

CILEx REGULATION

ADVOCACY QUALIFICATION SCHEME

HANDBOOK FOR THE ACCREDITATION OF COURSE PROVIDERS

Guide to the Accreditation of Course Providers

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PART I - INTRODUCTION

This handbook has been produced to assist organisations which wish to provide courses for the CILEx Advocacy qualification. This part provides an introduction to CILEx, CILEx Regulation, the Rights of Audience qualification scheme and the Rights of Audience which may be awarded to Fellows who complete the Advocacy Course.

The Chartered Institute of Legal Executives (CILEx) is the professional body which represents Legal Executives and trainee legal executives and enhances their role and standing in the legal profession.

CILEx is an approved regulator, under the Legal Services Act 2007 for the purpose of awarding Rights of Audience and Rights to Conduct Litigation to suitably qualified Fellows.

CILEx Regulation is the regulatory body established by CILEx. The rights of audience and rights to conduct litigation schemes are administered by CILEx Regulation.

The Rights of Audience Qualification Scheme

The Rights of Audience Certification Rules which govern the advocacy qualification scheme are at Annex 5 to this handbook. The Rules incorporate the course delivery, course outcomes and assessment criteria which appear at Annexes 2 and 3.

In order to be authorised to exercise Rights of Audience, Fellows have to:

- Apply for a Certificate of Eligibility to undertake an accredited Advocacy Skills Course;
- Attend and successfully complete an Advocacy Skills Course;
- Pass a written test of the Law of Evidence;
- Apply for the award of an Advocacy Certificate;

Members (who have completed the Professional Qualification) can also apply for a Certificate of Eligibility and take an Advocacy Skills Course (although they can only be granted an Advocacy Certificate after they have been admitted as a Fellow).

Three separate Advocacy Certificates are awarded under the qualification scheme: a Civil Proceedings Certificate; a Family Proceedings Certificate and a

Criminal Proceedings Certificate. These reflect the three principal specialist areas of litigation in which Fellows qualify. A Fellow or Member will apply for a Certificate of Eligibility in respect of his or her specialist area of work with a view to taking an Advocacy Skills Course designed for that specialism. Advocates can subsequently add further Certificates.

It is possible for members to apply for litigation and advocacy rights at the same time. The litigation rights scheme is also split into civil, criminal and family proceedings and requires completion of advocacy courses. However, with litigation rights it is possible for an applicant to complete courses for chambers rights and/or for open court rights in civil and family proceedings. The open court rights are the same as those awarded to members under the rights of audience scheme.

Newly qualified Advocates are required to renew their Certificates at the end of the first year, when they must provide evidence of the range and quality of advocacy they have undertaken. Thereafter Advocates are required to renew their Certificates every three years but must provide evidence of completing relevant continuing professional development annually.

Certificates of Eligibility

A Member or Fellow must show that he has knowledge of law and legal practice relating to the Advocacy Skills Course he or she wishes to take and also relevant experience of legal practice. The levels of knowledge and experience required are defined by the Rights of Audience Certification Rules (the Rules). Each application for a Certificate of Eligibility must be accompanied by a portfolio of experience.

Advocacy Skills Course

Advocacy Skills Courses will be provided by independent organisations which may be Universities, Colleges, private tutorial organisations or other organisations. Members and Fellows who have been granted a Certificate of Eligibility will apply to a provider to take a course. Course providers must be accredited by CILEx Regulation. The criteria for accreditation are set out in the Rules. Applications are considered by the Admissions and Licensing Committee (ALC), which will receive advice from the External Advisers.

The Rules specify outcomes for the course. Courses will have to deliver 36 hours tuition, over a minimum of 6 days. Course providers will assess candidates attending their courses. Assessment criteria are prescribed by the Rules. Assessment will focus on the skills needed to be a successful advocate. Candidates must also, during the course, successfully complete a written test in the law of evidence relevant to their particular specialism. Candidates will be expected to prepare for the evidence test by self study, before starting the skills course.

There will be a system for monitoring course provision and assessment standards. This will be managed by the ALC which will receive reports both from the course provider and from the External Advisers who will carry out course inspections. This will ensure that common standards are set by individual providers.

Fees for the courses charged to candidates will be determined by individual providers. Course providers will pay a fee for accreditation by CILEx Regulation.

Certification

Fellows who successfully complete the Advocacy Skills Course, including the Law of Evidence test, may apply for an Advocacy Certificate in relation to the proceedings covered by the course they have completed. Members will have to wait until they are admitted as Fellows before they can apply. Applications for Certificates will be granted unless there is any reason relating, for example, to professional conduct, why they should not be in any particular case.

Renewal of Certificates

Newly qualified Advocates must renew their Certificates after 12 months. An application for renewal will need to be accompanied by a portfolio of evidence of advocacy undertaken during the year. The portfolio will need to demonstrate that the Advocate has applied the knowledge and skills acquired on the Advocacy Skills Course through the advocacy they have undertaken during the year.

After the first year, applications for renewal will be made every 3 years. On second and subsequent renewals, Advocates will be required only to show they are in qualifying employment; in good standing; are exercising rights of audience; and have completed the required CPD hours.

The Rights of Audience

The Rights of Audience are as follows:

Civil Proceedings Certificate

- to appear in open Court in the County Court in all actions, except family proceedings;
- to appear before Justices or a District Judge (Magistrates Court) in the Magistrates Courts in relation to all matters originating by

- complaint or application, including applications under the licensing, betting and gaming legislation;
- to appear before any tribunal under the supervision of the Council on Tribunals where the tribunal rules provide for a non-discretionary right of audience being available to barristers and solicitors;
- to appear before Coroners' Courts in respect of all matters determined by those Courts and to exercise rights of audience similar to those exercised by solicitors and barristers.

Family Proceedings Certificate

- to appear in the Family Court;
- to appear before Coroners' Courts in respect of all matters determined by those Courts, and to exercise rights of audience similar to those exercised by solicitors and barristers.

Criminal Proceedings Certificate

- to appear before Justices or a District Judge (Magistrates' Court) in all adult magistrates courts in relation to all matters within that Court's criminal jurisdiction;
- to appear before Justices or a District Judge (Magistrates' Court) in all Youth Courts in relation to all matters within that Court's criminal jurisdiction.
- to appear in the Crown Court or High Court before a judge in chambers to conduct bail applications;
- to appear in the Crown Court on appeal from the Magistrates' Court, the Youth Court or on committal of an adult for sentence or to be dealt with, if s/he, or any solicitor by whom s/he is employed or any other solicitor or Fellow in the same employment as her/him, appeared on behalf of the defendant in the Magistrates' Court or Youth Court;
- to appear before Coroners' Courts in respect of all matters determined by those Courts, and to exercise rights of audience similar to those exercised by solicitors and barristers.

The chambers rights of audience, which are only available with litigation rights are:

Civil

- to appear in the chambers of the County Court and High Court.

Family

- to appear in the chambers of the Family Court;

PART 2 – BECOMING ACCREDITED

Accreditation Criteria

In order to become accredited to provide Advocacy Skills courses training providers must meet the criteria for approval laid down in the Rights of Audience Certification Rules (the Rules). Any organisation wishing to be accredited must complete the accreditation form accompanying this handbook and pay the requisite fee. Applications are considered by the ALC which is established under the Rules. The ALC may accredit course providers who demonstrate that they are able to provide an Advocacy Skills Course to deliver the course outcomes and assessment criteria which are set out at Annexes 2 and 3 of this handbook. Course delivery, outcome and assessment criteria are all defined within the Rules. The ALC may seek guidance from the External Advisors when considering applications. External Advisors are appointed under the Rules to provide specialist advice on advocacy skills training generally and in relation to family, civil and criminal proceedings.

Accreditation applications must be accompanied by documentation which demonstrates that the applicant organisation would be able to offer an advocacy skills course in accordance with the criteria. The ALC is required to have regard to the following criteria when considering applications:

- Venue(which may include online delivery), including teaching and study accommodation and other facilities;
- Resources to support teaching and study, including library and research facilities.
- Proposed candidate and teacher ratios.
- Teaching and assessment experience of the organisation and of those who are to deliver the course.
- Proposed course structure, including teaching and study time.
- Proposed course content.
- Proposed course duration.
- Suitability of course materials.
- Arrangements for assessing candidates.
- Arrangements for appeals against assessments.
- Health, safety and equal opportunities policies which the applicant organisation has in place.

Applicant organisations will have to provide evidence of their ability to deliver a course covering the outcomes criteria and to assess candidates appropriately, in accordance with the assessment criteria established under the Rules. The accreditation form, at Annexe 1, and accompanying guidance, at Part 5 of this handbook, indicate the kind of evidence the ALC will be looking for. Some applicants will be accredited by other organisations to provide advocacy courses and the evidence they are required to produce may be drawn from that experience. The ALC will expect applications to be

supported by course outlines showing the structure of the courses; work schemes showing the allocation of tuition time; and arrangements for assessment. An example of a course outline, prepared as part of CILEX's application to the Lord Chancellor for extended rights of audience, is included at Annex 4 of this handbook. Applicant organisations might find this useful when designing their own course and assessment arrangements.

Teachers on the course must be competent and capable and have a recognised qualification in law and/or legal practice. They should also have teaching, assessment and practical experience relevant to their role in the delivery of the course and any online platform utilised for delivery of the course, for example the teaching and practise of advocacy.

Courses and assessments should have regard to the particular expertise which Chartered Legal Executives bring to the course. They will have established their knowledge and experience of relevant law and legal practice and some will have experience of advocacy in chambers and tribunals. They will not, however, usually have received formal training in advocacy skills, particularly for advocacy in Open Court.

The course outcomes are broader than the formal assessment criteria so that candidates can develop their skills during the course. Materials for formal assessments will need to focus particularly on case preparation for hearings and provide opportunity for advocacy skills and knowledge of court etiquette and evidential and ethical issues, which arise in the proceedings, to be demonstrated.

As part of the validation procedure the ALC may seek guidance from the External Advisors. The External Advisors or officers may wish to make a visit to inspect the applicant organisation's premises and resources.

Organisations applying for accreditation will be asked to indicate the fees to be charged to candidates. This will be for information only and will not determine whether an application for accreditation is approved.

Duration of Accreditation

Course providers will be accredited for a period of three years, following a successful application which may be renewed for further periods of three years. The Rules allow the ALC to withdraw accreditation from a course provider, subject to giving not less than six months notice of its intention to do so and providing a statement of reasons to the course provider. A course provider may apply for reconsideration of a decision by the ALC to either refuse to accredit it or to withdraw accreditation. Once accredited, course providers are under no obligation under the Rules to provide courses at any particular times or intervals.

PART 3 – DELIVERING COURSES

General

Advocacy Skills Courses will need to cover the practical skills of advocacy in connection with civil, family and criminal proceedings in the County, Family and Magistrates Courts. It is anticipated that separate courses will need to be provided for each of the three types of proceedings. Although there are some common elements, course delivery, outcomes and assessment criteria vary between the three areas. The criteria which form part of the Rules, and which are set out at Annexes 2 and 3, describe in some detail the content of the course, the assessment methods and assessment standards. Courses themselves will be developmental but formal, final assessments will focus on the ability of candidates to prepare cases and to perform effectively as Advocates in the key types of hearing relevant to the Certificate they wish to obtain.

Accredited course providers would be expected to have in place, or to develop, suitable methods and materials for the training and assessment of practical skills. Materials, such as case studies, should be relevant to the type of proceedings for which candidates are aiming to be authorised. In addition to advocacy skills, candidates will need to be assessed on their understanding of relevant law of evidence and professional practice. Candidates need to complete a formal assessment in the law of evidence which will require candidates to demonstrate knowledge and understanding, but evidential issues will also need to be addressed in the context of case studies. Course providers will need to take a view regarding the amount of teaching they provide to candidates on the law of evidence. It should not need to be too detailed. Most candidates will have covered evidential issues whilst preparing for their Fellowship qualifications and will have dealt with them in a practical way in the course of their work. Additionally, candidates will be advised, at the time they apply for a Certificate of Eligibility to take an advocacy skills course, of the need to prepare by self-study for the law of evidence test, before starting a skills course.

The format of the written tests will be a matter for the course provider. The various kinds of assessment it is proposed to use will need to be described during the accreditation process. Professional practice issues should be tested through the medium of case studies.

Course Format

The Rules require that advocacy skills courses comprise at least 36 hours tuition, delivered over at least 6 days. Subject to this, course providers may determine the mode of delivery which will suit the particular organisation or

candidates. For example, the course might be delivered face-to-face or online; in single days; consecutive days; or blocks of 2 or 3 days, either in consecutive weeks or spread out over a number of weeks. The Rules require that class sizes be appropriate to the teaching and assessment of advocacy skills and groups should be no larger than 10 candidates. As part of the accreditation procedure, prospective providers will need to indicate teaching arrangements and candidate/tutor ratios.

Course providers will be expected to support students and to provide them with feedback on their performance in the exercises and formative assessments which should form part of the course. Course providers will be expected to have arrangements in place to obtain feedback from candidates on course provision, teaching and assessment methods. A summary of information provided by candidates will need to be provided to CILEx Regulation as part of the course provider's annual report to the Committee.

Monitoring and Reporting

The ALC is required to monitor the provision of courses, to ensure that they are delivered in accordance with the criteria established under the Rules. Monitoring will take the form of reports and inspection visits; an annual report by course providers; candidate feedback forms; and candidates' results on completing the course. The ALC welcomes feedback from course providers on their experience of providing advocacy skills courses and assessing candidates. Course providers will be required to pay a fee to CILEx Regulation in respect of the costs of monitoring and moderating course provision and assessments. A single fee will be payable at the start of each course.

The Rules provide that skills courses will be subject to inspection. An inspection team will comprise up to two external advisors, supported by a CILEx Regulation officer. Inspection teams are required to report on the management and content of the courses generally and will have regard to the following criteria, which are similar to those considered by the ALC at the accreditation stage:

- Venue(which may include online delivery), including teaching and study accommodation and other facilities;
- Resources to support teaching and study, including library and research facilities;
- Candidate numbers and tutor/candidate ratios;
- Course structure, including teaching/study time;
- Course content, course duration;
- The suitability of course materials;
- Candidate support and feedback arrangements;
- Arrangements for appeals against course assessments;
- Arrangements for assessing candidates; and

- Implementation of health and safety and equal opportunities policies.

Inspections will focus particularly on the extent to which course provision complies with the course delivery, course outcomes and assessment criteria. Inspections will be expected to take place at a time when formal assessments are being carried out.

Assessments

Assessments on courses should include formative assessments, designed to benchmark candidates' starting skills and the progress they make during the course, and final assessments which will determine whether individual candidates may apply to the ALC for an Advocacy Certificate in their chosen specialism. Final assessments will need to require candidates to demonstrate that they are able to prepare effectively for hearings, using case analysis techniques and by preparation of skeleton arguments for example. Course providers may wish to use written tests to assess these skills and/or to assess them in the context of mock hearings which form part of the final assessments. Final assessment of advocacy skills should simulate the environment in which the advocacy would take place in practice.

Final assessment of Candidates' preparatory and advocacy skills will need to be in accordance with the criteria set out in Annex 3. Course providers will be responsible for assessing candidates and determining whether they have achieved the required standard, as defined by the assessment criteria. There will be no moderation of the results awarded to individual candidates, either by the ALC or by the External Advisors. Course providers will therefore need to have their own arrangements in place for moderating and confirming candidates' results. These arrangements will need to be described in the application for accreditation. Arrangements will also need to be in place for dealing with appeals by individual candidates against assessment decisions.

The Assessment criteria provide that candidates who fail a formal assessment are to be allowed one further opportunity to achieve the required standard. The criteria also allow an additional opportunity to candidates who cannot complete assessments because of ill-health. Course providers would need to specify the proposed arrangements for such additional assessments.

Although individual candidate results will not be moderated, details of all candidate results will need to be provided by the course provider to the ALC. In addition, the External Advisors will review a sample of final assessments, recorded on DVD, as a means of moderating assessment standards. These moderated assessments will be linked to the inspection report which will have included observation of formal assessments. The aim of the review process will be to ensure that the assessment criteria are complied with and that assessment standards are common between providers and from year to year. The report arising from the inspection and the moderation process will be

shared with course providers so that any issues which arise can be discussed and, if necessary, measures agreed which will ensure consistent standards of assessment are established.

PART 4 – RE-ACCREDITATION

Accreditation of skills course providers is for three years, subject to the ALC's power to withdraw accreditation from a course provider on 6 months notice, and having given its reasons for its decision. The process for re-accreditation will be the same as for initial accreditation. It will provide an opportunity for information regarding course provision to be updated. Course providers will be able to draw on their experience in providing advocacy skills courses in support of an application for re-accreditation. An accreditation fee will need to be paid on application for re-accreditation.

PART 5 - GUIDE TO THE ACCREDITATION APPLICATION FORM

To offer the Extended Rights of Audience courses organisations must be accredited by CILEx Regulation. The following guidelines are intended to assist course providers to complete the accreditation form. The application form should be completed either electronically or in legible writing in black ink.

Organisation

Questions 1 to 8

Please provide full details of your organisation, including your communication address and the name of the person to whom CILEx Regulation should address communications in connection with the Application.

Other Courses

Question 9

If you are already accredited by CILEx to provide Level 3 or Level 6 courses indicate which subjects you provide courses for.

Question 10

Please give details of courses you already provide in, or which include, advocacy skills. Indicate whether they are accredited by other organisations. Examples might include the BPTC, LPC, Law Society Higher Rights of Audience courses or CPD courses. For each course for which your

organisation also assesses candidates, describe any arrangements for moderation of assessments by external organisations or authorities. Where candidates are not assessed by your organisation, please describe any arrangements in place for them to be assessed by external organisations.

You should provide evidence of accreditation and arrangements for moderation by external organisations. Evidence may be in any suitable form but might include, for example, letters of confirmation by the accrediting/moderating/assessing organisation; inclusion in lists of accredited organisations; or memoranda of agreement between your organisation and the accrediting/moderating/assessing organisation.

Question 11

Use this section to provide information about any other courses that you provide which involve the teaching or assessment of law or legal practice, which you have not covered at questions 9 or 10. This could include for example, law degrees or professional courses. Where your organisation is accredited or authorised to provide courses and/or award qualifications, please indicate the organisation or instrument by which you are accredited or authorised.

Rights of Audience Courses

Question 12

Indicate the Advocacy Certificate courses for which your organisation is seeking accreditation. The course and assessment criteria are slightly different for each Advocacy Certificate course. Therefore, you will need to provide relevant supporting evidence in the parts of this application dealing with course arrangements and staff qualifications/experience in respect of each of the Advocacy Certificates. The ALC will consider whether to award accreditation in respect of each Certificate course separately, and may decide to accredit applicant organisations in respect of all, some or none of them.

Course Arrangements

Applicant organisations should complete this section of the form for each of the courses they wish to provide. Please copy the form and answer questions 13 to 26 for each course you wish to provide. Some of the information you provide will be relevant to each of the Certificate courses and it may be duplicated where this is so.

The ALC will want to see from your application how it is proposed courses are to be structured; the types of teaching and assessment methods which will be used; and information about the course and assessment materials – preferably including examples. The Committee will need to be convinced that the course structure proposed will be effective to meet the course delivery, outcomes and assessment criteria specified in the Rules (and set out at

Annexes 2 and 3 to these notes). Proposed teaching, study and assessment methods will need to be appropriate to the development and assessment of advocacy skills and knowledge of the law of evidence and professional practice issues. An example is given at Annex 4 of a course outline. This is not intended to be a model for delivery but represents one way in which course delivery, course outcomes and assessment criteria could be met.

Question 13

Describe the structure and content of the course. The course must meet the course delivery and outcome criteria set out at Annexe 2 to this handbook. It would be preferable if a draft course outline is produced for each course you intend to provide. An indication should be given of how daily sessions are to be structured and when teaching, study and assessment sessions will take place. Applicant organisations may have existing work plans which can be developed to meet the criteria for this application. Organisations might also find it useful to refer to the course outlines at Annexe 4 to this handbook. The outlines are indicative only and need not be followed, but demonstrate how information about course structure and content can be presented in a way which will assist the Committee to consider an application. The course structure and content should have regard to the existing skills and knowledge of the candidates, established through the process of applying for a Certificate of Eligibility to take the Advocacy Skills Course.

Question 14

Outline the methods of teaching that will be used throughout the course. For example, this might include lectures, guided self-study, group work on skills, handouts etc.

Question 15

Describe the types of course material which will be provided to students. Materials can include textbooks, handouts, case studies etc., and might include both existing materials and materials specifically produced for the purposes of the course. The material must be relevant to the particular Certificate course that is to be offered. Where possible, copies of course material should be provided. Where development of new materials is dependent on the applicant being accredited, the nature and content of materials should be sufficiently described to enable its suitability for its purpose within the course to be judged. Exemplar material may be provided to assist with this.

Question 16

Indicate what the duration of the course will be and how it will be structured. The Course Delivery criteria for criminal advocacy rights and open court rights in family and civil proceedings state that it must comprise at least 36 hours tuition over not less than 6 days. The chambers only rights course could be delivered in two days. Subject to this, course providers may structure the course as they think fit. For example, a course may be delivered over consecutive days or in blocks of 2 or 3 days with varying gaps between the

blocks for reflection and study. It is not necessary for course providers to tie themselves to one delivery option only.

Question 17

Outline what feedback candidates will receive during the course. Feedback might include marked assignments, oral and written feedback, and video playback of performances.

Question 18

Outline what support will be available and how accessible it will be. For example this might include seminars, email and telephone support. It is important that candidates have access to adequate tutor support during the course.

Question 19

Course providers will be responsible for final, formal assessment of candidates. The assessment criteria are set out at Annex 3 of this handbook. Outline how and when you propose to assess students. For example, advocacy skills might be assessed by means of a mock trial on the final day. Course providers are responsible for assessing not only preparation and advocacy skills, but also candidates' knowledge of evidence and awareness of professional practice issues.

You should also describe the arrangements which will be put in place to ensure that final assessments are fair and consistent between candidates and over assessment sessions, and that the standards of assessment are in accordance with the criteria established under the Rules.

You should also describe the arrangements which would be made to enable candidates who do not meet the required standard for any assessment, to resubmit for that assessment (or those assessments).

Question 20

Course providers will be responsible for dealing with any appeals made by students against their assessment. Outline the arrangements your organisation will have in place to deal with any such appeals.

Question 21

Course providers must ensure that there is an adequate number of teaching and support staff for the courses. Please specify the teacher to candidate ratio for each group of candidates and the number and roles of support staff (eg for administrative or technical support). The Course Delivery criteria specify that teaching should be provided in groups of no more than 10 candidates. Details of the qualifications and experience of teaching staff should be given under Question 27.

Questions 22 and 23

Provide information on where your courses will be held; when the first courses might start; and when or at what intervals courses might be offered after that.

Question 24

Provide any other information with regard to course arrangements that you wish the ALC to consider in support of your application for accreditation which you have not already provided.

Facilities

Question 25

Please describe the accommodation and equipment which will be used or available for the advocacy skills course. The information given should demonstrate their suitability for the teaching and assessment arrangements proposed in the application. For example, rooms (including online rooms) might need to be able to be used as interview rooms and as courtrooms, in addition to being suitable for lectures and group work.

Resources

Question 26

Please tick the relevant boxes to indicate which resources will be available to candidates during the course at your institution. It is important that resources are relevant and up to date. It is **not** a requirement for accreditation that **all** of the resources are available as some may not be relevant for the type of course you propose to provide.

Qualifications and Experience of Teaching and Assessment Staff

Question 27

Please provide full information about the people who will be teaching and assessing students on the courses. It is helpful if curricula vitae are provided. The information given should include details of the professional and academic qualifications of staff; the nature and length of any teaching and/or practical experience they have which is relevant to the courses they will be teaching; what and how much experience they have of assessing advocacy skills; and an indication of which advocacy courses they will be teaching. Relevant experience would include experience of teaching civil, family and criminal law and legal practice and employment; or practice in civil, family and criminal litigation.

Monitoring

Question 28

Please describe the arrangements which will be in place to monitor the effectiveness of your courses. These are likely to include internal review of

the course structure and content; monitoring of candidate/tutor performance; and arrangements to obtain candidates' views about the course.

Where an advocacy course has been introduced using a different mode of delivery (e.g. online), the provider is required to seek feedback from candidates as to the efficacy of that delivery.

Policies

Question 29

Please submit copies of your organisation's data protection, health and safety and equal opportunities policies.

Question 30

Please describe arrangements your organisation has in place to assist candidates who have a disability, this includes ensuring candidates will not be disadvantaged where a course is delivered online.

Candidate Fees Proposed

Question 31

Please indicate the fees you propose charging to candidates and list what the fees will cover: eg tuition, assessment, accommodation, materials, administration and catering costs.

Contract fee proposals can be submitted to CILEx Regulation separately if you prefer. Any information that is provided to CILEx Regulation about the fee will be treated in confidence. The level of fee proposed to be charged to candidates will not determine whether or not the ALC decides to accredit an organisation.

Accreditation and Monitoring Fees

Course providers will need to pay fees to cover administration involved in accrediting course providers and monitoring advocacy courses. The fee for initial accreditation is £1000 for each course. Accreditation will last for 3 years. A further fee will need to be paid for re-accreditation, which will be notified to course providers before the expiry of the initial accreditation. The accreditation fee will need to be paid before an application will be considered by the Committee.

Course providers will also be required to pay £500 to cover monitoring and moderating costs for each session of courses they provide. A single fee will be payable, regardless of the number of candidates or candidate groups for whom courses are provided in a particular session. Monitoring and moderating fees will need to be paid before any course is provided. CILEx

Regulation reserves the right to vary the fee for monitoring and moderating after the first year of accreditation.

Declaration

Please ensure that the declaration is signed at the end of the form.

Further Help and Advice

If you require any help or advice when completing the application form, please contact CILEx Regulation on 01234 845770.

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