



## CPD Guide

For:

- CILEX Practitioners
- CILEX Advocates
- CILEX Fellows
- CILEX Associate Prosecutors
- CILEX Advanced Paralegals
- Legal Accounts Executives
- Legal Accounts Members

For full details please read the:

[CPD Regulations](#)

and the

[CPD Handbook – Associate Members](#)

[CPD Handbook – non Associate Members](#)

## The Basics

**How much CPD do I need to carry out?**

**9 CPD Outcomes** including at least **one Professionalism Outcome**

**When is the CPD year?**

**1<sup>st</sup> October to 30<sup>th</sup> September** of each year

**How much planned CPD should I do?**

**At least 5 of your CPD Outcomes** must come from planned activities.

To help you reflect and plan your CPD, you may find the [Reflection and Planning Tool](#) and the [Competency Framework](#) useful.

**How should I deal with unplanned CPD activities?**

There are situations where you may identify a learning need unexpectedly, for example from a matter where you come across new law or as a result of a 'critical incident'. This still counts towards your CPD. You should complete the [Evaluation of Unplanned Activity Form](#).

Last minute courses are classed as "planned" activities.

**Will you check my records?**

Each year a sample of records will be undertaken to ensure compliance with the scheme. A further sample of members will be interviewed about their CPD. If you are selected for sampling, you will be asked to provide any additional documents used to record your CPD. Therefore, we recommend that you keep all records for at least 2 years.



## CPD Activities

### What activities count as CPD?

This is a list of examples that would be accepted:

<b>CILEx Law School Updates, course manuals and self-assessment questions</b>	<b>Reading articles</b> Including the CILEx Journal or other reputable sources including the internet	Attending a <b>course, conference or seminar</b>
Completing a <b>distance learning course</b>	<b>In house training by your employer</b>	<b>Training</b> provided by a local CILEx or Law Society branch
<b>Academic or professional study</b>	<b>Research</b> Related to legal topics or relevant to your place of work	<b>Putting in place new or revised procedures</b> as a result of the research outcomes
Producing a <b>dissertation</b>	<b>Work shadowing</b>	Giving or receiving <b>coaching or mentoring</b>
<b>Preparation and delivery of training courses</b>	<b>Participation in development of specialist areas of law</b> By attending meetings of specialist committees/ working parties of relevant organisations undertaking such work	<b>Writing on Law or Practice</b> Including material written for journals, law books, publications, newspapers, magazines, internet
<b>Reflection</b> on learning you have gained from being involved in a <b>'critical incident'</b>	<b>Reflection</b> on learning gained through the experience of <b>new tasks</b>	

## Professionalism & Outcomes

### What is Professionalism?

Professionalism is learning something new, or refreshing or developing your knowledge or skills in one of the following areas:

- Professional ethics, including the Code of Conduct
- Knowledge of the primary business in which your clients work (business awareness)
- The issues which may affect your clients (social awareness)
- Client communication skills
- Dealing with challenging clients
- Equality and diversity issues
- Time management skills

### What is the difference between Outcomes and Hours based CPD?

**All of your CPD activities should be Outcome-based.**

This means that, rather than specifying how many hours you completed on this activity, you need to decide **what you want to learn** from the activity. This will be your **learning outcome**.

For example:

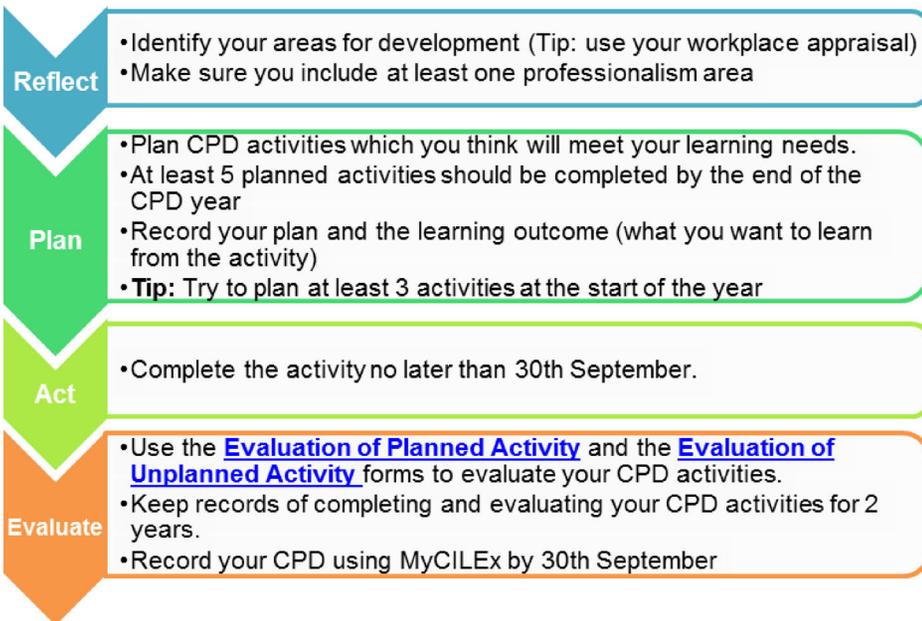
- Improve my knowledge of the primary business in which my clients work
- Develop my client communication skills
- Refresh my knowledge and understanding of equality and diversity issues

## Outcomes

### How do I carry out an Outcomes-based CPD activity?

You should complete the following four steps when carrying out your CPD.

Use the [Evaluation of Planned Activity Form](#) to evaluate your planned CPD. Use the [Evaluation of Unplanned Activity Form](#) to evaluate your unplanned CPD.



### I'm a CLE Advocate—are there any additional requirements?

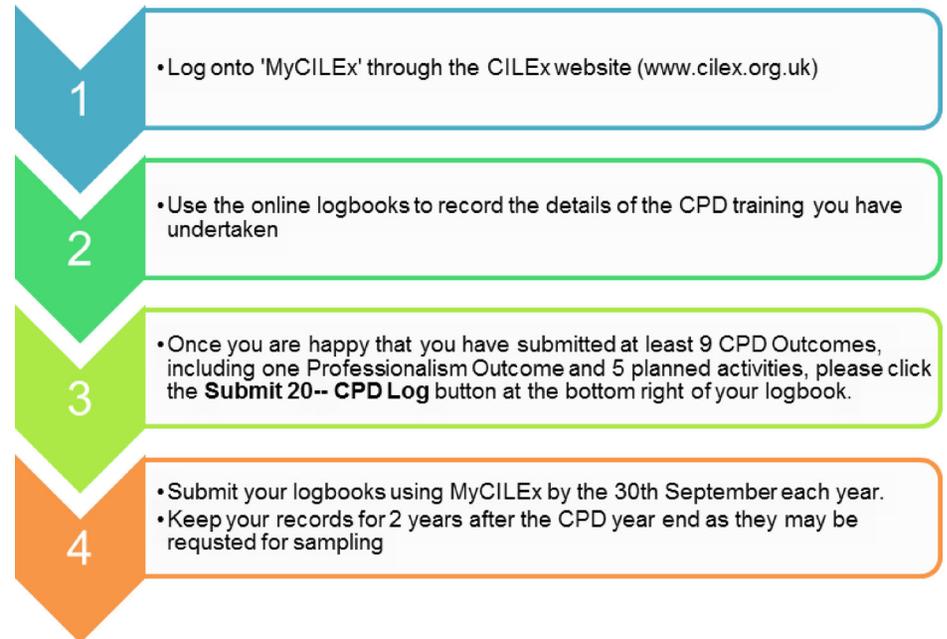
Two of your CPD Outcomes must be focused on advocacy skills.

### I'm a CILEX Associate Prosecutor—are there any additional requirements?

Half of your CPD Outcomes must be focused on criminal litigation and/or advocacy skills.

## Recording CPD

### How do I record my CPD?



### I currently undertake CPD with another professional body. Can this be used?

Yes, you can count this CPD in your CILEx CPD requirements, provided all the conditions for the CILEx scheme are met.

### What support is my employer required to give me?

It is **your** responsibility to meet the CPD requirements.

Your employer is not obliged to provide time off work or funding to complete your CPD requirements. There are many low cost activities you can consider.

## What if.....

### I'm a CILEX Paralegal upgrading to a CILEX Advanced Paralegal?

If you upgrade during the CPD year (1<sup>st</sup> October to 30<sup>th</sup> September), you will only be required to complete the CILEX Paralegal CPD requirements for that year. You will need to complete the CILEX Advanced Paralegal CPD requirement from the start of the CPD year following your upgrade.

### I work outside legal practice?

You will be required to complete CPD in the normal way (in accordance with the Regulations), but you are not required to designate a specialist area.

### I'm self employed?

You will be required to complete CPD in the normal way (in accordance with the Regulations), whether providing legal services or otherwise.

### I'm retired?

You are exempt from the requirement to complete any CPD training.

### I work part time?

You will be required to complete CPD in the same way as members in full time employment.

### I work overseas?

You will be required to complete CPD in the normal way (in accordance with the Regulations), using any methods available to UK members.

### I have undertaken an advocacy course?

If you have undertaken an advocacy course and are seeking advocacy rights from that training, you are exempt from the CPD requirements.

## What if.....

### I'm out of work?

If you are absent from employment for 6 months or more in a CPD year, whether in legal practice or otherwise, due to:

- Illness
- Unemployment
- Maternity and Paternity Leave

You are not required to undertake CPD during the CPD year in which the situation applies. You must write to CILEx to request dispensation from the CPD requirements, setting out the reason for the absence and the dates. If you are seeking dispensation due to ill health, you must attach supporting medical evidence to your letter.

You are expected to resume CPD on your return to work and where possible undertake a Return to Work scheme. You will be required to complete the full CPD requirement if you are absent from work for less than 6 months of the CPD year.

**For more details, contact the CILEx Membership team on 01234 845777.**

### I'm completing the Work Based Learning scheme?

You may be exempt from part of the CPD requirements for a maximum of 2 years, but only on application to CILEx Regulation and having received that exemption in writing.

### I can't meet the 30th September deadline?

You may apply for an extension of time. You must submit your request by 31st August, in writing to CILEx Regulation ([cpd@cilexregulation.org.uk](mailto:cpd@cilexregulation.org.uk)), explaining the reasons why you could not meet the deadline and providing an action plan detailing how you will comply by the 31st December.