



# Admissions & Licensing **Annual Report 2020**

## Chairman’s Foreword

Kath Hill, Chair of Admissions & Licensing Committee

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When I wrote my last foreword in 2019, I could not have imagined what was to come in the following year. The last meeting which the Committee had in person was February 2020 and when bidding farewell until the next time, no one could have predicted that in fact the group would not be together again physically.

It is to everyone’s credit that the Committee, with the organisational skills of the Administration Team were able to start receiving applications electronically and hold remote meetings by May.

Last year, we welcomed a new lay member who brings a wealth of experience from an education background. We also, sadly, had to say goodbye to two of our longer serving members in December. I would like to thank Angela Ringguth and Cheryl Ward for their contributions over the years.

I would like to thank my fellow Committee members who stood in as Chair at times when I had to take a back seat last year, they did a brilliant job which illustrates the Committee is in safe hands going forward.

CILEX members and other applicants have clearly suffered during the pandemic, with furlough and redundancies causing delays in them being able to apply for fellowship and this in turn has meant fewer applications. Nevertheless, CILEX future looks strong within the legal landscape so I am hopeful that those who have been affected can quickly make the time up and progress their career.



## Introduction

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The Admissions and Licensing Committee has oversight responsibility for a range of individual authorisation functions as follows:

- authorisation as a Chartered Legal Executive
- authorisation to practise advocacy in one or more areas of specialism
- authorisation to practise reserved activity in one or more areas of specialism

This report provides an analysis of the decision making of both the office and the committee across the areas of responsibility. The report is divided into four sections to reflect the decision making which fell within the committee’s remit:

- qualifying employment decisions and authorisation as a Chartered Legal Executive
- authorisation for individual practice rights
- authorisation for advocacy
- analysis of decision-making based on age, gender and ethnicity

The committee met six times in 2020. Due to the Covid-19 pandemic, five of the meetings were held virtually.

## Qualifying Employment and authorisation as a Chartered Legal Executive

Qualification as a Chartered Legal Executive is comprised of two parts:

- Three years of qualifying employment; and
- Assessment of competence through submission of a work-based learning portfolio

### In 2020:

- **790** applications for qualifying employment assessment were processed
- **539** applications for authorisation as a Chartered Legal Executive were processed

<i>Office decisions by application type</i>	Approved	Refused	Total
Qualifying Employment	598	15	613
Work Based Learning	538	1	539
Total	1136	16	1152

The office has delegated authority to decide applications. Where the office is unable to make a decision, this is referred to the committee.

<i>Committee decisions by application type</i>	Approved	Refused	Total
Qualifying Employment	154	23	177
Work Based Learning	0	1	1
Total	154	24	178

- **178** of the 1,330 applications approved were determined by the committee (13%)
- **100%** approval decisions made by the committee related to the assessment of work experience as qualifying employment

### Authorisation to practise in one or more reserved activities

CILEx Regulation is able to authorise individuals to practise in one or more reserved activities, subject to applicants meeting the essential knowledge, skills, experience and competence requirements.

In 2020:

- **18** applications for authorisation in one or more reserved activities were determined.
- **31** new applications were received, with 34 applications deferred until 2021, awaiting further information from the applicant.
- the most popular areas of practice continue to be conveyancing and civil litigation, although it has been noted that probate is becoming more popular with applicants.

## Authorisation to practise advocacy

CILEx Regulation can authorise individuals to conduct advocacy in one or more of the following areas of practice; civil proceedings, criminal proceedings or family proceedings, subject to applicants meeting the essential knowledge, skills, experience and competence requirements.

There are two parts to the application process:

- initial assessment of knowledge, skills and experience which provides the applicant with a certificate of eligibility; and
- attendance at a six-day training course, at the end of which, the applicant is assessed for full competency in advocacy for the relevant proceedings.

In 2020, the following applications for authorisation as an advocate in one or more of the proceedings were processed:

	Civil	Criminal	Family	Total
New applications received	0	3	6	9
Certificates of Eligibility Granted	0	1	6	7
Advocacy courses run	0	0	1	1
New advocates admitted	4	6	3	13
Renewals processed	3	8	15	26

**One** criminal proceedings advocacy certificate renewal application was referred to the committee for decision. The application was approved.

### Analysis of equality and diversity data for 2020 applications

In 2020, CILEx Regulation began to redact applicant details from applications that are referred to the Admissions and Licensing Committee.

As part of this Annual Report, we have reviewed the diversity data for individual authorisation applications processed in 2020, in relation to gender, age and ethnicity, to consider the overall impact of decision making on several groups with protected characteristics.

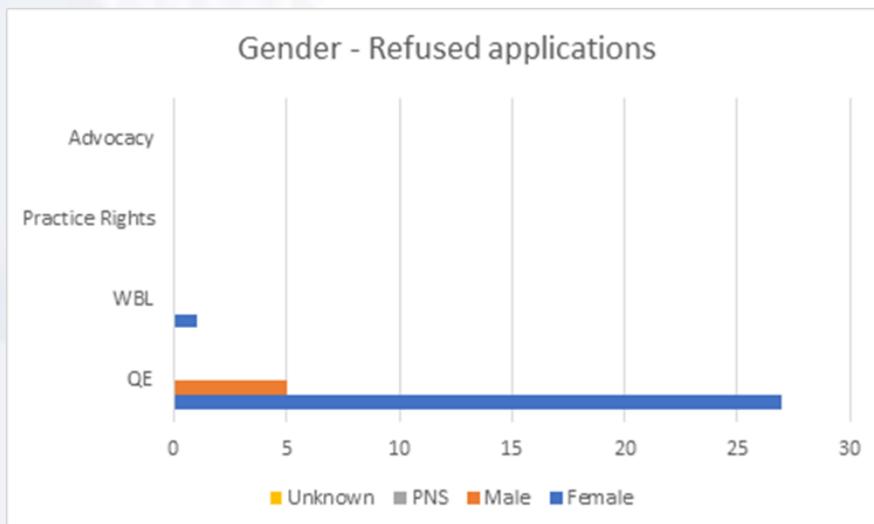
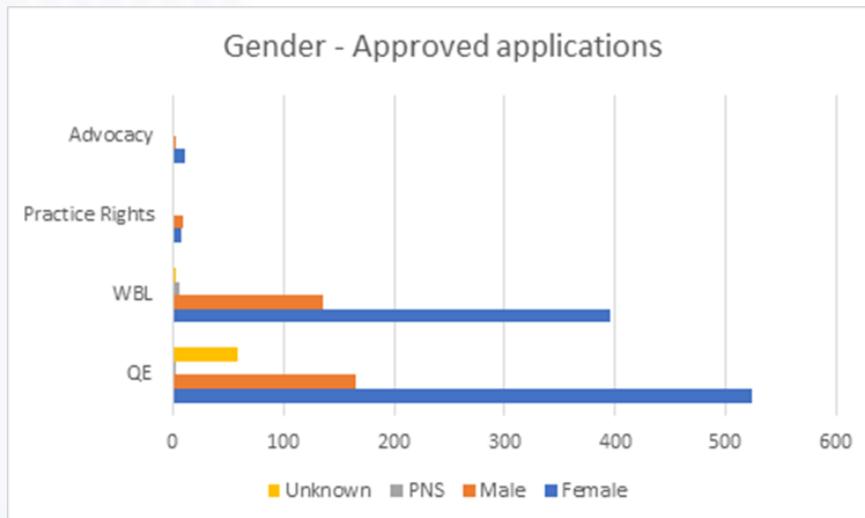
As noted in previous years, the percentage of refused applications as a total of all applications received was very small (3%) and therefore findings may be of limited value.

- As in previous years, the approvals and refusals by gender reflect the male: female ratio for the CILEx membership
- The majority of applications were again received from applicants aged between 26 and 35
- Those aged between 26-30 are most likely to be approved
- The majority of applicants were white

## Gender

<i>Gender for approved applications</i>	QE	WBL	Practice Rights	Advocacy
Female	524	395	8	10
Male	166	135	9	2
Prefer not to say	3	6	0	1
Unknown	59	2	1	0

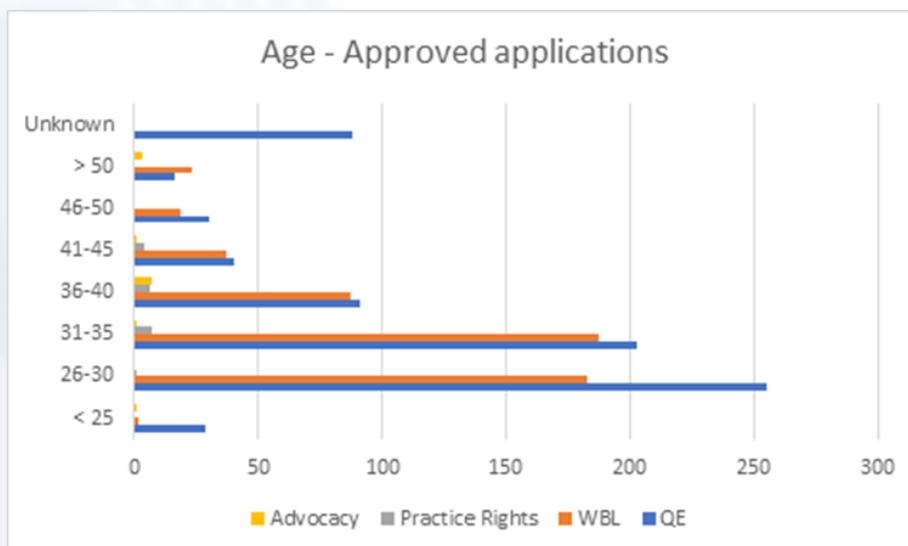
<i>Gender for refused applications</i>	QE	WBL	Practice Rights	Advocacy
Female	27	1	0	0
Male	5	0	0	0
Prefer not to say	0	0	0	0
Unknown	6	0	0	0

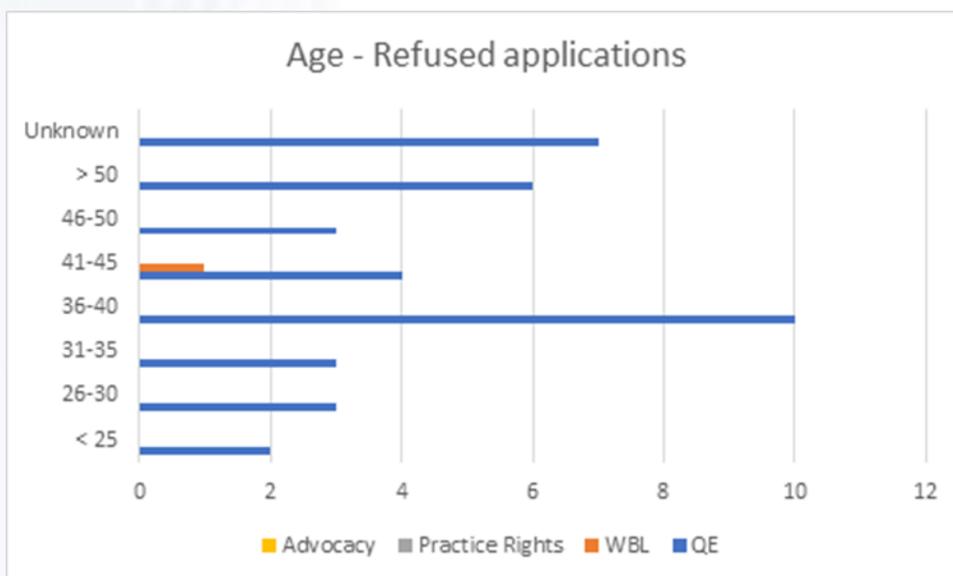


## Age

<b>Age for approved applications</b>	QE	WBL	Practice Rights	Advocacy
< 25	29	2	0	1
26-30	255	183	1	0
31-35	203	187	7	1
36-40	91	87	6	7
41-45	40	37	4	1
46-50	30	19	0	0
> 50	16	23	0	3
Unknown	88	0	0	0

<b>Age for refused applications</b>	QE	WBL	Practice Rights	Advocacy
< 25	2	0	0	0
26-30	3	0	0	0
31-35	3	0	0	0
36-40	10	0	0	0
41-45	4	1	0	0
46-50	3	0	0	0
> 50	6	0	0	0
Unknown	7	0	0	0

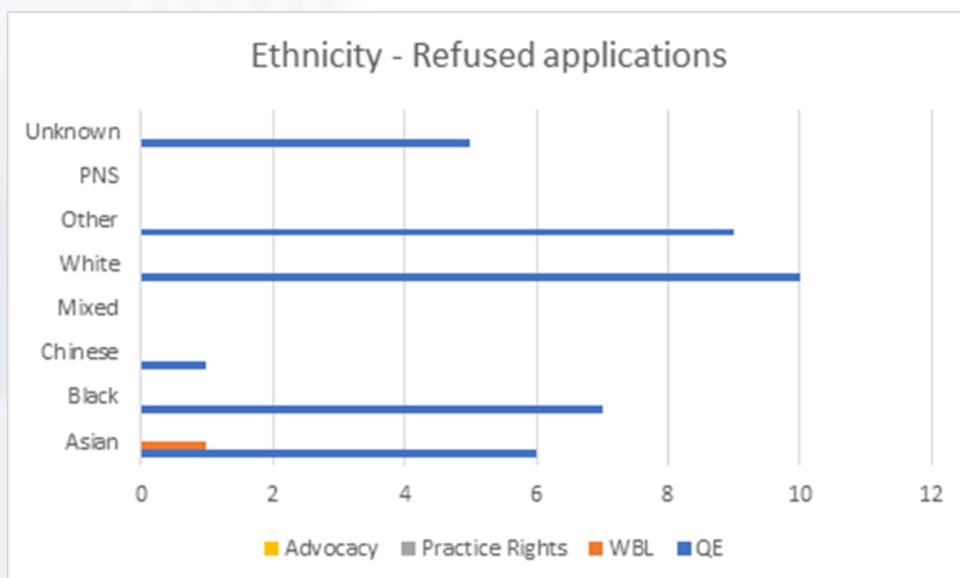
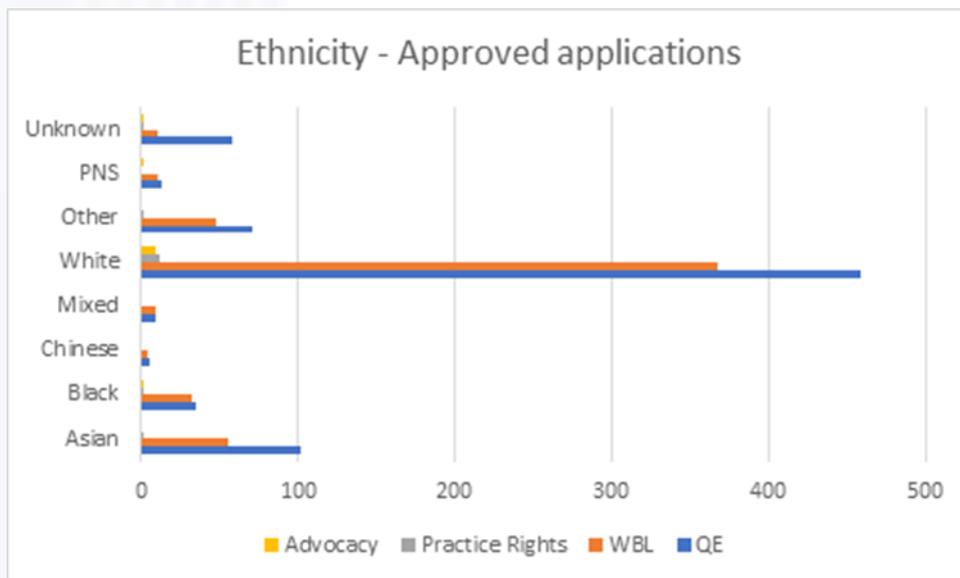




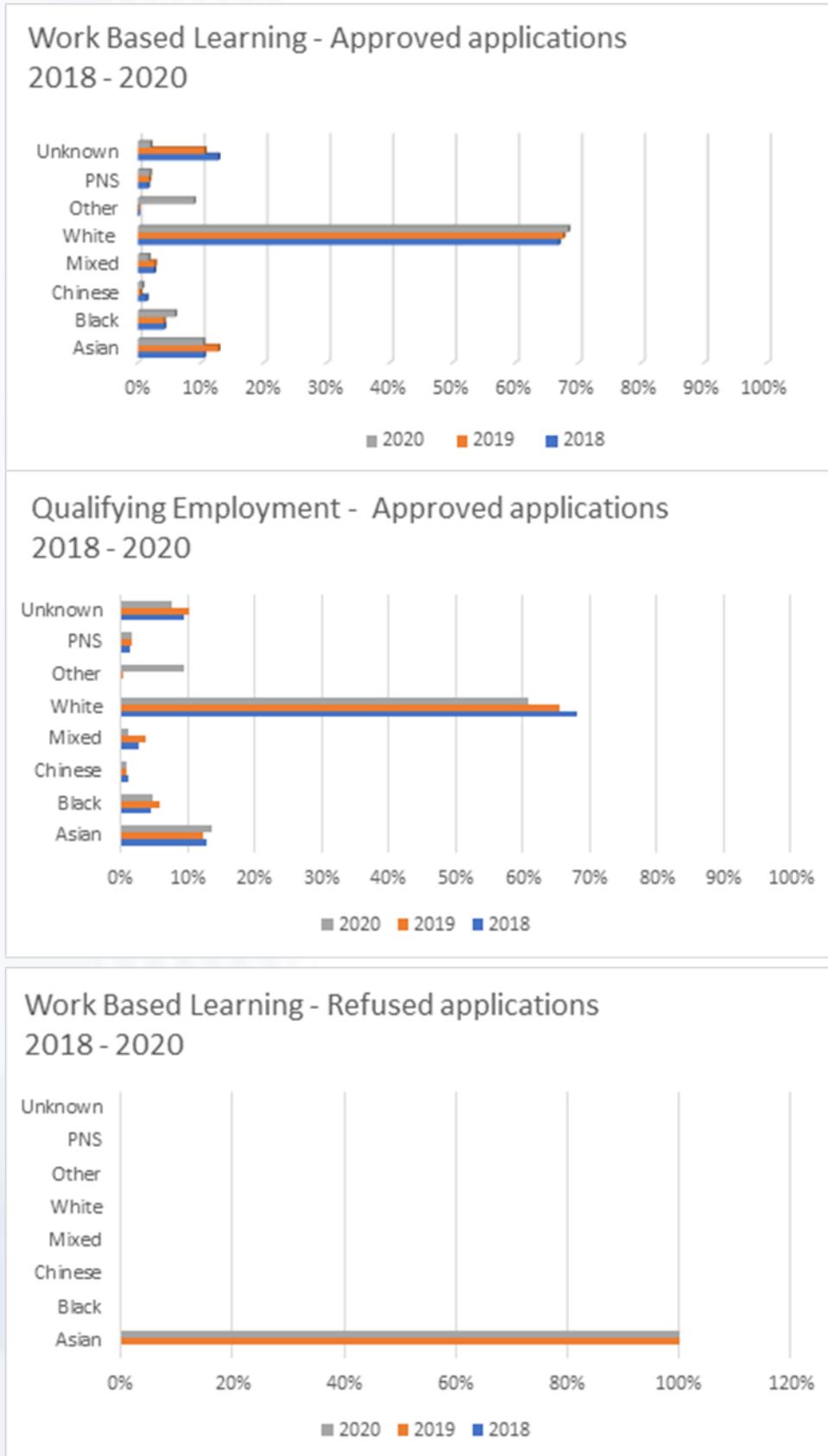
## Ethnicity

<i><b>Ethnicity for approved applications</b></i>	QE	WBL	Practice Rights	Advocacy
Asian	102	56	2	0
Black	35	32	1	2
Chinese	6	4	0	0
Mixed	9	9	0	0
White	458	368	12	9
Other	71	48	2	0
Prefer not to say	13	10	0	1
Unknown	58	11	1	1

<i>Ethnicity for refused applications</i>	QE	WBL	Practice Rights	Advocacy
Asian	6	1	0	0
Black	7	0	0	0
Chinese	1	0	0	0
Mixed	0	0	0	0
White	10	0	0	0
Other	9	0	0	0
Prefer not to say	0	0	0	0
Unknown	5	0	0	0

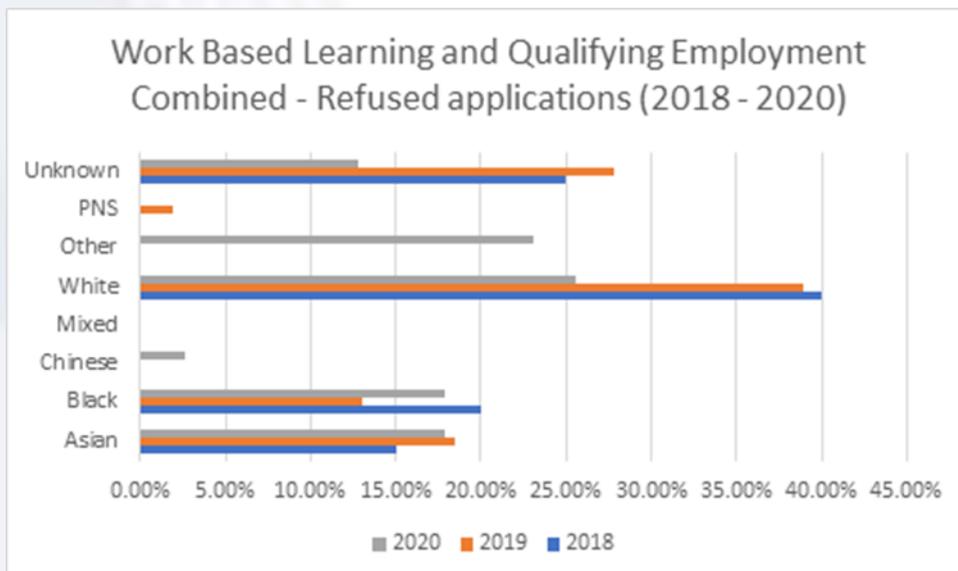
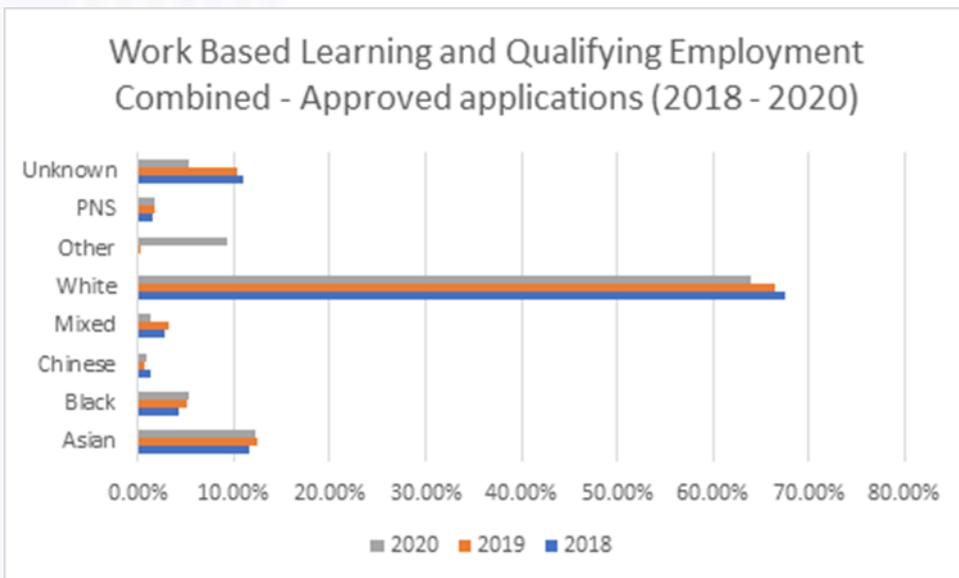
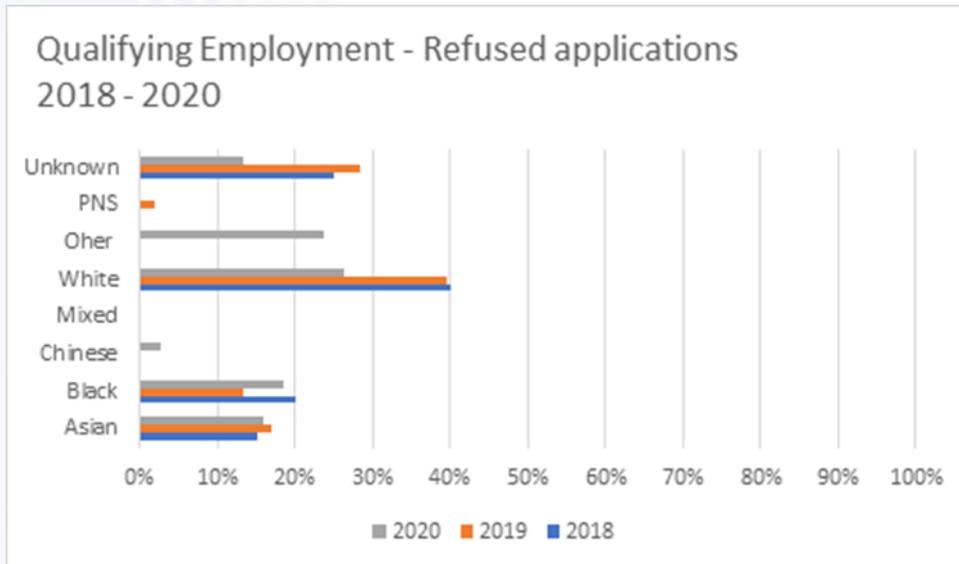


## Comparison of ethnicity data for 2018-2020 application decisions



\* This constitutes 1 applicant





## Conclusions in relation to equality and diversity data

- While the data continues to reflect the suggestion from previous years that applicants from BAME backgrounds are more likely to be refused, it should be noted that the overall refusal rate is very small and therefore the data should be treated with caution.
- As mentioned earlier in the report, the applications referred to the Committee are anonymised of the applicant's name. It should be noted that the data in relation to ethnicity and the likelihood of an application being approved or refused has not significantly changed as a result.

