

# Admissions & Licensing Committee **Annual Report 2022**

## Chair's Foreword | Ann Thurnhurst

It has been an interesting year continuing the pandemic recovery with changes to the membership of the Committee and the type of applications received. There have been increasing numbers of Overseas applications and those from non-traditional and emerging professions and specialisms. One explanation of these trends is that CILEX Accreditation is increasingly recognised as a mark of quality.

Overall, the number of applications referred to the Committee has reduced which is reflective of the overall reduction in applications. Without further investigation, it is not possible confidently to attribute the reduction to any one cause but the likelihood is that individuals and businesses continue to recover from the pandemic. CRL Officers have greater authority to decide which applications need to be referred to the Committee. This improves the service to customers and reduces the number of cases requiring Committee discussion and approval.



Anne Thurnhurst  
CRL ALC Committee Chair

There have been some changes in membership of the Committee this year. A very warm welcome has been extended to Dean Spencer and John Jones who both started in January 2022. Dean and John have moved swiftly and seamlessly into their committee roles providing us with the benefit of their expertise.. December 2022 was the last meeting for Karen McArthur and Alan Kershaw. Karen is not continuing her role into 2023 and we thank her for her contribution. In particular, I would like personally to thank Karen for her support as Deputy Chair. Alan is moving on to the role of Chair at the Legal Services Board. We wish him well in his new post and thank him for his contribution to the Committee.

I am sure 2023 will be presenting new and interesting challenges for us all.

## Introduction

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

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

This report provides an analysis of the decision making of both the office and the committee in 2022 across the different areas of responsibility.

Six committee meetings were held in 2022. All 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 2022:

- **800** applications for qualifying employment assessment were processed
- **676** applications for authorisation as a Chartered Legal Executive via Work Based Learning were processed
- **66** applications for authorisation as a Chartered Legal Executive via the Chartered Legal Executive Apprenticeship were processed.

Office decisions by application type	Approved	Refused	Total
Qualifying Employment	659	6	665
Fellowship via Work Based Learning	675	0	675
Fellowship via CLE Apprenticeship	66	0	66
Total	1400	6	1406

The office has delegated authority to decide applications. Where the office is unable to make a decision in relation to an application, it is referred to the committee.

Committee decisions by application type	Approved	Refused	Total
Qualifying Employment	114	21	135
Fellowship via Work Based Learning	0	1	1
Fellowship via CLE Apprenticeship	0	0	0
Total	114	22	136

- **114** of the **1400** applications approved in 2022 were determined by the Committee **(8.1%)**
- **100%** of approval decisions made by the committee in 2022 related to the assessment of work experience against the definition of qualifying employment, as outlined in the Application for Fellowship Rules.

## Recognition of qualification obtained outside of the United Kingdom

In November 2022, the Legal Services Board approved an application to allow CILEx Regulation (CRL) to extend the scope of its existing regulatory arrangements to accept applications to become authorised as a Chartered Legal Executive or a CILEX Practitioner from individuals who qualified in any jurisdiction outside of the UK, in compliance with the Professional Qualifications Act 2022.

In 2022:

- **2** new applications were received, with **2** applications deferred until 2023, awaiting further information from the applicant.
- **0** applications for authorisation of individuals qualified in another jurisdiction were determined.

## Accreditation of training providers

In June 2021, the Legal Services Board approved an application to allow CRL to amend the education standards against which applicants are assessed to become Chartered Legal Executives. With this approval, CRL is able to grant accreditation rights to suitable training providers. Approved training providers are able to design, develop and deliver qualifications which fully meet the knowledge requirements set out in the revised education standards.

In July 2022, the CRL Board approved an application for accreditation from Bloomsbury Institute. As a result, Bloomsbury Institute is an accredited provider for the following Chartered Legal Executive Pathways:

- Dispute Resolution (Civil Litigation) Pathway
- Criminal Litigation Pathway
- Immigration Pathway
- Probate Pathway
- Conveyancing Pathway
- Business Pathway

In October 2022, CRL approved an application from CILEX for accreditation of the CPQ Graduate Route. This route requires learners to have completed a qualifying law degree prior to completion of the CPQ Graduate Route requirements. This qualification has been approved for the following Chartered Legal Executive Pathways:

- Dispute Resolution (Civil Litigation) Pathway
- Criminal Litigation Pathway
- Family Litigation Pathway
- Immigration Pathway
- Probate Pathway
- Conveyancing Pathway
- Employment Pathway
- Business Pathway

The Committee will be provided with the annual reports from accredited training providers in 2023.

## Authorisation to practise in one or more reserved activities

CRL 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 October 2021, the Legal Services Board approved an application to allow CRL to provide legal regulation to accountants delivering non-contentious probate services, following the Association of Chartered Certified Accountants' (ACCA) decision to withdraw as a legal services provider. CRL began processing applications from individuals seeking regulation as a CILEX Practitioner (ACCA-Probate) in November 2021.

In May 2022, the Legal Services Board approved an application to allow CRL to alter regulatory arrangements relating to the granting of practice rights in reserved and regulated areas of activity. As a result, Chartered Legal Executives with at least 5 years' qualifying employment experience are able to obtain the additional rights through training and knowledge and competency assessment or solely a knowledge and competency assessment, both delivered by the University of Law.

In 2022:

- **125** new applications were received in 2022.
- **85** applications for authorisation in one or more reserved activities were determined.
- **1** application for authorisation in one or more reserved activities was referred to the Committee.

## Authorisation to practise Advocacy

CRL 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 2022, the following applications for authorisation as an advocate in one or more of the proceedings were processed:

	Civil	Criminal	Family	Total
New applications received	1	3	3	7
Advocacy courses held	1	1	0	2
New advocates admitted	0	3	3	6
Renewals processed	0	26	2	28

- 4 applications for authorisation as an advocate or advocacy renewal certificate renewal were referred to the committee for decision in 2022.

## Analysis of equality and diversity data for 2022 applications

In 2022, CRL continued to redact applicant details from applications prior to their referral to the Admissions and Licensing Committee.

As part of this Annual Report, CRL has reviewed the diversity data for individual authorisation applications processed in 2022, in relation to gender, age and ethnicity. CRL has reflected on the overall impact of decision making on several groups with protected characteristics.

The data analysis for 2022 authorisation applications was very similar to that of previous years. It has been noted that the percentage of refused applications as a total of all applications received continues to be very small (1.8%) and therefore findings may not be statistically valid.

Some initial observations from the data analysis have been detailed below:

- It appears that the approvals and refusals by gender continue to reflect the male: female ratio for the CILEX membership.
- The majority of applications were received from applicants aged between 25 and 34 (59%).
- Applicants aged between 25-34 were most likely to be approved.
- As in previous years, the majority of applicants were white (66.4%).

### Gender

Gender for approved applications	QE	WBL	Apprenticeship	Practice Rights	Advocacy
Female	534	479	53	43	6
Male	172	146	11	37	0
Other	0	1	0	0	0
PNS/Not recorded	49	49	1	5	0

Gender for refused applications	QE	WBL	Apprenticeship	Practice Rights	Advocacy
Female	12	0	0	0	0
Male	4	1	0	0	0
Other	0	0	0	0	0
PNS/Not recorded	5	0	0	0	0

### Age

Age for approved applications	QE	WBL	Apprenticeship	Practice Rights	Advocacy
< 25	13	3	0	0	0
25-34	430	371	1	12	0
35-44	150	152	4	27	2
45-54	54	52	0	17	1
55-64	12	11	0	11	1
>65	0	0	0	6	0
PNS/Not recorded	96	86	1	12	0



Age for refused applications	QE	WBL	Apprenticeship	Practice Rights	Advocacy
< 25	1	0	0	0	0
25-34	6	0	0	0	0
35-44	6	1	0	0	0
45-54	3	0	0	0	0
55-64	0	0	0	0	0
>65	0	0	0	0	0
PNS/Not recorded	5	0	0	0	0

## Ethnicity

Ethnicity for approved applications	QE	WBL	Apprenticeship	Practice Rights	Advocacy
Asian	109	93	7	11	0
Black	46	38	5	2	0
Mixed	26	27	6	0	0
White	514	460	45	67	4
Other	4	1	2	0	0
PNS/Not recorded	56	56	0	5	2

Ethnicity for refused applications	QE	WBL	Apprenticeship	Practice Rights	Advocacy
Asian	6	1	0	0	0
Black	2	0	0	0	0
Mixed	0	0	0	0	0
White	7	0	0	0	0
Other	1	0	0	0	0
PNS/Not recorded	5	0	0	0	0

## Conclusions in relation to equality and diversity data

- As with previous Admissions and Licensing Committee annual reports, the data continues to show that applicants from BAME backgrounds are more likely to be refused than white applicants. However, it should be noted that the overall refusal rate remains very small and therefore the data should be treated with some caution.
- As mentioned earlier in the report, the applications referred to the Committee are anonymised. 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.
- CRL previously commissioned research to review its processes with applications and the report resulting from the research did not find that there were biases in the applications process. As such, this trend may be indicative of a broader equality, diversity, and inclusion issue across the legal sector.