

Chartered Legal Executive
Apprenticeship
External Quality Assurance
Report 2022

Introduction

CILEx Regulation (CRL) was appointed to act as the External Quality Assurer for the Chartered Legal Executive Apprenticeship in October 2018.

The Admissions and Licensing Committee has oversight responsibility for CRL's role as External Quality Assurer for the Chartered Legal Executive Apprenticeship.

This report provides a review of the work CRL has conducted in the role during 2022.

Work completed during 2022

CRL undertook a review visit of CILEX in April 2022 and has monitored CILEX's progress with the action plan set following that meeting. We also undertook a further review visit in September 2022 at which a further action plan was created. The report of the visit in September 2022 was reported to the Institute for Apprenticeships and Technical Education. The report is attached at Appendix 1.

CRL participates in the periodic relationship meetings with the Institute for Apprenticeships and Technical Education and has met regularly with the Legal Employer Group. As part of these discussions, it was decided to create two Chartered Legal Executive Apprenticeships (to cover the differences between contentious and non-contentious work). The new apprenticeship standards are expected to be launched in September 2023.

66 apprentices completed the Chartered Legal Executive Apprenticeship in 2022.

Forward look

In 2023, CRL plans to continue with its review visits to CILEX to ensure that the Chartered Legal Executive Apprenticeship is being completed in accordance with the Standard, Assessment Plan, and relevant Institute guidance. We will continue to work with the Institute for Apprenticeships and Technical Education and the Employer Group to implement the revised Chartered Legal Executive Apprenticeships in accordance with the regulatory standards and any additional requirements from the Employers. This work is expected to complete by the end of 2023.

Appendix 1

ST0244

Report date: 21/10/2022

Last report date: 31/07/2019

EQAP: CILEx Regulation

Standard EQAP Report

v1.31
15/6/2021

Chartered legal executive

Level: 6 Duration (months): 60

Date approved: 03/09/2015

Compliant EPAOs with no recommendations	Compliant EPAOs with recommendations	No of EPAOs not compliant with EPA plan	No. EPAOs not yet delivered any assessments
0	1	1	0

Overall judgement: Amber

The standard and assessment plan have not been reviewed since the apprenticeship was approved for delivery in 2015. This is owing to fundamental review of the education standards pertaining to Chartered Legal Executives. The revised education standards are now in force and a review of the standard and assessment plan is about to commence. The assessment plan, whilst at the point of approval was compliant, no longer meets IFATE rules and this will be reconsidered as part of the overall standard and assessment plan review. Update for 2022: this Standard will be replaced with a new standard which is currently in the final stages of approval IFATE. This Standard will remain live until all existing apprentices have either completed this Standard or transferred to the new Standard.

No of assessments	No of fails	No of resits	No of passes	No of merits	No of distinctions	Overall pass rate %
153	0	0	153.0	0	0	100

Assessment Methods

Assessment Plan Fit For Purpose

Criteria	Risk Rating	Justification
Valid and accurate	Amber	Yes. The assessment plan reflects the current education standards required to become a Chartered Legal Executive. These standards have been reviewed and replaced with revised standards, however, the current assessment plan is based on rules which remain in force until 31.12.2028.
Consistent and reliable	Green	The assessment plan has been in force since 2015 and was based on the regulatory assessment already utilised to authorise Chartered Legal Executives. We are satisfied that the assessment provides consistency and reliability which is confirmed through standardisation. However, the assessment plan does not meet current IFATE rules and this will be reviewed as part of the development process to implement the revised education standards into the apprenticeship.
Independent	Green	There is clear evidence of independent assessment of the EPA from the training providers.
Grading	Green	N/A
Feasible manageable	Amber	The current assessment methodology is feasible, manageable and affordable, however, CRL is aware that the current assessment products do not meet current IFATE guidelines and these will be reviewed as part of the wider standard/review outlined above.
Reasonable adjustments	Green	No evidence has been identified to indicate that reasonable adjustments cannot be accommodated.

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Appendix 1 continued

Assessment Plan Recommendations

Type	Summary	Short term solution	Long term solution
Validity	Review of standard and assessment plan	Although the current assessment plan remains valid for regulatory purposes the regulatory education standards have been amended. The current standards will cease to have effect on 31.12.28. Therefore, no short term solution is required. It should also be noted that the current assessment plan does not meet current IFATE guidance. This will be addressed as part of the standard and assessment plan review.	Review of standard and assessment plan to reflect new regulatory education standards and current IFATE rules and guidance.

EPAO Data

EPAO Name	Cost of EPA	No of EPAs	No of fails	No of resits	No of passes	No of merits	No of distinctions	Overall pass rate %
The Chartered Institute of Legal Executives (CILEx)	1100.00	66	0	0	66	0	0	100