



2024 Practising Certificate Fee consultation

Consultation closes 5pm on Wednesday 23 August 2023
Details how to respond to the Consultation are on page 12

Introduction

Each year, CILEx Regulation (CRL) and the Chartered Institute of Legal Executives (CILEX) consult upon the proposed practising certificate fees to be charged to the regulated communities.

This consultation sets out the proposals for the 2024 practising certificate fee.

CILEX and CRL are required by to provide, as part of the consultation process, the following information:

- how we calculate the practising fee,
- the fee distribution between individuals and firms,
- how we intend to use your fee in 2024, linking this back to our strategic objectives and our day-to-day regulatory activities.
- a breakdown of the 2023 practising fee, to show how we have used the fee so far this year

We have clearly delineated the share of the practising fee taken by CILEX and by CRL and set our work, both for the year to date and for 2024. By setting out the information in this way, we hope that you will be able to engage effectively with the consultation.

As usual, we have also included an equality and diversity questionnaire as part of the consultation response form.

17 July 2023



CILEx Regulation Limited Practising Certificate Fee Consultation 2024

Purpose:

1. The purpose of this consultation is to outline how we have used our share of your practising certificate fee in the first 5 months of 2023 and to set out our proposals for the 2024 practising certificate fee.

About us:

2. CILEx Regulation is the independent regulator for Chartered Legal Executives, other grades of CILEX membership, CILEX Practitioners and firms, including ACCA-probate firms. We take a risk based and outcomes focused approach to regulation, by working constructively with our regulated community to ensure that they deliver the best outcomes for clients. We have set clear principles within our Code of Conduct and inform the public of the standards they can expect. We believe this provides a balanced approach.

What is the practising certificate fee?

3. The practising certificate fee is the fee paid by qualified lawyers and regulated law firms (authorised persons) for the cost of regulation and related activities. The practising certificate fee funds the activities of CRL, some activities of CILEX (those that are permitted under the Legal Services Act) and the cost of the Legal Services Board and other bodies.

How is the practising fee calculated and apportioned between CILEX and CRL?





4. CRL creates its budget each July. Other income that CRL expects to receive (for example, from fees paid by individuals applying to be authorised and fees paid by practice rights holders and firms) is taken from that budget, which leaves the amount to be charged to Chartered Legal Executives and Associate Prosecutors.
5. CILEX calculates its budget for activities that it is allowed to undertake as the approved regulator (called permitted purposes) and an estimate of the levies to be paid to the Legal Services Board etc. is included in the final practising certificate fee budget.
6. Further to the Legal Services Board's consultation of its business plan for 2023/24, they have increased their levy by 9.1% and stated that their proposed budget reflects the resources they need to meet the scale of the challenges facing the legal sector. Please refer to the following link [LSB Business Plan 2023-24 \(legalservicesboard.org.uk\)](https://legalservicesboard.org.uk) for more information.




7. The fee payable by each Chartered Legal Executive and Associate Prosecutor can then be calculated by dividing the anticipated number of each group into the total budget.
8. For 2023, CRL's share of the practising certificate fee, for Chartered Legal Executives and Associate Prosecutors, was **£222**. Our proposal for 2024 is to **reduce** our share of the fee to **£220** to **absorb** our portion of the increase in the Legal Services Board's levy.
9. The proposed split of the practising certificate fee is as follows:

RECIPIENT	COST OF PCF 2023 (% of PCF)	COST OF PCF 2024 (% of PCF)	MOVEMENT
CILEx Regulation	£222 (60.5%)	£220 (60%)	-£2
CILEX	£121 (33%)	£120 (32.6%)	-£1
Regulatory Levies	£24 (6.5%)	£27 (7.4%)	+£3
Total PCF	£367	£367	£0

We have worked hard to maintain a stable Practising Certificate Fee for those we regulate, with a £95 reduction in real terms over the last 7 years when taking inflation into consideration.

January to May 2023, CRL's activities at a glance:

	We regulate 16,872 CILEX members, including 7,271 practising chartered legal executives, 154 Associate Prosecutors and 90 non-Fellow CILEX Practitioners
	We regulate 58 firms (including ACCA-Probate firms)
	We have approved 223 qualifying employment applications
	We have authorised 281 chartered legal executives

	<p>We have worked with 484 CILEX members to bring them into compliance with their CPD obligations</p>
	<p>We have dealt with 141 prior conduct declarations</p>
	<p>We have actioned 21 complaints about the conduct of CILEX members</p>

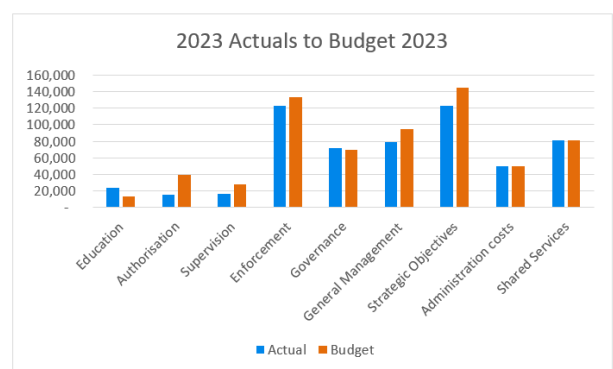
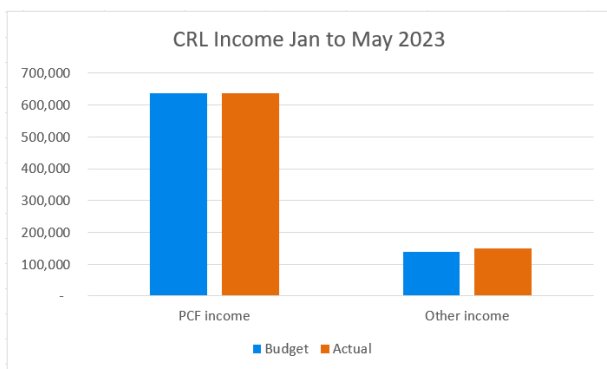
10. In addition to our core regulatory activities, CRL has been working on a range of activities for the benefit of the regulated community, consumers and the public, including:

- a. Developing a new, streamlined, and cost-effective approach to authorising and regulating law firms, as part of a package of measures to make regulation simpler and cheaper for the benefit of both the consumer and our regulated community
- b. Continuing to develop the partnership with the University of Law, that has seen 67 Fellows successfully complete the assessment on the new route to practice rights
- c. Beginning the work to make an application to the Legal Services Board to open opportunities for CILEX members to gain Higher Rights of Audience
- d. Working with the Institute of Apprenticeships, CILEX and the Employer Group we have been progressing the development of a revised chartered legal executive apprenticeship standard that will incorporate the new education standards
- e. Holding conversations with insurers and brokers to tackle the PII market for CRL regulated firms
- f. Working with its brokers on a different approach to managing the risk to the compensation arrangements based on increased risk mitigation and fidelity guarantee insurance
- g. Working with HM Treasury following ministerial support on the drafting of legislation to become a Designated Professional Body to allow for ancillary insurance to be provided by our regulated firms.
- h. Working with other frontline regulators, the Legal Services Board, OPBAS and the Ministry of Justice on a range of regulatory issues, including financial sanctions, anti-money laundering, digital identity, improving transparency for the consumer, and seeking to enable CILEX Advocates to become involved in delivering advocacy in domestic violence cases
- i. Continuing to work with the Home Buyers and Sellers Group and the Land Registry
- j. Continuing to work with a range of partners on cross-sector projects: the Legal Choices website, resources for asylum seekers and refugees,

development of a single resource for consumers to access information on qualified lawyers and finalisation of research on quality indicators (report published in June 2023). We worked with the CILEX-ACCA Probate firms to comply with our transparency requirement so that consumers are empowered to make informed decisions about the services provided to them. We published our first EDI strategy and held a roundtable on EDI attended by a wide range of stakeholders with an introduction by Seema Kennedy OBE. We developed a definition of progression to apply to our regulated community to enable progress to be benchmarked and tracked over time. We tracked leavers and those cross-qualifying to become solicitors. We reframed the rules on qualifying employment as qualifying experience to reduce barriers to qualification whilst maintaining high standards for authorisation. We worked with the LSB and other frontline regulators to tackle counter-inclusive practices in the sector. We undertook campaigns to improve substantive response rates to annual EDI data collection, and

- k. Seeking views and input from consumers, consumer representatives, the regulated community, CILEX members and others with an interest in our work on future regulation by launching the consultation “Specialist regulation for the future of an independent profession”.

2023 budget to actuals for 2023



11. Overall, CRL’s budget against actuals for 2023 are performing as anticipated and CRL’s operations are predicted to breakeven at the end of 2023.
12. Owing to a restructure and staff movement, which took place after the 2023 budget had been set, there are some changes to staff time allocated to the unit costs of each activity. This has affected performance against individual budget lines. In addition, CRL has seen increases in VAT (loss of relief) and expected increases to external audit fees. There have also been fewer than budgeted entity applications and renewals (largely owing to issues with access to PII and compensation arrangements).
13. In addition to CRL’s performance against its budget, CRL has utilised some of its operating reserves during 2023 to fund a number of projects including legal technology research, interim external HR support to cover the period between CILEX Shared HR Services and new external HR provider and further funding for the legal and regulatory issues following CILEX’ announcement on the future of regulatory arrangements (Case for Change). CRL’s reserves remain within its reserves policy.

Our plans for 2024

14. CRL will continue to regulate all CILEX members in the public and consumer interest in 2024.
15. In addition to delivering our core regulatory activities to high standards, CRL will deliver year three of its strategic objectives:
 - a. We will uphold standards whilst pursuing innovative models to improve access and minimise the regulatory burden
 - b. We will enhance the information available to consumers to improve accessibility to legal services, and
 - c. We will champion fair access for all in the legal services market

CRL's budget for 2024

16. Our total budget for 2024 is £1,900,645. The total practising certificate fee budget for 2024 is £1,555,523 an increase of £26,387 (1.7%). The increase is explained as follows:

- A reduction to entity revenue,
- Increase in VAT costs due to reduction of partial exemption relief,
- Increase in external audit fees, and
- Increase in recruitment costs due to restructuring.

Distribution between individuals and firms of the PCF for CILEx Regulation

17. The distribution of the expected practising certificate fee income from individuals with additional rights, Chartered Legal Executives and Associate Prosecutors v firms is as follows:

	2024	2023
Individuals	1,518,163 (97.6%)	1,480,691 (96.8%)
Firms	37,360 (2.4%)	48,445 (3.2%)
Total	1,555,523 (100%)	1,529,136 (100%)

How we use our budget

18. As a smaller regulator, with 21 FTE staff, 75% of the PCF income is spent on our day-to-day regulatory activities (comprising education, authorisation, supervision, enforcement, governance, services we share with CILEX (e.g., IT support) and general management activities (e.g., development of functionality for the CRM). The remaining 25% of the PCF income is spent on activities which flow from our strategic objectives.
19. Our budget for 2024 is partly funded by the practising certificate fee paid by Chartered Legal Executives and Associate Prosecutors and partly funded by the fees paid by others we regulate (including CILEX Practitioners, CILEX firms and ACCA individuals and firms, as well as from application and accreditation fees we receive).

20. For 2024, our budget by activity breaks down as follows:



Planned programme of activity for 2024

Area of work	Planned activity	Benefits
Education	Accreditation of CILEX and other qualifications, launch of new Chartered Legal Executive Apprenticeship, implementation of new route to practice rights and application for Higher Rights of Audience	Improved access and progression opportunities for the CILEX regulated community
Authorisation	Authorisation of individuals and firms to deliver reserved legal activities	Enable progression for CILEX regulated community and protection for consumers and the public
Supervision	Ensuring individuals and firms remain competent to deliver legal services, finalise the ongoing competence framework and commence reaccreditation programme as required by the LSB, including adopting risk-based supervision for regulated individuals. Continuing to work with others to improve the arrangements for the compensation arrangements and PII. Working with others in relation to a new regulatory objective for economic crime, including anti-money laundering and financial sanctions	Protection for consumers and the public by ensuring the regulated community is competent and compliant with legislation and regulations
Enforcement	Actioning prior conduct declarations and complaints from members of the public about the regulated community, complete the rules review to ensure processes are streamlined and implement new rules as appropriate, including the further integration of a risk-based approach to enforcement	Taking action to protect the public and consumers and upholding the reputation of the CILEX regulated community
Governance	Holding regular Board meetings, risk management and performance, strategy and business plan, liaison with other regulators and government	Protecting and promoting the public interest, the rule of law and ensuring CRL is operating effectively
General management	Review of who pays the practising fee and administering the practising fee approval process, finance, HR, CRM development and business support. Reviewing the value for money of services we buy from CILEX	Ensuring CRL is operating effectively

Services we buy from CILEX (shared services)	Implementing changes to the services we buy from CILEX versus the services that we must now buy independently.	Ensuring CRL is operating effectively
Strategic objective 1: Standards	Implement changes to the regulatory model, based on activities undertaken during 2023 i.e., Regulation consultation, CRL Proposal. Continued collaboration with others to create innovative legal services and improve internal processes to ensure consistent high standards	Ensure CRL continues to regulate to the highest standards for the benefit of the public, consumers and the regulated community
Strategic objective 2: Consumer	Continue to contribute to the work of Legal Choices, working collaboratively with others to deliver public legal education, implementation of the Regulatory Information Service and other technological initiatives such as digital comparison tools. Participated in initiatives led by LawTechUK (tasked with promoting the use of English law and UK jurisdiction for technology and digital innovation). Continued as a member of LawTechUK's Regulatory Response Unit (RRU) and responded promptly to referrals received through LawTechUK Sandbox. A member of a series of working groups supporting long term projects which will have substantial impact on consumers and the legal profession: Land Registry digital transformation and DCMS Digital Identity. Implement the outcomes of work relating to quality measures and unbundling. Review of rules and guidance in relation to transparency requirements for CRL regulated firms. Implementation of changes to address Consider how identified gaps Identified in customer protection.	Improving the information available to consumers in relation to the CRL regulated community
Strategic objective 3: Equality, Diversity and Inclusion	Utilise data collected and analysed to monitor progression of the CRL regulated community within the legal profession and identifying actions to improve progression, implementation of initiatives to ensure fair access for all to the legal services market. Developing requirements to ensure CRL regulated firms contribute to removing barriers that exist both for consumers and the progression of individuals with from a range of backgrounds Working with other stakeholders to where appropriate and necessary to remove barriers to access and progression	Improving progression outcomes for the CRL regulated community and for consumers from a range of backgrounds



CILEX PCF consultation 2024

How CILEX has used its share of the 2023 practising fee between January and June 2023:

21. CILEX’s share of the 2023 practising fee is **£121**. CILEX’s proposal for 2024 is to **reduce** its share of the fee to **£120** to **absorb** its portion of the increase in the Legal Services Board’s levy. CILEX’s share of the practising fee can only be used to fund activities which are permitted under the Legal Services Act. CILEX uses these funds to provide the following services to chartered legal executives:

- Operations (including Education)
- Policy and Governance
- Communications
- Central Resources and Admin

Nature of activities to be used by CILEX by category

22. The CILEX share of the PCF as allocated to each of these activities is as follows:

Area of activity	Actions
Membership/Sales & Development/Operations (including Education)	<u>Supporting Chartered Legal Executives and Associate Prosecutors by:</u> <ul style="list-style-type: none"> • Provision of customer service function: Liaising with regulated members to provide advice and guidance on application and renewal, and requirements and obligations relating to regulatory requirements and practising certificate • Support Fellows to understand and apply for regulatory authorisation • Practice advice and support for Fellows <u>Supporting those seeking to become Chartered Legal Executives by:</u> <ul style="list-style-type: none"> • Providing support to assure the quality of the academic qualifications; • Ensuring training and assessment leading to authorisation is fit-for-purpose; • Providing assessment results for candidates by centre and learner; • Providing relevant committee meeting minutes for quality assurance; • Liaison with Ofqual (including, providing details of alleged misconduct, attending stakeholder meetings, and attending professional institute forums) • Qualification: regulation, compliance, development activities; • Accreditation of training providers and courses provision <u>Regulatory work</u> <ul style="list-style-type: none"> • Maintaining the Fellow, Associate Prosecutor, and member database, • Issuing the PCF invoices and reminder notices, • Maintaining CPD records, • Providing information to CILEx Regulation about Authorised Persons and members.
Policy and Governance	<u>Supporting Chartered Legal Executives and Associate Prosecutors by:</u> <ul style="list-style-type: none"> • Providing representation for authorised persons amongst key stakeholders and forums; • Liaison and support in the areas of law reform, policy, lobbying, equality and diversity, pro bono and judicial appointments; <u>Regulatory work</u> <ul style="list-style-type: none"> • Managing the relationship with the LSB, OPBAS, other Approved Regulators and government.
Communications	<u>Supporting Chartered Legal Executives and Associate Prosecutors by:</u> <ul style="list-style-type: none"> • Providing the Journal online

	<ul style="list-style-type: none"> • Editorial support • Publication of educational articles, case studies and guidance documents • Direct mailings to Authorised Persons • Press releases • Publication of the newsletter <u>Regulatory work</u> <ul style="list-style-type: none"> • CILEx Regulation publications • Journal publication of disciplinary decisions
Central Resources and Admin	<u>Regulatory work</u> <ul style="list-style-type: none"> • Proportion of contribution of overhead costs including Board and Senior Leadership resource spent on activities as Approved Regulator

CILEX's budget for 2024

23. Our total budget for 2024 is projected to be £11.210m; In addition to the PCF, CILEX receives income from other sources (e.g., the Law School, sale of assessments etc.).

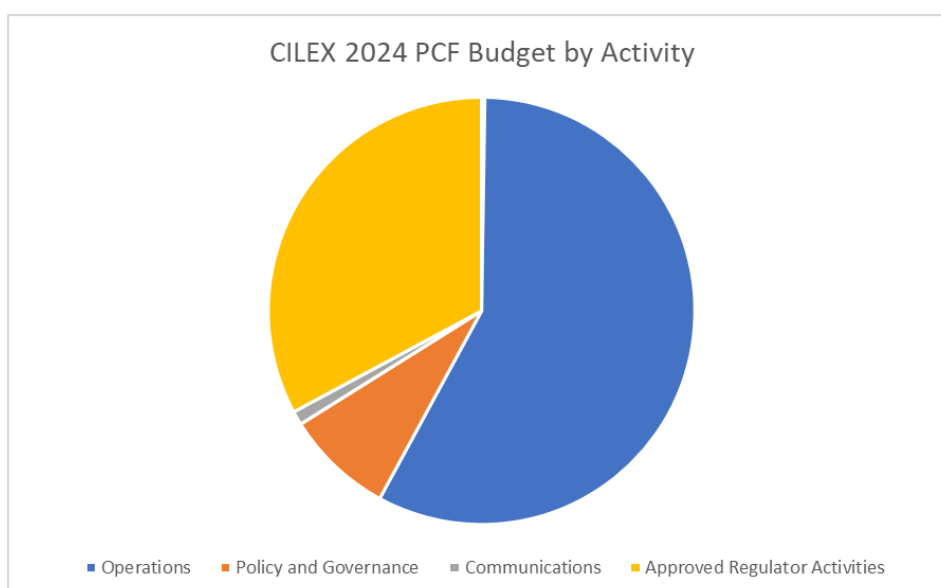
24. Our total practising certificate fee budget for 2024 is £833,621, an increase of £11,934 (1.5%). The increase is explained as follows:

- The impact of increasing consumables, licensing and contract costs across our Operations (including Education) and central resources and administration budgets.
- Increased policy and governance activity linked to the introduction of a new economic crime regulatory objective and the legislative reform agenda.

CILEX's share of the PCF as a percentage of its total income is as follows:

2024 CILEX Income Projection	£k
Income to be generated excluding PCF	10,376
PCF (7.44% of total income)	834
Total income	11,210

How we use our PCF budget at CILEX



Area of activity	Actions	Benefit
Membership/Sales & Development/Operations (including Education)	<p><u>Supporting Chartered Legal Executives and Associate Prosecutors by:</u></p> <ul style="list-style-type: none"> • Provision of customer service function: Liaising with regulated members to provide advice and guidance on application and renewal, and requirements and obligations relating to regulatory requirements and practising certificate • Support Fellows to understand and apply for regulatory authorisation • Practice advice and support for Fellows <p><u>Supporting those seeking to become Chartered Legal Executives by:</u></p> <ul style="list-style-type: none"> • Providing support to assure the quality of the academic qualifications; • Ensuring training and assessment leading to authorisation is fit-for-purpose; • Providing assessment results for candidates by centre and learner; • Providing relevant committee meeting minutes for quality assurance; • Liaison with Ofqual (including, providing details of alleged misconduct, attending stakeholder meetings, and attending professional institute forums) • Qualification: regulation, compliance, development activities; • Accreditation of training providers and courses provision <p><u>Regulatory work</u></p> <ul style="list-style-type: none"> • Maintaining the Fellow, Associate Prosecutor, and member database, • Issuing the PCF invoices and reminder notices, • Maintaining CPD records, • Providing information to CILEx Regulation about Authorised Persons and members. 	<ul style="list-style-type: none"> • Giving of practical support, and advice about practice management, in relation to practices carried on by such persons • Education and Training that meets regulatory standards • Preventing any person who is not a relevant authorised person and/or does not hold a current relevant practising certificate, purporting to be such a person or to hold such a certificate • Authorised persons are aware of and meet professional standards and maintain effective records • Data relied upon by CRL is accurate & available.
Policy and Governance	<p><u>Supporting Chartered Legal Executives and Associate Prosecutors by:</u></p> <ul style="list-style-type: none"> • Providing representation for authorised persons amongst key stakeholders and forums; • Liaison and support in the areas of law reform, policy, lobbying, equality and diversity, pro bono and judicial appointments; <p><u>Regulatory work</u></p> <p>Managing the relationship with the LSB, OPBAS, other Approved Regulators and government.</p>	<ul style="list-style-type: none"> • Participation of approved regulator in law reform and legislative process • Establishment and maintenance of effective relationship between the approved regulator and relevant national or international bodies, governments or the legal professions of other jurisdictions • Provision of required information to relevant bodies including LSB, OPBAS and MoJ
Communications	<p><u>Supporting Chartered Legal Executives and Associate Prosecutors by:</u></p>	<ul style="list-style-type: none"> • Increased public understanding of

	<ul style="list-style-type: none"> • Providing the Journal online • Editorial support • Publication of educational articles, case studies and guidance documents • Direct mailings to Authorised Persons • Press releases • Publication of the newsletter <p><u>Regulatory work</u></p> <ul style="list-style-type: none"> • CILEx Regulation publications • Journal publication of disciplinary decisions 	<p>the citizen's legal rights and duties</p> <ul style="list-style-type: none"> • Increased awareness of legal and regulatory requirements affecting authorised persons • Regulatory information is communicated in an accessible format and in a timely fashion.
Central Resources and Admin	<p><u>Regulatory work</u></p> <ul style="list-style-type: none"> • Proportion of contribution of overhead costs including Board and Senior Leadership resource spent on activities as Approved Regulator 	<ul style="list-style-type: none"> • Participation by the approved regulator in matters of law reform, legislative process & LSB, MoJ & OPBAS interactions. • Access to relevant expertise, system & technical support.

How to respond

Once you have read the consultation document, to submit a consultation response, please select the survey link below relevant to your authorisation category :

- [Chartered Legal Executives](#)
- [Chartered Legal Executive Advocates and CILEX Practitioners](#)
- [CILEX Authorised Entities](#)
- [CILEX-ACCA Probate Firms and Practitioners](#)

Or, please email your response to CILEx Regulation - consultations@cilexregulation.org.uk.

Submission deadline

Please respond by 5pm on Wednesday 23 August 2023.

[FOR CHARTERED LEGAL EXECUTIVES]

SUMMARY OF PROPOSALS, QUESTIONS, AND THE FEE FOR 2024:

25. The proposal is to **hold** the practising fee for 2024 at **£367**, the allocation of the fee for 2024 is as follows:

RECIPIENT	COST OF PCF 2023 (% of PCF)	COST OF PCF 2024 (% of PCF)	MOVEMENT
CILEx Regulation	£222 (60.5%)	£220 (60%)	-£2
CILEX	£121 (33%)	£120 (32.6%)	-£1
Regulatory Levies	£24 (6.5%)	£27 (7.4%)	+£3
Total PCF	£367	£367	£0

QUESTIONS

1. Do you agree that CRL should reduce its share of the practising fee for 2024, by £2, to £220 to absorb the increase in the Legal Services Board’s levy?

Yes/No

Please give reasons for your answer

2. Do you agree that CILEX should reduce its share of the practising fee for 2024, by £1 to £120 to absorb the increase in the Legal Services Board’s levy?

Yes/No

Please give reasons for your answer

[FOR CILEX PRACTITIONERS]

QUESTIONS (PRACTITIONERS)

1. Do you agree that CRL should maintain the practising fee for 2024 at the 2023 level?

Yes/No

Please give reasons for your answer

Practice Rights top up	CILEX Fellow with additional practice rights (per right)	£60
Practice Rights top up	Other CILEX members with additional practice rights (per right)	£60
Advocacy rights	CILEX Fellows with additional rights of audience	£151 (at first renewal and then once every 3 years)
PCF	Non-member with practice rights	£453

[FOR ENTITIES]

Entity Fees

It is proposed that the 2024 Entity Fees are held at the same level as in 2023.

Turnover	Non-ABS Entity		ABS Entity		Renewal	
	CRL (Client money)	CRL (No client money)	CRL (Client money)	CRL (No client money)	CRL (Client money)	CRL (No client money)
£0 - £100,000	£1,260	£767	£2,117	£1,624	£1,109	£616
£100,001 - £250,000	£1,512	£1,075	£2,369	£1,931	£1,361	£923
£250,001 - £500,000	£1,764	£1,361	£2,621	£2,218	£1,613	£1,210
£500,001 - £1m	£3,377	£2,570	£4,234	£3,427	£3,226	£2,419
£1m - £3m	£4,990	£3,578	£5,846	£4,435	£4,838	£3,427
£3m +	£6,612	£4,596	£7,469	£5,453	£6,461	£4,445

1. Do you agree that CRL should hold the practising fee for 2024 at the 2023 level?

Yes/No

Please give reasons for your answer

Compensation Fund Contributions

It is proposed that the 2024 compensation fund contributions paid by Entities are held at the same level as in 2023.

Turnover	Client Money	No Client Money
Litigation and Immigration		
Up to £250,000	£700	£500
£250,001 - £500,000	£1,400	£1,000
£500,001 to £1M	£2,100	£1,500
£1M + - £3M	£3,500	£2,500
£3M +	£5,075	£2,538
Probate and Conveyancing		
Up to £250,000	£750	£500
£250,001 - £500,000	£1,500	£1,000
£500,001 to £1M	£2,500	£1,500
£1M + - £3M	£4,000	£2,500
£3M +	£6,090	£2,538

2. Do you agree that that the 2024 compensation fund contributions paid by Entities are held at the same level as in 2023

Yes/No

Please give reasons for your answer

[FOR ACCA]

1. Do you agree that CRL should maintain the practising fee for 2024 at the 2023 level?

Yes/No

Please give reasons for your answer

Proposed fees for ACCA Probate individuals and firms for 2024

CILEX Practitioner (ACCA-Probate)	£100
CILEX-ACCA Probate firms	£200

DIVERSITY DATA COLLECTION FOR 2024 PCF

Introduction

Diversity and inclusion are important to CILEx Regulation and are core to the CILEX route into a legal career.

We would like to understand the diversity composition of respondents to the PCF consultation so that we can better understand any differential impacts that the fee may have on protected groups.

What we would like you to do

We are asking you to complete a diversity questionnaire attached to the PCF consultation so that we can understand these issues.

Each question includes a 'prefer not to say' option if you do not feel comfortable answering any question.

Whilst the questionnaire is voluntary, we hope you will feel you can complete as many questions as possible.

Answers to both the questionnaire and the diversity survey are anonymous.

AGE

1. Which age category are you currently in?

- a) 16-24
- b) 25-34
- c) 35-44
- d) 45-54
- e) 55-64
- f) 65+
- g) Prefer not to say

GENDER

2. Which gender do you identify with?

- a) Male
- b) Female
- c) Other
- d) Prefer not to say

ETHNICITY

3. What is your ethnic group? Please select the most appropriate option.

- a) Asian or Asian British – Bangladeshi
- b) Asian or Asian British – Chinese
- c) Asian or Asian British – Indian
- d) Asian or Asian British – Pakistani

- e) Any other Asian background
- f) Black or Black British – African
- g) Black or Black British – Caribbean
- h) Any other Black background
- i) Mixed – White and Asian
- j) Mixed – White and Black African
- k) Mixed – White and Black Caribbean
- l) Mixed – White and Chinese
- m) Any other mixed/multiple ethnic background
- n) White – British
- o) White – Irish
- p) White – English
- q) White – Welsh
- r) White – Scottish
- s) White – Northern Irish
- t) White – Roma/Gypsy
- u) White – Irish Traveller
- v) Any other White background
- w) Other – Arab
- x) Any other ethnic background
- y) Prefer not to say

RELIGION

4. What is your religion or belief?

- a) No religion or belief
- b) Buddhist
- c) Christian (all denominations)
- d) Hindu
- e) Jewish
- f) Muslim
- g) Sikh
- h) Other
- i) Prefer not to say

SEXUAL ORIENTATION AND MARITAL STATUS

5. What is your sexual orientation?

- a) Bisexual
- b) Gay man
- c) Gay woman/lesbian
- d) Heterosexual/straight
- e) Other
- f) Prefer not to say

6. What is your marital or civil partnership status?

- a) Single
- b) Married
- c) Civil Partnership (CP)
- d) Separated
- e) Divorced / CP legally ended
- f) Widowed or surviving partner
- g) Prefer not to say

DISABILITY

7. Disability is defined by the Equality Act 2010 as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person's ability.

Do you consider yourself to have a disability?

- a) Yes
- b) No
- c) Prefer not to say

SOCIO-ECONOMIC BACKGROUND

8. Did you mainly attend a state or fee-paying school between the of ages 11 – 18?

- a) UK state-run or state-funded school - non-selective
- b) UK state-run or state-funded school – selective
- c) UK independent or fee-paying school - bursary
- d) UK independent or fee-paying school – no bursary
- e) Attended school outside the UK
- f) Other
- g) Prefer not to say

9. If you went to university, were you part of the first generation of your family to do so?

- a) Yes
- b) No
- c) Did not attend university
- d) Prefer not to say

CARING RESPONSIBILITIES

10. Are you a primary carer for a child or children under 18?

- a) Yes
- b) No
- c) Prefer not to say

11. Do you look after, or give any help or support to family members, friends, neighbours or others?

- a) No
- b) Yes, 1 – 19 hours a week
- c) Yes, 20 – 49 hours a week
- d) Yes, 1 – 50 or more hours a week
- e) Prefer not to say

We are asking the following questions because we would like to understand more about your working circumstances. This information will provide context to the survey responses so we can gain a greater understanding of how paying the PCF will impact on different groups of people.

1. Do you work in:

- Private legal practice
- In-house:
 - Local Authority
 - Private sector
 - charity
- Crown Prosecution service
- non-legal sector
- other
- PNS

2. How was your Practising Certificate paid for in 2023?

- I paid for it
- My employer paid for it
- I received a CILEX grant
- Other – please provide details
- PNS

3. Do you intend to purchase a full Practising Certificate in 2024?

Yes/No/PNS

(If No)

Why will you not be purchasing a full Practising Certificate in 2024?

- I am not in employment
- I am in non-legal work
- I will be regulated by another regulator
- I will be retiring
- I will be on maternity/paternity leave
- Other – please provide details
- PNS

4. Who will pay for your Practising Certificate in 2024?

- I will pay for it
- My employer will pay for it
- I am not sure
- Other – please provide details
- PNS

5. What other things which are necessary for your employment does your employer pay for (please add any comments below):

- training for professional development
- health insurance
- Car parking
- Childcare
- Other – please provide details below
- PNS

ADD COMMENT BOX

6. Which of the following best describes your current gross income?

Below £20,000

£20,001 - £25,000

£25,001 – £30,000

£30,001 - £35,000

£35,001 - £40,000

£40,001 - £45,000

£45,001 - £50,000

£50,001 - £60,000

Above £60,000

PNS

7. Did you receive an inflationary wage increase in:

- 2019 Yes/No
- 2020 Yes/No
- 2021 Yes/No
- 2022 Yes/No
- 2023 Yes/No
- PNS

8. Have you taken a new job, or has your job changed, since the start of 2021?

- No
 - My job is the same

- Yes
 - I chose to move jobs
 - I moved jobs due to a reduction in wage
 - I remain working for the same employer, but I have increased responsibility while my wage remains the same (save for an inflationary increase)
 - I moved jobs due to increased hours / responsibility while my wage remained the same
- PNS

9. How are you now working?

- From Home full time
- full-time in the office
- Hybrid working and I am usually in the office each week
 - 1 day
 - 2 days
 - 3 days
 - 4 days
- PNS

Details how to respond to the Consultation are on page 12