



CPD Guidance Document

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Contents

CPD requirements by membership grade	3
CILEX Practitioners and Advocates	3
CILEX Associate Prosecutors.....	3
CILEX Fellow and Legal Accounts members	3
CILEX Member - Advanced Paralegal members	3
WBL CPD reduction	3
CILEX Member - Paralegal members	4
What counts as CPD?	4
CPD Outcomes	4
Hours-based CPD	5
Professionalism	5
Extensions	5
Dispensation	5

CPD requirements by membership grade

CILEX Practitioners and Advocates

As a CILEX Practitioner you are required to complete 9 CPD outcomes. Of your 9 outcomes, at least 5 must be planned. 1 of your planned outcomes must be in professionalism. For CILEX Litigators and CILEX Advocates, at least 2 of your 5 planned outcomes must be related to advocacy focused activities.

The outcomes should focus on developing skills as an advocate and knowledge of procedure. Outcomes can be met through a variety of different CPD activities including attendance at courses, shadowing other advocates, and webinars which focus on drafting arguments.

CILEX Associate Prosecutors

As a CILEX Associate Prosecutor you are required to complete You are required to complete 9 CPD outcomes. At least 4 of the 9 outcomes must be planned, focusing on criminal practice.

You are also required to complete 1 of your outcomes in professionalism, which must also be planned.

CILEX Fellow and Legal Accounts members

As a CILEX Fellow you are required to complete 9 CPD outcomes. Of your 9 outcomes at least 5 must be planned. 1 of these planned outcomes must be in professionalism.

CILEX Member - Advanced Paralegal members

As a CILEX Member - Advanced Paralegal you are required to complete 9 CPD outcomes. Of your 9 outcomes, at least 5 must be planned. 1 of these planned outcomes must be in professionalism.

WBL CPD reduction

If you are completing the Work Based Learning Portfolio, you can apply for a reduction in your CPD requirements.

All applications for a reduction must be made to CILEx Regulation at cpd@cilexregulation.org.uk. You can apply for a reduction for up to 2 CPD years, providing the Work Based Learning Portfolio has been compiled over this period. Once your reduction has been applied your requirements will be 5 planned outcomes, with 1 of the 5 being in professionalism.

CILEX Member - Paralegal members

As a member of CILEX you are required to complete 8 hours CPD + 1 Professionalism outcome.

If you have an area of specialism, half of your CPD hours must be focused on the area which you specialise in. If you do not have an area of specialism, you will not be required to designate a specialist area.

What counts as CPD?

CPD can be undertaken through a number of different activities. Please see below for examples of what may count towards your CPD*.

- CILEX CPD Products
- Relevant journal or internet articles
- Attendance at courses or seminars
- Distance learning courses (including e-learning modules)
- In-house training by employer
- Training by local CILEX or Law Society branches
- Academic or professional study
- Production of a dissertation
- Research of a legal topic in specialist areas only
- Preparation and delivery of training
- Work shadowing
- Coaching or mentoring

*Please note that requirements differ slightly for those listed in the **CILEX Member - Paralegal** grade.

CPD Outcomes

A planned outcome would be a learning outcome which you plan in advance; you need to know what you want to update your knowledge/competence on. Once you have set a learning outcome, you would undertake an activity which would be you completing the outcome.

An unplanned outcome is simply how it sounds; we would describe this as unexpected learning. This would be an activity which you undertake and have not planned beforehand. An example of this would be reading the CILEX Journal, you are unable to plan what topics will arise therefore if you did benefit from the article it would be an unplanned outcome.

A professionalism outcome is an activity which is directly linked to you as a professional person rather than an area of law that you work within. The outcome must develop or refresh your professional knowledge or skills in matters such as client care and communication skills, equality and diversity issues, business and social awareness, and time and resource management.

Hours-based CPD

On the hour-based scheme, members in the **CILEX Member - Paralegal** grade are required to log the amount of time spent undertaking a CPD activity. An example of this would be a 1-hour seminar – which would equate to 1 hour CPD. The way this is logged on the system is in a numerical format and is logged in 0.25 increments (15 minutes).

Professionalism

Professionalism is an outcomes-based CPD entry which is an activity which is directly linked to you as a professional person rather than an area of law that you work within. The outcome must develop or refresh your professional knowledge or skills in matters such as client care and communication skills, equality and diversity issues, business and social awareness, and time and resource management.

Please note that for members in the **CILEX Member - Paralegal** grade up to 75% of CPD hours could be attained from reading relevant journals and internet articles. This includes the CILEX Journal and CILEX CPD Products. You can also count up to 100% of your academic or professional study towards CPD.

Extensions

If you require extra time to complete your CPD requirements, you can make an application to CILEx Regulation outlining reasons for your request. An extension offers you an extra 3 months, up until 31 December to complete and log your CPD.

All requests must be made in writing and can be email to cpd@cilexregulation.org.uk for consideration, any applications for an extension must be received by **31 August**.

Dispensation

If you have been out of work for at least 6 months or more of the CPD year you may be eligible to receive a dispensation.

If you are out of work due to sickness, unemployment or maternity/paternity leave then you can apply for a dispensation. To receive a dispensation, you will need to email cpd@cilexregulation.org.uk outlining the reasons for your request and the dates which you have been absent from work.

CILEx Regulation can only award this to you once you have been out of work for the **6 months** of the CPD year. Once CILEx Regulation have reviewed your request they will notify you if this has been applied to your account.