



LEVEL 3 LEGAL SERVICES APPRENTICE QUALIFICATIONS FACTSHEET

WHAT ARE THE CILEx LEVEL 3 LEGAL SERVICES APPRENTICESHIP QUALIFICATIONS?

What is an Apprenticeship?

Apprenticeships are a combination of on-the-job training and nationally-recognised qualifications. Anyone living in England, over 16 years-old and not in full-time education can be an apprentice. They are suitable for both new and existing employees and are available to all ages, although only certain ages of employee are eligible for government funding. For those aged 16-18 years, in England all training costs will be covered, and for those 19-24 years up to 50% will be paid by the government with the employer paying the rest. There are no age restrictions to funding in Wales.

Apprenticeships are ideal for younger people starting out on a new career, an adult looking to make a career change, or an employee who would like to develop their skills and knowledge to gain a promotion. Apprenticeships are flexible and are designed to offer a structured programme to fit around the needs of the individual and the employer. Learning takes place during employment for most of the time through gaining 'on the job' skills. However there is an academic element which usually takes place at a local centre or a specialist training organisation, or through distance learning providers. This off-the-job training is usually done on day release or over a number of days in a block, and leads to a nationally recognised qualification, such as those provided by CILEx.

For more information on the Apprenticeships in England please visit www.apprenticeships.org.uk, and for Wales please visit www.wales.gov.uk/topics/educationandskills/skillsandtraining/apprenticeships.

About CILEx

CILEx is the professional association for Chartered Legal Executives, other legal practitioners and paralegals. CILEx currently represents 20,000 members and is one of the three main regulators of the legal profession in England and Wales. CILEx offers a unique route to a legal career and becoming a qualified lawyer without a requirement to having a law degree, although law graduates and graduates with non-law degrees can also qualify as a lawyer through the CILEx route.

The suite of CILEx Legal Services qualifications at Level 3 consists of:

- CILEx Level 3 Certificate in Civil Litigation (Ofqual QCF code: 601/0267/6)
- CILEx Level 3 Certificate in Employment Practice (Ofqual QCF code: 601/0266/4)
- CILEx Level 3 Certificate in Family Practice (Ofqual QCF code: 601/0265/2)
- CILEx Level 3 Certificate in Property (Ofqual QCF code: 601/0264/0)
- CILEx Level 3 Certificate in Private Client Practice (Ofqual QCF code: 601/0263/9)
- CILEx Level 3 Diploma in Providing Legal Services (Ofqual QCF code: 601/0275/5)



These new qualifications, available from September 2013, have been developed by the Chartered Institute of Legal Executives (CILEx), in consultation with employers across the legal sector, to meet the needs of new and emerging business requirements within the sector. The qualifications have been designed as the main components in the Advanced Apprenticeship in Legal Services, but each is also a QCF qualification in its own right.



WHAT IS THE ADVANCED APPRENTICESHIP IN LEGAL SERVICES?

The Advanced Apprenticeship in Legal Services is a structured programme of learning which combines work-based learning with academic learning, leading to nationally recognised qualifications. The Advanced Apprenticeship in Legal Services consists of two kinds of work-related qualification which assess these two main forms of learning.

An apprentice will undertake the following:

Type of qualification	What's its purpose?	Name of qualification
<ul style="list-style-type: none"> ■ A competence qualification 	To assess learning done on the job	CILEx Level 3 Diploma in Providing Legal Services
<p>AND</p> <ul style="list-style-type: none"> ■ A knowledge qualification 	To assess knowledge and understanding associated with job role	One from the CILEx Level 3 Certificate in: <ul style="list-style-type: none"> Civil Litigation, OR Employment Practice, OR Family Practice, OR Property, OR Private Client Practice

The knowledge qualification is often described as a 'pathway' through the Advanced Apprenticeship which enables an apprentice to develop the skills and understanding specifically relevant to the area of legal practice in which they work. The competence qualification is a generic work-based qualification relevant to all Legal Services apprentices.

Apprenticeships are work-based training and the learner must be employed before they can embark on an apprenticeship. Public funding in England is available to support the training of apprentices between

the ages of 16 and 24 years. This is dependent upon both the employment sector and the age of the apprentice. For further details, please visit the National Apprenticeship Service (NAS) website at www.apprenticeships.org.uk. For details for Wales, visit www.wales.gov.uk.

The level of learning required to successfully complete both the competence and knowledge qualifications is broadly equivalent to A-Level. The duration of an Advanced Apprenticeship will be at least 18 months. In addition to the main

requirements identified above, the Advanced Apprenticeship also includes requirements for apprentices in relation to Functional Skills/Essential Skills/GCSEs in Maths, English and Information and Communications Technology (ICT).

All learners completing programmes towards the Level 3 Legal Services qualifications are required to become members of CILEx. This brings all the benefits of being a member of an established Chartered Professional Body including independent regulation by ILEX Professional Standards (IPS).

QUALIFICATION STRUCTURES

Knowledge Qualifications

All five qualifications contain units which are drawn from the CILEx Level 3 Professional Diploma in Law and Practice, the first stage in qualifying as a Chartered Legal Executive lawyer.

Each of the five qualifications is underpinned by one of the CILEx Level 3 Professional Skills units: Client Care Skills. Achievement of this mandatory unit will demonstrate that the learners are able to develop effective working relationships with clients seeking legal advice. This unit is assessed by CILEx written assignments, delivered and assessed by tutors and moderated by CILEx. This unit will be graded Pass or Fail only.

Each of the five knowledge qualifications is made up of four units, including the mandatory unit, Client Care Skills. Learners must take at least one Law and one Practice unit. The fourth unit is a free choice.

CILEx Level 3 Certificate in Civil Litigation

Learners must study Client Care Skills and the legal practice unit, Civil Litigation. They must then choose at least one of the law units, Law of Tort or Contract Law. The fourth unit is a free choice.

Unit	Type
Client Care Skills	Professional Skills
Civil Litigation	Legal Practice
Law of Tort	Law
Contract Law	Law
Introduction to Law and Practice*	Law
Legal Research Skills	Professional Skills

CILEx Level 3 Certificate in Employment Practice

Learners must study Client Care Skills and the legal practice unit, The Practice of Employment Law. They must then choose at least one of the law units, Employment Law or Contract Law. The fourth unit is a free choice.

Unit	Type
Client Care Skills	Professional Skills
The Practice of Employment Law	Legal Practice
Employment Law	Law
Contract Law	Law
Introduction to Law and Practice*	Law
Legal Research Skills	Professional Skills



QUALIFICATION STRUCTURES

Competence Qualifications

The CILEx Level 3 Diploma in Providing Legal Services consists of 22 units in total from which learners must achieve a total of at least 39 credits. This includes:

- 7 mandatory units to gain 22 credits;
- A minimum of 15 credits from optional group 1, with a maximum of 5 credits at Level 4;
- A minimum of 2 credits from optional group 2

The **Mandatory units** represent core business, ethical, functional and personal skills. These units are mandatory because they focus on the essential understandings and skills necessary to undertake a role in a modern legal workplace.

The units in **Optional Group 1** represent key legal function areas and learners will choose units from this group which best reflect the functions of their role. The key elements of handling and progressing a legal matter to a conclusion are included as well as opportunities for learners to move beyond Level 3 into more challenging Level 4 skills.

The units in **Optional Group 2** represent relevant areas of transferrable skills development that the learner and employer consider important to an individual and/or a role in the legal workplace.

The qualification is assessed at work through the production of a portfolio of evidence. The portfolio of evidence is assessed by a qualified assessor and verified by a CILEx external verifier.



Mandatory units

	Level	Credits
Business and ethics in the legal sector	3	4
Comply with legal, organisational and regulatory requirements in the provision of legal services	3	3
Plan and manage your own workload	3	2
Draft legal documents using precedents	3	5
Manage files for legal matters	3	3
Receive, transmit, store and retrieve information	2	2
Communicate effectively with people maintaining the security of information	3	3

Optional group 1 - Legal Functions

Manage financial considerations in relation to legal matters	4	5
Prepare for financial transactions in relation to legal matters	4	5
Preparing cases for representation in formal proceedings	4	5
Acting on behalf of clients in informal proceedings	4	5
Process clients' instructions and plan legal work	3	4
Provide documents for legal matters	3	3
Conclude legal matters	3	3
Communicating with legal advice clients	2	3
Providing legal advice to clients	3	5
Conduct research to progress legal matters	3	5

Optional group 2 - Transferable Functions

Equality and Diversity	3	6
Maintain and develop your own knowledge, skills and competence	3	3
Ensure your own actions reduce risks to health and safety	3	2
Contribute to the quality of team working	3	3
Managing interviews with legal advice clients	3	3

POTENTIAL JOB ROLES AND MEMBERSHIP ROUTES

Job Roles

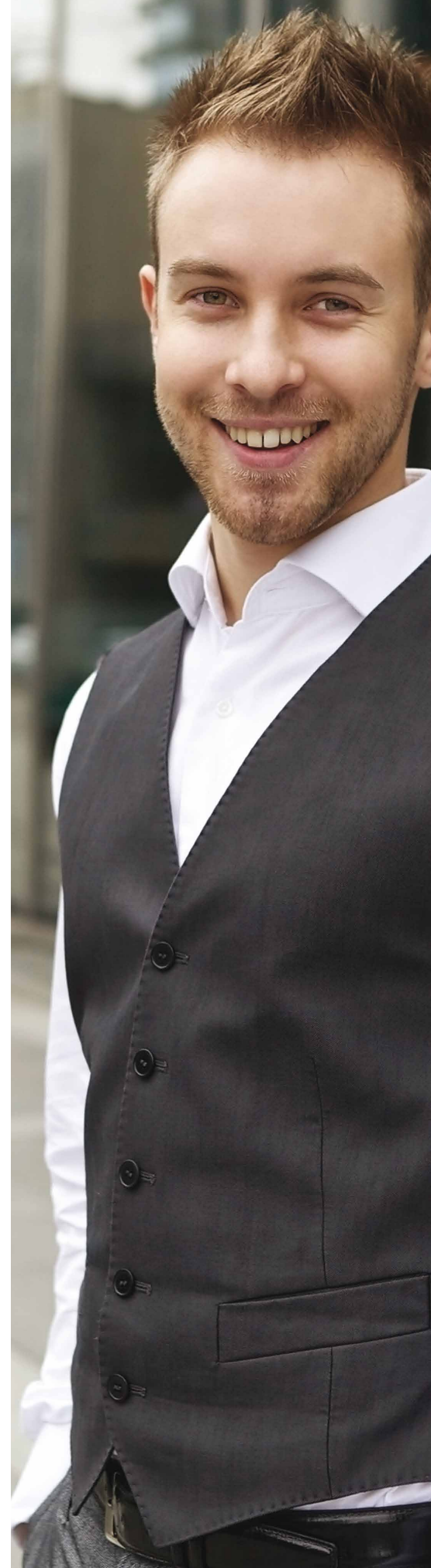
Level 3 learners will be working under supervision. They may work in a specialist department e.g. Civil Litigation or Family Law, or they may have more general legal responsibilities. The type of job role may often be referred to as 'paralegal' and job titles vary from organisation to organisation and with the area of specialism. Example job titles are: Litigation Assistant, Junior Paralegal, Legal Assistant, Conveyancing Assistant.

Progression

The Level 3 Legal Services knowledge qualifications are made up of units that are common to the CILEx Level 3 Professional Diploma in Law and Practice. Once a learner has achieved a unit they will not be required to take that unit again if they go on to study either CILEx's Level 4 Legal Services qualifications or the CILEx Level 3 Certificate or Diploma in Law and Practice.

Similarly, the Level 3 competence qualification contains a small number of units which are common between this qualification and the Level 4 competence qualification. Where the learner achieves a unit undertaking the Level 3 competence qualification, they will not be required to take that unit again if they go on to take the Level 4 competence qualification.

Learners wishing to progress their studies towards becoming a Chartered Legal Executive lawyer should complete the remaining Level 3 Professional Diploma units and move onto the CILEx Level 6 Professional Higher Diploma in Law and Practice. After completing this and the required qualifying employment period, a candidate would qualify as a Chartered Legal Executive.



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