this route, please provide:

- Current practising certificate
- Completed application form
- A copy of the employer declaration in relation to qualifying employment

Fees

This section of the handbook outlines the recognition of prior legal qualifications fees that will be charged for CILEx Regulation in relation to admission as a Chartered Legal Executive in your specialist area.

Approved qualifications

Where the applicant holds an approved qualification, there will be no recognition of prior legal qualifications fee charged, application fees for admission are set out in the relevant specialist handbook, which can be found [here].

Non-approved qualification mapping fee

There will be a fee charged to map prior legal qualifications held by applicants.

Authorised Person from another approved regulator

Where an application is from an authorised person with another approved regulator, the applicant will be charged the equivalent of the current year's practising fee [see here].

Chartered Legal Executive Apprentices

Where the applicant has completed a Chartered Legal Executive apprenticeship, this will be treated as an approved qualification and no recognition of prior legal qualifications fee will be payable.

Fee increases

Fees will be reviewed periodically to ensure that they are maintained in line with inflation and/or the cost of completing the administration of the recognition of prior legal qualifications.