Mission Statement

The Institute of Legal Executives (ILEX) is the professional body which represents Legal Executives and enhances their role and standing in the legal profession.

ILEX is the leading provider of comprehensive legal education and influences law reform.

Delivering Customer Service

ILEX aims to support, educate and represent its members throughout their legal career. ILEX has made a commitment to its members to improve customer service.

Customer Service Statement

• To provide comprehensive legal education
• To develop relationships with all members
• To communicate with all customers in a clear and effective manner
• To ensure that all ILEX services are subject to quality assurance
• To deliver the highest level of customer satisfaction and meet customer needs in the most effective way
• All stakeholders (members, employees, centres and suppliers) will be treated with dignity and respect
• ILEX will aim to comply at all times with its Equal Opportunities Policy

ILEX will:

• Provide clear information to all prospective students about educational opportunities
• Acknowledge enquiries within 5 working days
• Ensure all customers are aware of the complaints procedure. Complaints will be acknowledged within 3 working days and answered within 10 working days
• Ensure all students know the examination results appeals procedure. Appeals will be acknowledged within 5 working days and answered within 8 weeks, where re-marking is required
• Make every effort to ensure all documents and guidance given to students, centres and employers is clear and relevant
• Listen to customers and monitor changing needs
• Monitor needs of employers to ensure the ILEX qualification remains relevant
• Ensure each accredited centre is visited at least once every 18 months
• Acknowledge registration of new student applications within 10 working days
• Produce examination certificates within 2 weeks of result notification
• Update the syllabus each year
• Review the service processes twice a year

Conclusion

ILEX will report annually to stakeholders on performance achieved against all customer service commitments. If you wish to register a complaint regarding standards of service, please write to: ILEX Customer Service Officer, Kempston Manor, Kempston, Bedford, MK42 7AB. If you are not satisfied with the result, you can ask the Chief Executive to review your complaint.

ILEX Equal Opportunities Policy

ILEX at all times treats its customers with dignity and respect. As an Awarding Body, ILEX will ensure that its qualifications, its standards for accrediting providers of those qualifications, its examinations and other methods of assessment are designed to make study with ILEX accessible to all, regardless of race, colour, nationality, ethnic or national origin, sex, marital status, or disability.

ILEX will ensure that it meets its commitment to equality of opportunity by monitoring and evaluating its performance against equal opportunities policy objectives, which will be set annually by the Council. ILEX will report on its performance in its Annual Report.

The Equal Opportunities policy for the Awarding Body function is under review at the time of printing and the up-to-date policy can be viewed on the ILEX website.
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Diagram of the Legal Executive Career Qualification Route IBC
# Key Dates and Deadlines

## Mixed Assessment Route (MAR) Timetable for 2007/8

### September 2007 intake of Mixed Assessment Route students

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| Wednesday 31 October 2007 | The deadline for Registration with ILEX for those commencing the Mixed Assessment Route wishing to take January 2008 Case Studies (CS). ILEX will require payment of Registration Fee, Subscription Fee and CS Fee, including completion of Registration Form and Case Study Entry Form. **Any Registration Form received after this date, Wednesday 31 October 2007 will not be processed in time for the January 2008 Case Studies.**  
However, there will be a late entry period for Case Study entries. This will only apply to students who have completed and returned their Registration Form by 31 October 2007 but have not submitted a Case Study entry form. Late Case Study entry forms will be accepted from 1 November 2007 until 8 November 2007 upon payment of an additional late penalty fee of £25. Any Case Study entry form received after 8 November 2007 will not be accepted for entry in the January 2008 Case Studies. |

### January 2008 Case Studies

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| Wednesday 2 January 2008 | Send CS to Centres  
Monday 7 January 2008 | Students to receive CS (week commencing)  
Monday 21 January 2008 | Week for CS testing  
Monday 11 February 2008 | Centres send sample CS scripts to ILEX Moderators  
Monday 25 February 2008 | Moderators send marked scripts back to Centres  
Monday 17 March 2008 | Centres send all CS marks for January to ILEX |

### June 2008 Case Studies

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Study Dates</td>
<td></td>
</tr>
</tbody>
</table>
| Monday 21 January 2008 | 2.00pm  Unit 2 Contractual Obligations  
Tuesday 22 January 2008 | 9.30am  Unit 3 Property Transactions  
Tuesday 22 January 2008 | 2.00pm  Unit 4 Family Welfare  
Wednesday 23 January 2008 | 2.00pm  Unit 5 Tort & Civil Litigation  
Thursday 24 January 2008 | 9.30am  Unit 6 Criminal Process  
Friday 25 January 2008 | 9.30am  Unit 7 Business Formation |

### Friday 28 March 2008 deadline for:

1. ILEX’s receipt of Registration Form, with Registration Fee, Subscription + CS Entry Form + Fee, for any student who previously failed to register and subscribe, who now wishes to enter June CS.

2. Any existing student who has already registered and paid the subscription fee, but who has not paid the CS fee, and wishes to enter the June CS, must obtain a CS Entry Form from ILEX. This should be completed and sent with CS fee to reach ILEX by this deadline. ILEX will then send a CS Admission Permit showing the CS Candidate Number in time for the June CS.

**Any Registration Form received after this date Friday 28 March 2008 will not be processed in time for the June 2008 Case Studies.**

However, there will be a late entry period for Case Study entries. This will only apply to students who have completed and returned their Registration Form by the 28 March 2008 but have not submitted a Case Study entry form. Late Case Study entry forms will be accepted from 28 March 2008 until 11 April 2008 upon payment of an additional late penalty fee of £25. Any Case Study entry form received after 11 April 2008 will not be accepted for entry in the June 2008 Case Studies.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 19 May 2008</td>
<td>Send CS to Centres</td>
</tr>
<tr>
<td>Monday 2 June 2008</td>
<td>Students to receive CS (week commencing)</td>
</tr>
<tr>
<td>Monday 16 June 2008</td>
<td>Week for CS testing</td>
</tr>
<tr>
<td>Monday 14 July 2008</td>
<td>Centres send sample CS scripts to ILEX Moderators</td>
</tr>
<tr>
<td>Monday 21 July 2008</td>
<td>Moderators send marked CS scripts to Centres</td>
</tr>
<tr>
<td>Monday 11 August 2008</td>
<td>Centres send <strong>all</strong> CS marks for June to ILEX</td>
</tr>
</tbody>
</table>

**Case Study Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 16 June 2008</td>
<td>2.00pm</td>
<td>Unit 2 Contractual Obligations</td>
</tr>
<tr>
<td>Tuesday 17 June 2008</td>
<td>9.30am</td>
<td>Unit 3 Property Transactions</td>
</tr>
<tr>
<td>Tuesday 17 June 2008</td>
<td>2.00pm</td>
<td>Unit 4 Family Welfare</td>
</tr>
<tr>
<td>Wednesday 18 June 2008</td>
<td>2.00pm</td>
<td>Unit 5 Tort &amp; Civil Litigation</td>
</tr>
<tr>
<td>Thursday 19 June 2008</td>
<td>9.30am</td>
<td>Unit 6 Criminal Process</td>
</tr>
<tr>
<td>Friday 20 June 2008</td>
<td>9.30am</td>
<td>Unit 7 Business Formation</td>
</tr>
</tbody>
</table>

**Summer 2008 Mixed Assessment Route Examination**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 3 March 2008</td>
<td>Closing date for receipt of entries</td>
</tr>
<tr>
<td>Friday 6 June 2008</td>
<td>Examination takes place</td>
</tr>
</tbody>
</table>

**Autumn 2008 Mixed Assessment Route Examination**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 1 September 2008</td>
<td>Closing date for receipt of entries</td>
</tr>
<tr>
<td>Friday 24 October 2008</td>
<td>Examination takes place</td>
</tr>
</tbody>
</table>
General Information

1. How to Qualify as a Legal Executive

The route to qualification as a Legal Executive is as follows:

(i) Completion of the following ILEX Professional Qualifications:
   • Level 3 Professional Diploma in Law
   • Level 6 Professional Higher Diploma in Law

   (or exemption from these qualifications or subjects within the qualifications).

(ii) Completion of 5 years Qualifying Employment (2 years of which must be undertaken after reaching the Membership grade).

(iii) Application to become a Fellow of ILEX (supported by a Certificate of Fitness signed by your employer or supervisor).

2. Classes of Membership

There are three classes of membership of ILEX; Student, Member and Fellow.

Students are registered with ILEX and studying for either the Professional Diploma in Law or the Professional Higher Diploma in Law.

Members (M.Inst.L.Ex) have completed the Professional Diploma in Law and the Professional Higher Diploma in Law.

Fellows (F.Inst.L.Ex) are full members of ILEX, having completed the professional qualifications and met the qualifying employment requirements. Only Fellows of ILEX can use the term 'Legal Executive'.

3. Qualifying Employment

To apply for Fellowship, Members must complete 5 years qualifying employment, including at least 2 years in the membership grade after the completion of the professional qualifications. In addition the criteria set out in (i) and (ii) must be met.

(i) The candidates’ work place duties must be wholly or principally of a legal nature

(ii) The candidate must be employed by either:
   • A solicitor or a firm of solicitors in private practice or
   • A licensed conveyancer or firm of licensed conveyancers – or
   • Any firm, corporation, undertaking, department or office where employment is subject to supervision by a Fellow, solicitor, barrister or licensed conveyancer employed in duties of a legal nature by that firm, corporation, undertaking, department or office.

3.1 Candidates Not in Qualifying Employment

Candidates do not have to be in qualifying employment to study for the Professional Diploma in Law. However, it will take longer to progress to become a Fellow (for those not in qualifying employment) if they do not start qualifying employment until after the examinations.

4. Code of Conduct

Students, Members and Fellows enrolled with ILEX are bound by its rules and regulations. The ILEX Disciplinary Tribunal has the power to consider complaints against members of all grades who have been guilty of conduct unbefitting a member. The Disciplinary Tribunal has the power to exclude members or to fine, reprimand or admonish them.

The standards which members are required to observe in their employment are set out in a Code of Conduct and amplified in Guides to Good Practice. The Code of Conduct is sent to all Students on enrolment and again to newly admitted Fellows. A copy of the Code of Conduct is available from the Professional Development and Regulation Department who can provide guidance on the effect of the Code of Conduct and ethical matters arising within employment.
5. ILEX Professional Qualifications

ILEX’s professional qualifications are accredited by the Qualifications and Curriculum Authority (QCA) and appear on the National Qualifications Framework at Level 3 and Level 6.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>QCA Reference</th>
<th>Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3 Professional Diploma in Law*</td>
<td>100/2514/5</td>
<td>Set at A level standard</td>
</tr>
<tr>
<td>Level 6 Professional Higher Diploma in Law</td>
<td>100/3440/7</td>
<td>Set at honours degree level standard</td>
</tr>
</tbody>
</table>

* There are two routes for the Level 3 Professional Diploma in Law: the examination route and the mixed assessment route.

6. Entry requirements for the Level 3 Professional Diploma in Law

All students enrolling on Level 3 PDL are strongly recommended to pass 4 GCSEs at grade C or above including English Language or Literature or equivalent (including the City and Guilds/ILEX Level 2 Vocational Paralegal Studies certificate).

7. Exemptions

An exemption from completing the Mixed Assessment Route Portfolio will be granted to candidates who have achieved the City & Guilds/ILEX Level 2 Certificate in Vocational Paralegal Studies with a distinction in the two core modules – The Legal Environment (Unit 1) and General Legal Principles (Unit 2).

An exemption from completing the Mixed Assessment Route Portfolio will be granted to candidates who have achieved an AS or A level in Law with a grade E or above, and who registered with the Institute from September 2003.

An exemption from completing the Mixed Assessment Route Portfolio and final examination will be granted to candidates who have successfully completed a qualifying Law degree within the previous seven years.

8. Enrolment as a Member

Candidates who have completed the Professional Diploma in Law and the Professional Higher Diploma in Law (or received exemption from these qualifications) may enrol as Members of ILEX. To apply for Membership, candidates should complete form C9M. Further information is available from the Operations Division.

9. Admission as a Fellow

Qualified Members who meet the qualifying employment requirement (Section 3) may apply for admission as a Fellow of ILEX. Applications must be supported by a Certificate of Fitness signed by a Fellow, Solicitor, Barrister, Licensed Conveyancer, as appropriate in the firm, practice or department in which a Member is employed. Further information is available from the Operations Division.
The Level 3 Professional Diploma In Law - Mixed Route Assessment

10. Content

The Professional Diploma in Law Mixed Assessment comprises units in three elements, a portfolio; six preseen case studies and a final examination.

**Unit 1** Introduction to Law and Practice

For further information on the portfolio candidates are referred to the Portfolio handbook 2006-7

<table>
<thead>
<tr>
<th>Unit 2 Case Study - Contractual Obligations</th>
<th>Unit 5 Case Study - Tort and Civil Litigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 3 Case Study - Property Transactions</td>
<td>Unit 6 Case Study - Criminal Process</td>
</tr>
<tr>
<td>Unit 4 Case Study - Family Welfare</td>
<td>Unit 7 Case Study - Business Formation and Practice</td>
</tr>
</tbody>
</table>

The final examination covers Units 2 - 7.

10.1 Assessment

The Professional Diploma in Law Mixed Assessment Route is assessed in three ways: a portfolio for Unit 1, six preseen case studies for Units 2 to 7 and a final examination in substantive law.

**Portfolio**

The portfolio is assessed by the centre and may be subject to moderation by ILEX. It must be satisfactorily completed before a candidate may enter for the examination. A separate Portfolio Handbook is available from ILEX at Kempston Manor. The content of Unit 1 pervades the whole course. It should be completed at the beginning of the course and the practice elements should be developed through Units 2 to 7.

**Case Studies (Pre-seen)**

The case studies will be set by ILEX and assessed by the centre. A sample will be moderated by ILEX. The case studies will require candidates to analyse and respond to the type of scenario that they will meet in their practice, and to demonstrate both knowledge and skills. The scenarios, but not the case study questions, will be made available to candidates two weeks before the date of the assessment. Candidates may bring their notes and books into the assessment. Case Studies for all the Units 2 to 7 will be available twice a year at a date and time set by ILEX. Candidates may resit case studies in which they have been unsuccessful. Candidates will not be expected to cite cases/statutes in a letter to a client unless specifically instructed to do so. Candidates when asked to draft a letter will not be required to use a letter heading. However, two marks will be given for an appropriate opening and ending and reference heading to body of letter. Three marks will be given for general coherence and style.

**Examination**

The examination will be set and marked by ILEX. It will be an examination which will assess the candidate’s knowledge of the substantive law in Units 2 to 7. The candidate will be required to answer six questions, one from a choice of three for each unit. The examination may be taken in June or October. Unsuccessful candidates may resit the examination.
### 10.2 Duration of the assessment, pass marks and grades

Candidates must achieve the required standard for the portfolio, the six pre-seen case studies and the final examination in order to pass the Professional Diploma in Law.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Content</th>
<th>Method of Assessment</th>
<th>Due Date</th>
<th>Duration</th>
<th>Pass Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>Introduction to Law &amp; Practice</td>
<td>Portfolio</td>
<td>31 December of 2nd year if 2 year course</td>
<td>Must be satisfactorily completed prior to entry to the final examination</td>
<td>Pass</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Contractual Obligations</td>
<td>Open book, unseen test, on case study</td>
<td>End of term</td>
<td>2 hours 15 minutes *</td>
<td>40%</td>
</tr>
<tr>
<td>Unit 3</td>
<td>Property Transactions</td>
<td>Open book, unseen test, on case study</td>
<td>End of term</td>
<td>2 hours 15 minutes *</td>
<td>40%</td>
</tr>
<tr>
<td>Unit 4</td>
<td>Family Welfare</td>
<td>Open book, unseen test, on case study</td>
<td>End of term</td>
<td>2 hours 15 minutes *</td>
<td>40%</td>
</tr>
<tr>
<td>Unit 5</td>
<td>Tort &amp; Civil Litigation</td>
<td>Open book, unseen test, on case study</td>
<td>End of term</td>
<td>2 hours 15 minutes *</td>
<td>40%</td>
</tr>
<tr>
<td>Unit 6</td>
<td>Criminal Process</td>
<td>Open book, unseen test, on case study</td>
<td>End of term</td>
<td>2 hours 15 minutes *</td>
<td>40%</td>
</tr>
<tr>
<td>Unit 7</td>
<td>Business Formation &amp; Practice</td>
<td>Open book, unseen test, on case study</td>
<td>End of term</td>
<td>2 hours 15 minutes *</td>
<td>40%</td>
</tr>
<tr>
<td></td>
<td>Substantive law Units 2 – 7</td>
<td>Unseen final examination, no books allowed</td>
<td>End of course</td>
<td>3 hours 15 minutes *</td>
<td>40%</td>
</tr>
</tbody>
</table>

* Fifteen minutes is the reading time for the case studies and final examination. During this reading time candidates may make notes on their question paper (case studies) or on the examination paper notes page (MAR Final Examination).

In order to achieve a Distinction, candidates must gain at least 70% in their examinations or case study.

The use of ‘non-programmable’ calculations is permitted in any examination requiring computations.
11. Studying for the Level 3 Professional Diploma in Law - Mixed Assessment Route

11.1 Registering for the Professional Diploma in Law—Regulations

Candidates for the Professional Higher Diploma in Law must undertake an accredited course – see 11.2 Accredited Centres and Courses below.

Candidates registering for the MAR Final examination must:

- be enrolled with ILEX and be up-to-date with subscription fees including the year of the examinations;
- have successfully completed the Portfolio which must be signed off by the Centre Assessor.

11.2 Accredited Centres and Courses

All applicants for entry to the Institute’s examinations/assessments (portfolio and case studies) must have undertaken an **accredited course of study** for the subject or subjects that they wish to take. Most ILEX candidates study part-time while working in a legal office. However, this is **not** essential and Professional Diploma in Law subjects may also be taken by full-time students, or by those who are currently working outside a legal environment but intend to find employment in the legal sector. Some centres offer the Professional Diploma in Law in conjunction with other qualifications which may include secretarial, business studies or information technology.

11.3 Course Manuals

The course manuals written for the Professional Diploma in Law by ILEX Tutorial College are recommended. Orders can be made through ITC’s on-line shop at www.ilex-tutorial.ac.uk; by telephone on 01234 844300 or by completing an order form available in *The Legal Executive* journal.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>Introduction to Law and Practice</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Contractual Obligations</td>
</tr>
<tr>
<td>Unit 3</td>
<td>Property Transactions</td>
</tr>
<tr>
<td>Unit 4</td>
<td>Family Welfare</td>
</tr>
<tr>
<td>Unit 5</td>
<td>Tort and Civil Litigation</td>
</tr>
<tr>
<td>Unit 6</td>
<td>Criminal Process</td>
</tr>
<tr>
<td>Unit 7</td>
<td>Business Formation and Practice</td>
</tr>
</tbody>
</table>

12. Changes in the Law

The syllabi detailed in this handbook are dated May 2007.

Candidates are expected to keep up-to-date with changes in law and practice that may occur after the publication of the syllabi and texts. Particular attention should be paid to new cases and statutes.

Details of important changes to syllabi are posted on the ILEX website and published in *The Legal Executive* journal in the syllabus update section.

Candidates will not normally be required to demonstrate knowledge of changes taking effect during the three months immediately before the examination, subject to any guidance to the contrary published in *The Legal Executive* journal, website or Student Handbook.

13. The MAR Final Examination and Case Studies

The Professional Diploma in Law Mixed Assessment Route examinations take place in Summer and Autumn. The Professional Diploma in Law Mixed Assessment case studies take place in January and June 2008.

13.1 Registering for the MAR Final Examination

Candidates can register for examinations on the ILEX website. In addition exam entry forms are dispatched with the following Legal Executive journals:

- December edition: Summer examination session
- July edition: Autumn examination session

Candidates must ensure that their examination entry form reaches ILEX by the relevant deadlines as detailed in the MAR Timetable for the year 2007/8.

ILEX aims to acknowledge receipt of examination entry forms within 3 days. Candidates should contact the Operations Division if an acknowledgement is not received within one week of submitting the examination entry form.

ILEX strictly observes an equal opportunities policy and to ensure the fair and equal treatment of all candidates, will not enter any candidates for examinations if their examination entry form and/or examination fees are received after the deadlines.
### 13.2 Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Annual Subscription Fee</td>
<td>£85</td>
</tr>
<tr>
<td>New Student Registration Fee</td>
<td>£35</td>
</tr>
<tr>
<td>Level 3 Professional Diploma in Law (Mixed Assessment Route) Examination</td>
<td>£96</td>
</tr>
<tr>
<td>Level 3 (Mixed Assessment Route) Case Studies</td>
<td>£90</td>
</tr>
<tr>
<td>External Examination Centre Fee</td>
<td>£18</td>
</tr>
</tbody>
</table>

### 13.3 Identity Checks at Examination Centres

Examination admission permits are sent to each candidate in advance of the Mixed Assessment Route examination session. The permits set out the address of the examination centre and the date and time of the examinations the candidate is sitting along with the candidate’s candidate number for each examination. The admission permit must be produced at the centre to be checked.

Candidates are required to present proof of identity at the examination centre in addition to the examination admission permit. A list of the various forms of ID which can be presented appears on the website and will be sent to each candidate with the admission permit. Candidates with queries about the ID checks should contact the Operations Division. There are no identity checks in respect of case studies.

### 13.4 Examination Centres for the MAR Final Examination

Candidates must sit the summer MAR final examination at their accredited centre (course provider/college).

At the autumn examination session candidates taking the MAR final examination must sit the examination at an external centre selected from the list below and pay the external centre fee.

<table>
<thead>
<tr>
<th>Centre</th>
<th>Centre</th>
<th>Centre</th>
<th>Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedford</td>
<td>Chelmsford</td>
<td>London</td>
<td>Sheffield</td>
</tr>
<tr>
<td>Birmingham</td>
<td>Exeter</td>
<td>Manchester</td>
<td>Southampton</td>
</tr>
<tr>
<td>Brighton</td>
<td>Guildford</td>
<td>Norwich</td>
<td>Sunderland</td>
</tr>
<tr>
<td>Bristol</td>
<td>Hull</td>
<td>Nottingham</td>
<td>Tonbridge</td>
</tr>
<tr>
<td>Cardiff</td>
<td>Leeds</td>
<td>Oxford</td>
<td>Truro</td>
</tr>
<tr>
<td>Carlisle</td>
<td>Liverpool</td>
<td>Preston</td>
<td></td>
</tr>
</tbody>
</table>

ILEX regularly reviews the number of examination centres. The up-to-date list will be provided with the examination entry form.

### 13.5 MAR Final Examination/ Case Study Results

ILEX will issue two result notifications as follows:

1. **Case Study results.** Centres will inform ILEX of the result of each case study test as soon as it is known. **When all six tests have been passed, ILEX will issue a Case Study Result Notification to the candidate.** This will record the final mark and grade (pass or distinction) of all six case studies.

2. **Examination results.** These notifications will also confirm that the portfolio has been satisfactorily completed. The Institute will send out examination results to candidates by first class post on 13 August 2008 for the summer examinations and on 10 December 2008 for the autumn examinations. If candidates have a query regarding their examination results they can contact the enquiry service by telephone on 01234 845718 or by letter three working days after the release of the examination results.

When a candidate has passed all the assessment components (portfolio, six pre-seen case studies and final examination), ILEX will issue a Professional Diploma in Law certificate.
Reasonable Adjustments & Special Considerations

14. Reasonable Adjustments

14.1 Explanation of Reasonable Adjustments

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation.

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve but not be limited to:

- changing standard assessment arrangements, for example allowing candidates extra time to complete the assessment activity
- adapting assessment materials, for example, providing materials in Braille;
- providing access facilitators during assessment, for example, a reader.

Candidates must ensure that all requests for reasonable adjustments are made to the Operations Division at ILEX and supported by relevant medical documentation or other supporting documentation, which clearly sets out the candidate’s requirements.

The up-to-date Guidance to Candidates: Reasonable Adjustments and Special Considerations is posted on the website and candidates applying for reasonable adjustments must ensure that they are familiar with this guidance and adhere to rules set out in the document.

14.2 Deadline for Reasonable Adjustment Requests:

The deadline for reasonable adjustment requests is

|----------------------------------|------------|---------------------------------|-------------------|

Candidates requiring Braille examination papers should apply 8 weeks before the examination/case study session.

15. Special Consideration

15.1 Explanation of Special Consideration

Special consideration is given following an assessment to candidates who are present for the assessment but may have been disadvantaged by temporary illness, injury or adverse circumstances which arose at or near the time of assessment. Special consideration cannot remove the difficulty faced but rather special consideration attempts to go some way to assist the candidate affected.

Special consideration may result in a small adjustment to the mark of the candidate. The size of the adjustment depends on the circumstances during the assessment and the evidence presented, and will reflect the difficulty faced by the candidate, but will always be a minor adjustment (usually a maximum of 3% and in exceptional circumstances 5% in accordance with the guidelines) as to do more may jeopardise the standard. It is noted that a request for special consideration does not automatically lead to a mark adjustment. Each application is considered on its merits.

15.2 The Special Consideration Process

All applications for special consideration with appropriate supporting documentation are submitted to the Awards Committee for consideration, subject to the candidate failing the assessment/s concerned by 5% or less. Decisions about special consideration are made in accordance with the rules and regulations set out in the Guidance to Candidates Reasonable Adjustments and Special Considerations and in compliance with the Maximum Allowance Criteria in this guide.

The up-to-date Guidance to Candidates: Reasonable Adjustments and Special Considerations is posted on the website. Candidates applying for special consideration must ensure that they are familiar with this guidance and comply with the deadlines and procedures set out in the guidance document. Special consideration requests which do not comply with the Guidance to Candidates: Reasonable Adjustments and Special Considerations will not be considered.
15.3 Deadline for Special Consideration requests

Requests for Special Consideration must be submitted immediately after the examination by the deadlines below, which are before the release of the examination / case study results.

<table>
<thead>
<tr>
<th>Session</th>
<th>Summer 2008</th>
<th>Autumn 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination Session</td>
<td>27 June 008</td>
<td>7 November 008</td>
</tr>
<tr>
<td>January 2008</td>
<td>8 February 008</td>
<td>June 2008 Case Study Session</td>
</tr>
<tr>
<td></td>
<td>11 July 008</td>
<td></td>
</tr>
</tbody>
</table>

Special Consideration requests received by ILEX after these deadlines will not be processed.

 Appeals

16. The Appeals Process

ILEX has in place a wide range of reviews, checks and quality assurance procedures to ensure that every candidate who takes an examination receives a result which accurately reflects their examination performance.

However, on occasion, a candidate may consider that their examination result is not an accurate reflection of their performance. In such cases a candidate may appeal the mark they have received.

The information below sets out the stages of the Appeals process and the costs involved.

16.1 Stages of the Appeals (Re-marks) and Independent Review Process

Appeals (Re-mark)

- An appeal of an examination result involves the re-marking of the examination script.
- To appeal an examination result, a candidate must write to the Operations Department within 3 weeks of the release of the examination results providing the following information:
  1. examination subject
  2. membership number
  3. candidate number
  4. include the appropriate fee (see point 16.4)
- Following receipt of the request, the examination script is re-marked by a Senior Examiner other than the Examiner responsible for the initial marking process.
- The result of the re-mark is sent out as soon as possible (within 6 weeks of receipt of the appeal request) and overrides the result originally received.

Independent Review

Candidates may 'appeal' the appeal (re-mark) result – this process is known as independent review.

- To request an independent review of an appeal (re-mark) result a candidate must send a letter to the Education Department, within 2 weeks of receipt of the appeal result, requesting an independent review and providing the following information:
  1. examination subject
  2. membership number
  3. candidate number
- The script is independently reviewed by ILEX's Independent Reviewers who are not part of the ILEX's team of Examiners and Moderators. The purpose of this review is to ensure that fair and equitable marking practices and appeals procedures have been followed and are transparent.
- The result of the independent review is issued as soon as possible (within 3 weeks of receipt of the request).
- The result of the independent review is final and overrides all previous results issued.
- No further appeal is permitted after the independent review.
6. Factors to Consider in Relation to Appeals

- The appeals and independent review process can lead to an increase or decrease in the mark originally issued.
- The result of the initial appeal (re-mark) overrides the original mark issued (even if it is a lower mark than the original mark).
- The result of the independent review overrides the appeal (re-mark) result and the original mark issued (even if it is a lower mark).
- During the original marking process all results which fall within 5% of the pass mark are automatically marked a second time to see if sufficient extra marks may be found for a pass grade.
- The outcome of an appeal is the issue of an examination result to the candidate. An appeal does not provide additional feedback and commentary on a candidate's performance.
- An appeal does not take into account any special consideration for illness, bereavement or other factors which may have affected the candidate's performance. Candidates seeking special consideration must read the Guidance to Candidates: Reasonable Adjustments and Special Consideration, and apply by the deadlines, shortly after the examination has been taken.
- Candidates who have passed an examination or case study are not entitled to appeal the examination or case study result.

6.3 Timeline for Appeals

| Deadline for appeals (re-marks) requests | Maximum of 3 weeks after the release of the examination results |
| Turnaround time for appeals (re-mark) requests | 6 weeks from receipt of the request |
| Deadline for independent review requests | 2 weeks after receipt by the candidate of the appeal (re-mark) result |
| Turnaround time for independent review requests | 3 weeks from receipt by the education department of the independent review request |

6.4 Fees for Appeals

- Appeals (re-mark) request - £50 per examination subject / case study
- No additional fee is required for an independent review of the outcome of an appeal request

If an appeal (re-mark) / independent review results in an upgrading of the original mark to a pass, the appeal fee is refunded.

6.5 Breakdown of Examination Results

Candidates can request a breakdown of an examination result. The breakdown simply lists the mark a candidate received for each question attempted. No further feedback is provided.

To request a breakdown of an examination result, candidates must apply to the Operations Division setting out their candidate number, membership number, details of the examination and include the £15 fee per examination.

All requests for examination result breakdowns must be submitted no later than 3 weeks after the release of the examination results.

17. ILEX Website (www.ilex.org.uk)

The ILEX website is used as the primary method of communication with ILEX candidates. Candidates must ensure that they regularly view the website and are familiar with the guidance, rules and regulations posted on the website. Key documents available include:

- Student Handbooks (including the syllabi)
- Examination timetable
- Past examination papers
- Examiner's Reports
- Examination pass rates
- Online Examination registration
- Guidance to Candidates: Reasonable Adjustments and Special Considerations
- Instructions to Candidates: Examination Regulations
- ILEX Examination Misconduct Procedures: Guidance for Candidates and Accredited Centres
- Candidate ID checks
- Key Skills Handbook
18. Teaching and Learning Guidelines

Candidates will find below information to help them to understand the subject they will need to study and the expected standard they will need to achieve.

**Understanding**  Candidates will be able to demonstrate an understanding of the syllabus topic by explaining clearly the effect of the legal rules. Candidates will be able to apply their knowledge to a practical scenario and be able to explain why a particular course of action is appropriate.

**Knowledge**  Candidates will be able to demonstrate knowledge of a syllabus topic by identifying and stating legal rules clearly and accurately.

**Awareness**  Candidates will be able to demonstrate an awareness of a syllabus topic by reference in outlines only to the relevant legal rules.

- The *Aims and Learning Outcomes* in the syllabus provide a statement of the required level of the syllabus in a particular subject area for a pass to be achieved by a candidate.
- The *Contents* section provides a statement of the required depth of the syllabus for a pass to be achieved by a candidate.
- The *Guidance Notes* provide a statement of the required breadth of the syllabus for a pass to be achieved by a candidate.

19. Descriptors for Candidates – Mark Bandings

The information below will provide guidelines for candidates on the Mixed Assessment Route when completing their examination and case studies.

**Distinction**  Candidates are able to recall a substantial body of relevant information and present a well-structured response to a question identifying all significant issues. They consistently integrate descriptive and evaluative material, making connections where appropriate. They demonstrate strong analytical and problem solving skills and construct sound coherent and relevant arguments supported by appropriate authority.

**Pass**  Candidates either:

Identify the major issues raised by problem questions and respond by providing relevant and generally accurate accounts of established rules of law or practice and, using (some) legal authority, draw straightforward conclusions as to possible outcomes.

**OR**

In response to essay questions, provide generally accurate accounts or relevant descriptive material, identifying issues raised by the questions, making connections, offering basic evaluations, and drawing straightforward conclusions.

**Fail**  Candidates do not identify essential issues of law or practice.

They provide irrelevant, cursory, or significantly inaccurate accounts of established rules of law and practice. They make little or no attempt to apply rules or practice to the facts of problem questions.

In relation to essay questions, they fail to identify or address issues raised by the question. They fail to identify connections, offer basic evaluations or draw simple conclusions.

20. Key Skills

Candidates are not required to complete Key Skills (from the Regulatory Authority Key Skills units) as part of the ILEX Level 3 Professional Diploma in Law. However, studying the Level 3 Professional Diploma in Law provides a wide range of opportunities for candidates to generate evidence for one or more of the key skills particularly Communication and Information Communication Technology.

The Institute provides ILEX course tutors with guidance in Key Skills Guidance for Centres 2007-8 with signposts from within the syllabus to help candidates to achieve their key skills.
Syllabi: General Information

Guidance Notes

The Guidance Notes in this Handbook do not and are not intended to supplant or replace or curtail the syllabus. The information provides guidance for candidates when completing their examinations.

Solicitors’ Practice Rules

All candidates will be expected to have an awareness, knowledge and understanding of the Solicitors’ Practice Rules which are relevant to the subject being studied.

Practice Rules may be:

• relevant to all Practice subjects, e.g Rule 15;
• subject specific.

Case and Statute Dates

When statutes are used as authorities, candidates will be expected to quote the short title, or where appropriate, the title most commonly used to describe the statute, which will invariably include the date.

Candidates for the Level 3 Professional Diploma in Law examinations and case studies will be, in quoting from decided cases, be able to identify the appropriate ratio decidendi, using this and facts from the case in support of the arguments they make.

Marks will not be lost for failure to put in the date.

Retention of Materials

Students and Centres should be aware that:

Examination question papers and examiners’ reports for the Professional Diploma in Law examinations are retained by the Institute for a minimum of two years which embraces four examination sessions. Past examination papers and examiners’ reports are available on the website.

All candidates’ examination scripts are retained for a maximum of six months. Thereafter a sample of five scripts per subject from five centres is retained for two years. The scripts or submissions are selected from those ranging around the pass and distinction marks. There is therefore NO duty on centres in respect of retention of this material.

Centres should return candidates portfolios at the end of the course.

Certification

Students and centres should understand that ILEX will provide certification in the following ways:

For the Professional Diploma in Law – Mixed Assessment Route, all candidates will receive an examination results notification/subject certificate per subject stating their exact percentage results and overall grade, with supporting information explaining the mark bands in respect of Distinctions, Passes and Fails.

The Professional Diploma in Law Mixed Assessment Route examination result will also show that the candidate has passed the portfolio. Centres are supplied with a portfolio certificate which they can inscribe and give to candidates to record their completion of the portfolio.

On passing all the elements of the qualification candidates will receive a certificate of completion.
Content of Units

Unit 1 Introduction to Law and Practice

This unit will be assessed by a portfolio of evidence compiled throughout the course. It will be centre based and assessed (subject to Institute moderation). The portfolio must be satisfactorily completed prior to entry to the final examination.

Aims and Learning Outcomes

A  Gain an understanding of the legal profession and the English Legal System.
B  Develop the practice related skills needed to complete the course.
C  Have an understanding of office practice and procedures which are relevant to working in a Solicitor’s office including meeting the costs of legal advice.

On completion of this unit the candidate will be able to:

- Demonstrate an understanding of the legal profession and the English Legal System.
- Identify and apply practice related skills including the main rules of conduct relating to a solicitor’s practice.
- Have an understanding of the main rules of conduct relating to a Solicitor’s practice including meeting the costs of legal advice.

Content Guidance Notes

1. An introduction to the transferable skills which are to be assessed within the portfolio; legal research, verbal skills, written communication, problem solving, personal management and teamwork.

2. A substantive introduction to the legal system:
   a. The law making process
   b. The court structure
   c. Legal personnel and their responsibilities
   d. Publicly Funded Legal Services

This provides an introduction to the course. The content is pervasive in nature and candidates should demonstrate knowledge and understanding of the key areas throughout the course and in the case studies. Detailed guidance on the format of the portfolio can be found in the accompanying handbook.

A general broad introduction to skills is required. Skills covered: legal research, verbal skills, written communication, problem solving, personal management and team work. Development of letter writing skills is essential: headings, grammar, layout, ‘client friendly’ language.

Candidates will understand how statute, delegated legislation, case law and custom operate and interrelate; they should understand how the common law and equity developed, the impact of European Law and they should know the British Constitution in outline.

Candidates will understand in outline: the Civil and Criminal Court structures, tribunals, the roles of the appellate Courts, the European Court of Justice and the European Court of Human Rights.

Candidates will understand the training routes of Solicitors, Barristers and Legal Executives. Candidates should understand the impact of the Courts and Legal Services Act 1990 on the professions. Candidates will understand the importance and relevance of the Solicitors Practice Rules; Solicitor’s liability for the acts of those in his/her employment; negligence; Office for the Supervision of Solicitors; skill and care; client care; confidentiality; conflict; undertakings.

Candidates will understand the principal provision of Publicly Funded Legal Services; civil and criminal Publicly Funded Assistance (including Legal Help and Help at Court, the Duty Solicitor Scheme, the statutory charge); the basic criteria for each; franchising and contracting; awareness of the criticisms of the system and reforms; conditional fee arrangements (dealt with in further depth in other Units as appropriate). Candidates should have an awareness of the main application forms.
Some elements of this unit may be covered by practical exercises which will also assist in further skills development.

Candidates will understand the role of the Courts in the interpretation of statutes, the main rules relating to statutory interpretation, internal and external aids, presumptions, Interpretation Act 1978.

Candidates will understand: the doctrine of stare decisis; how precedent works; the difference between distinguishing, disapproving, overruling and reversing a decision. Candidates should demonstrate the ability to distinguish the ratio decidendi from the obiter dictum of a judgment. Candidates will be aware of the main texts found in legal offices/libraries: Halsbury’s Laws of England, Law Reports, Current Law, Precedent books; the main practitioner texts in each subject area. Candidates will demonstrate the ability to undertake basic legal research using a selection of the range of texts. Candidates should demonstrate the ability to solve legal problems from given fact scenarios.

Candidates will be aware of the main texts found in legal offices/libraries: Halsbury’s Laws of England, Law Reports, Current Law, Precedent books; the main practitioner texts in each subject area.

Candidates will demonstrate the ability to undertake basic legal research using a selection of the range of texts. Candidates should demonstrate the ability to solve legal problems from given fact scenarios.

Candidates will demonstrate competence in this area via a range of evidence included in the portfolio.

### Unit 2 Contractual Obligations

This unit will be assessed by a case study set by the Institute, centre marked and then moderated by the Institute. The examination will be set and marked by the Institute.

#### Aims and Learning Outcomes

**A** Demonstrate an understanding of the essential elements of the Law of Contract.

**B** Develop an awareness of the relationship between the common law and statutory intervention in the context of consumer protection.

**C** Develop an awareness of the relationship between the common law and statutory intervention in the context of Employment Law.

On completion of this unit candidates will be able to:

- Identify when a contract has been formed, the terms of the contract and the consequences of any breach of contract.
- Demonstrate an understanding of the principal areas of consumer protection.
- Demonstrate an understanding of the principal areas of Employment Law.

#### Content

1. Introduction to Contract Law

#### Guidance Notes

Candidates will have an understanding of the fundamental principles of the law of contract.
**Candidates** will be aware of the following: the nature of a contract; the variety of situations in which contracts are made; how liability in contract differs from liability in criminal law or tort. Candidates will know the requirements for a legally binding agreement: offer, acceptance, consideration and intention to create legal relations. Candidates must be aware of the rules relating to the form of a contract the Consumer Protection (Distance Selling) Regulations 2000 and the electronic commerce (EC Directive) regulations 2002, (in outline only), the doctrine of privity, the effect of the Contracts (Rights of Third Parties) Act 1999 and the exceptions to privity (in outline only).

Candidates will understand the nature and implications of each of the following: express and implied terms; conditions; warranties and innominate terms; liquidated damages and penalty clauses; limitation and exclusion clauses; intervention by the courts and by Parliament.

Candidates will be aware of the ways in which the validity of a contract may be undermined so as to render it void, voidable or unenforceable. Candidates should be able to recognise situations giving rise to illegality, misrepresentation, duress, undue influence and incapacity (but a detailed knowledge of mistake is not required).

Candidates will know how contractual obligations come to an end through performance, agreement, breach and frustration. Candidates will be aware of how losses are allocated when a contract is frustrated.

Candidates will know the common law and equitable remedies for breach of contract and understand the circumstances when each may be available. Candidates will understand the rules relating to remoteness of damage and measure of damages.

Candidates will know the principal stages in bringing or defending claims in the County Court. Candidates will know the alternative methods of settling disputes and the advantages which these offer over traditional litigation.

Candidates will understand the importance of statutory intervention in the context of consumer protection.

Candidates will understand the effect of implied terms in contracts for goods and services as set out in the Sale of Goods Act 1979, as amended (including the Sale and Supply of Goods to Consumers Regulations 2002) and other relevant legislation.

Candidates will be aware of statutory and European intervention in the area of unfair terms (e.g. Unfair Contract Terms Act 1977, Unfair Terms in Consumer Contracts Regulations 1999) and understand the nature, scope and effect of the provisions.

Candidates will be aware of the extent to which consumer agreements are regulated under Consumer Credit Act 1974 as amended by the Consumer Credit Act 2006, the formalities required and the effect of non compliance. Candidates will understand the difference between cancellation and termination of the agreement, be aware of available remedies and appreciate the significance of the debtor-creditor supplier relationship in providing consumer protection.

Candidates will be aware of the contractual basis of the employment relationship and be aware of rights and duties implied at common law and required under statute.

Candidates will understand the protection offered to employees by Parliament and Europe through the regulation of time limits, periods of notice, health and safety, discrimination and unfair dismissal. Candidates will be aware of current legislative developments affecting the employment relationship. A detailed knowledge of the rules relating to redundancy is not required.

| a | Nature of a Contract and Contractual Obligations – the necessary constituents of a legally binding contract |
| b | The contents of a Contract – express and implied terms, conditions, warranties and innominate terms, exclusion clauses. Statutory intervention in these areas |
| c | Invalidating factors, in outline only |
| d | Discharge of Contract |
| e | Remedies for Breach |
| f | Arbitration, Alternative Dispute Resolution |

| 2 | Statutory Intervention in the Contract |
| a | Implied Terms |
| b | Unfair Terms – The Impact of the European Union |
| c | Consumer Credit |

| 3 | The Nature of an Employment Contract and the Rights and Duties arising therefrom |
| a | Statutory intervention in the protection of employees |

| 2 | Statutory Intervention in the Contract |
| a | Implied Terms |
| b | Unfair Terms – The Impact of the European Union |
| c | Consumer Credit |
Candidates will be aware of the scope of unlawful discrimination and be aware of types of discrimination along with available defences and remedies.

Candidates will know the common law duties of the employer and principal provisions of the Health and Safety at Work Act 1974, the impact of EU regulations and the means by which health and safety at work is monitored and enforced.

Candidates will understand the constituent elements of a claim for unfair dismissal including eligibility, time limits, the need for a “dismissal”, procedural and substantive unfairness, defences and remedies.

Candidates will have an outline knowledge of the principal employment related welfare benefits.

Candidates will be aware of the composition and nature of tribunals in general and be aware of the principal procedural stages in bringing a claim before an employment tribunal (previously an industrial tribunal). Candidates will understand the importance of the ET1 and ET3 and be aware of the role of ACAS in facilitating settlements. Candidates will be aware of compensatory and other remedies which a tribunal may award and be aware of the means by which a tribunal’s decision may be challenged.

**Unit 3 Property Transactions**

This unit will be assessed by a case study set by the Institute, centre marked and then moderated by the Institute. The examination will be set and marked by the Institute.

**Aim and Learning Outcomes**

A  Demonstrate an understanding of the elements of Land Law and the general principles of property ownership.

B  Demonstrate an understanding of the principal steps to be taken in a conveyancing transaction.

*On completion of this unit candidates will be able to:*

- Identify the elements of Land Law and general principal types of property ownership.
- Demonstrate knowledge and understanding of the conveyancing process.

If the law relating to HIPs is in force by 1 September 2007, candidates should know what must be included in the HIP, when, to whom and by whom the HIP must be made available, and the consequences of marketing a property or agreeing a sale without a HIP being available.

**Content**

<table>
<thead>
<tr>
<th>1 Nature of Property Ownership</th>
<th>Guidance Notes</th>
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<tbody>
<tr>
<td>a Real and personal property</td>
<td>Candidates will be aware of: the terminology and classification of different types of property and the definition of “land” for the purposes of land law; they will know the concept of freehold and leasehold estates, the formalities for creating them and formal requirements of a deed. Candidates will aware (in outline only) of what commonhold is and the type of owner it affects.</td>
</tr>
<tr>
<td>b Joint tenancy and tenants in common</td>
<td>Candidates will know the types of co-ownership which are possible in land; how they are created and their characteristics; the meaning of severance and methods of effecting it.</td>
</tr>
<tr>
<td>c Trusts of land, resulting, implied, constructive trusts, settled land (in outline only)</td>
<td>Candidates will know the concept of “trust of land”; express creation or statutory trusts (especially in the context of co-ownership), and they will know the possibility of implied, resulting or constructive trusts arising within ownership of the legal estate. Candidates will be aware of, (in outline only), the existence of settled land as a historical device and the contrast of trust of land with &quot;trust for sale&quot;.</td>
</tr>
<tr>
<td>d Beneficial interests arising under trusts</td>
<td>Candidates will be aware of: the nature of beneficial interests arising under trusts of land and the contrast between beneficial interests and the legal estate in land; exercise by the court of its discretion to order the realisation of a beneficial interest through sale of land subject to a trust.</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
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<td>----------------------------------------------</td>
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<tr>
<td>e Overreaching of beneficial interests</td>
<td>Candidates will be aware of: the concept of overreaching of beneficial interests and the mechanism under the Law of Property Act 1925 for achieving overreaching on sale of land.</td>
</tr>
<tr>
<td>2 Registration Requirements</td>
<td></td>
</tr>
<tr>
<td>a Registered and Unregistered Land</td>
<td>Candidates will be aware of: the general framework of the land registration system; the purpose and effect of registration of title and the relevant changes made by the Land Registration Act 2002, and the meaning of “unregistered land”.</td>
</tr>
<tr>
<td>b Registration at the Land Registry and Land Charges Department</td>
<td>Candidates will understand the functions of the Land Registry; the categories of interest capable of substantive registration; the events leading to first registration of title; protection of minor interests in registered land; main categories of overriding interest particularly under Para 2. Schedules 1 and 3 Land Registration Act 2002; Form and content of Land Register entries for a registered title including title plan; grades of title; the function of the Land Charges Department; categories of interest registerable as a land charge; applications for registration of a land charge; the effect of registration and non registration.</td>
</tr>
<tr>
<td>3 Interests Over Land</td>
<td></td>
</tr>
<tr>
<td>a Distinction between legal and equitable interests</td>
<td>Candidates will know the classification of interests in land into legal and equitable interests; the formal requirements for creation of legal interests and the consequences of the classification for enforcement and protection of interests against land.</td>
</tr>
<tr>
<td>b Mortgages and priority of mortgages</td>
<td>Candidates will know the nature of a mortgage as security over land; the main types of mortgage arrangement for residential purchase; the protection of a mortgage over registered and unregistered land; the usual contents of a mortgage deed and the remedies and powers of the mortgagee. Candidates will be aware, in outline only, of the status and priority of second and subsequent mortgages.</td>
</tr>
<tr>
<td>c Acquisition and determination of easements, in outline only</td>
<td>Candidates will be aware (in outline only) of: the essential characteristics of an easement; methods of creation or acquisition of an easement, transfer, enforcement and discharge.</td>
</tr>
<tr>
<td>d Profits a Prendre, restrictive covenants and their effects, in outline only</td>
<td>Candidates will understand the nature and effect of restrictive covenants in freehold land; formalities for creation and methods of discharge. They should be aware of the acquisition, effect and determination of profits a prendre, in outline only.</td>
</tr>
<tr>
<td>4 Buying and Disposing of Land</td>
<td></td>
</tr>
<tr>
<td>a The Law Society’s National Conveyancing Protocol</td>
<td>Candidates will know the purpose of the Law Society’s Conveyancing Protocol; procedures and documentation used under the Protocol. Candidates may be required to answer questions on the basis that the Protocol is being used. Where no indication of such use is given in the case study, candidates have the option to answer the question on the basis of the use or non-use of the Protocol.</td>
</tr>
<tr>
<td>b Deducing title</td>
<td>Candidates will know obtaining and supplying evidence of title in registered freehold and leasehold sales (including the form and contents of a typical lease of residential property) and investigation of the same on behalf of the buyer; the use of title deeds as a proof of ownership of unregistered freehold land and the use, form and contents of an Abstract or Epitome of Title; the use of a solicitor’s undertaking in obtaining deeds held by a mortgagee.</td>
</tr>
<tr>
<td>c Preparation of contract,</td>
<td>Candidates will know the formal requirements of a contract for the disposition of land; the form and content of the Standard Conditions of Sale currently in force; drafting</td>
</tr>
</tbody>
</table>
the contract for registered freehold and leasehold land and unregistered freehold land; implied covenants for title; raising and replying to pre-contract enquiries and liability for inaccurate replies; local land charges searches and use of other pre-contract searches in specific locations and circumstances; special status of new properties benefiting from the NHBC scheme and the documentation available to the buyer.

Candidates will know the significance of exchange of contracts; the importance of simultaneous exchange of contracts on a linked sale and purchase; methods of achieving this; the Law Society’s Code for Exchange by Telephone or Telex. Candidates should know the pre-completion searches on the purchase of registered and unregistered land; form and content of the appropriate form of Land Registry transfer and its execution and, in outline only, of a Conveyance on Sale.

Candidates will know the standard steps to be taken:

(i) On behalf of the seller on redemption of a mortgage; obtaining and supplying appropriate evidence of discharge, and supplying undertakings to do so;

(ii) On behalf of the buyer purchasing with the assistance of a mortgage and on behalf of the lender making the mortgage advance, including the preparation and signature of the mortgage deed, obtaining the advance money and searches made on behalf of the lender.

Candidates will know the legal significance of completion and methods of completion; the Law Society’s Code for Completion by Post; procedures on completion for examination of title deeds retained by seller; post-completion procedures; accounting to client. Candidates should know the need for payment of Stamp Duty Land Tax and consequences of failure to do so; registration procedures.
Unit 4 Family Welfare

This unit will be assessed by a case study set by the Institute, centre marked and the moderated by the Institute. The examination will be set and marked by the Institute.

Aims and Learning Outcomes

A. Develop an understanding of the principles of law relating to the family unit and the legal rights and responsibilities of its members.

B. Demonstrate a knowledge of the legal elements of inheritance of property.

On completing of this unit candidates will be able to:

- Demonstrate an understanding and knowledge of the form and nature of marriage and the relationship arising out of cohabitation.
- Demonstrate an understanding of the special legal relationship occupied by children and their legal protection.
- Demonstrate an understanding of the legal recognition of marriage breakdown and the process by which parties may seek relief from the courts.
- Demonstrate an understanding and knowledge of the nature of family succession including the importance of wills and the administration of estates.
- Demonstrate an awareness of current family welfare benefits.

Content Guidance Notes

<table>
<thead>
<tr>
<th>Content</th>
<th>Guidance Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Marriage and Cohabitation</td>
<td>Candidates will be aware of: the nature of marriage and the rights and duties consequent upon marriage, including concept of consortium and obligations for maintenance; capacity required to enter a valid marriage (but will not be required to know details of the formal requirements for marriage).</td>
</tr>
<tr>
<td>a. The requirements for a valid marriage and the obligations under that marriage</td>
<td>Candidates will know the distinction between nullity, divorce and judicial separation; the distinction between void and voidable marriages and the grounds on which petitions for nullity and judicial separation may be based. They will be aware, in outline only, of the defences available to such petitions, including time bars where applicable.</td>
</tr>
<tr>
<td>b. Void and voidable marriages</td>
<td>Candidates will be aware of: the extent to which the status of those cohabiting outside the formality of marriage has been recognised by the conferring of legal rights; contracts regulating cohabitation and their enforceability, and the contrast with rights conferred by marriage.</td>
</tr>
<tr>
<td>c. Outline of cohabitation, legal significance and co-habitation contracts</td>
<td>Candidates will be aware of: the nature of marriage and the rights and duties consequent upon marriage, including concept of consortium and obligations for maintenance; capacity required to enter a valid marriage (but will not be required to know details of the formal requirements for marriage).</td>
</tr>
<tr>
<td>d. Civil Partnership</td>
<td>Candidates will understand the steps in undefended divorce under the special procedure from preparation and service of petition to grant of decree absolute, and the contents of any documents required.</td>
</tr>
<tr>
<td>2. Marriage Breakdown</td>
<td>Candidates will know: the provisions of the Matrimonial Causes Act 1973 (as amended) relating to the ground on which a petition may be presented for divorce, and the five facts which may be relied upon; bars to a decree.</td>
</tr>
<tr>
<td>a. The ground for Divorce and an outline of the five supporting facts</td>
<td>Candidates will know: the form and content of a Statement of Arrangements for children and when it is required; the role of the District Judge in considering arrangements for children; his/her powers to make directions, and orders which can be made under the Children Act 1989 in the course of divorce proceedings.</td>
</tr>
<tr>
<td>b. Divorce procedure</td>
<td>Candidates should understand: the use of Publicly Funded Legal Services (Legal Aid) in divorce proceedings including the relevance and potential impact of the statutory charge.</td>
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<tr>
<td>3 Children</td>
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<tr>
<td>a  The protection afforded to children in outline only; The Children Act 1989</td>
<td></td>
</tr>
<tr>
<td>b  Parental and Guardian responsibility</td>
<td></td>
</tr>
<tr>
<td>c  s8 Orders, in outline only</td>
<td></td>
</tr>
<tr>
<td>d  Rights of third parties eg grandparents, local authorities orders which can be made</td>
<td></td>
</tr>
<tr>
<td>e  The provisions of the Child Support Act 1991 (as amended) and the role of the Child Support Agency, in outline only</td>
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<tr>
<th>4 Welfare Benefits</th>
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<tbody>
<tr>
<td>a  Outline of main Welfare Benefits</td>
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</table>

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<tr>
<th>5 Wills and Succession</th>
</tr>
</thead>
</table>

**Maintenance arrangements**

Candidates will know: the following types of order: periodical payments, secured periodical payments, lump sum and property adjustment orders; the "clean break" concept. Candidates will be aware of: the role of the Child Support Agency in the assessment of child maintenance.

**Applications to the Court**

Candidates will be familiar with: the procedure on an application to the County Court for ancillary relief from the prayer in the petition through the subsequent proceedings up to and including the hearing including obtaining Publicly Funded Assistance where appropriate. Candidates will be aware of: the differences between “on notice” and “without notice” applications and between hearings in chambers and those in open court and of appeals from an order of the District Judge. Candidates will be aware of: the effect of registration of periodical payments orders in the magistrates’ court.

Candidates will know: the rights of occupation conferred by Part IV of the Family Law Act 1996 (and the protection of those rights by registration as a land charge or at the Land Registry); the provision for family protection and orders which can be made under Part IV and procedure for obtaining them.

**Children**

Candidates will be aware of: the major principles set out in s1 Children Act 1989.

**Parental and Guardian responsibility**

Candidates will know the concept of parental responsibility; the powers and duties implied by parental responsibility; the persons who may possess or acquire it.

**s8 Orders, in outline only**

Candidates will be aware of the orders which may be made under s8 of the Children Act 1989; who may apply for such orders and the factors considered by the court in the grant of orders; the courts and proceedings in which s8 orders may be made.

**Rights of third parties eg grandparents, local authorities orders which can be made**

Candidates will be aware of: the rights of non parents to bring applications under the Children Act 1989; the statutory duties of a local authority in relation to children; the role of care proceedings; and in outline only, the application for and consequences of a care, supervision or emergency protection order.

**The provisions of the Child Support Act 1991 (as amended) and the role of the Child Support Agency, in outline only**

Candidates will be aware (in outline only) of: the provisions of the Child Support Acts 1991 and 1995 and the relevant provisions of the Child Support, Pensions and Social Security Act 2000; the role and powers of the Child Support Agency and comparison with the powers of the Courts to order financial support for children.

**Welfare Benefits**

Candidates will be aware (in outline only) of the main categories of state welfare benefits, their purpose and who may be eligible; income support, working families tax credit, housing and council tax benefits; payment and duration of job seekers allowance and statutory maternity pay; child benefit; benefit payments relating to illness and disablement.

**Wills and Succession**

Candidates may be required, in the course of case studies, to demonstrate the ability to complete simple forms of oaths for executors and administrators, and to communicate advice to clients on procedures relating to wills and administration of an estate. Although they are expected to show understanding of the contents of a typical will, they will not be required to draft a will.
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<table>
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<tbody>
<tr>
<td>a</td>
<td>Wills, validity, revocation, executors</td>
</tr>
<tr>
<td>b</td>
<td>The intestacy rules</td>
</tr>
<tr>
<td>c</td>
<td>The Inheritance (Provision for Family and Dependents) Act 1975 and who may apply</td>
</tr>
<tr>
<td>d</td>
<td>Inheritance Tax, in outline only</td>
</tr>
<tr>
<td>e</td>
<td>Administration of Estate Procedure</td>
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</tbody>
</table>

Candidates will understand the rules relating to testamentary capacity and intention, and the formal requirements for making and executing a valid will under the Wills Act 1837 as amended; the effect of a beneficiary of a will acting as a witness; the ways in which a will may be revoked, including the effect of divorce on benefits given by will to a spouse and appointment of the spouse as executor.

Candidates will have knowledge of taking instructions for a will and the information required; the typical provisions which might be contained in a will benefiting a testator’s family, including tax considerations; the usual layout of a will and standard clauses for a typical family will relating to legacies and residuary gifts, including provisions to prevent lapse and ademption and arrangements for trusts; administrative powers included in wills, especially investment, insurance, appropriation, business, maintenance, advancement, receipts, charging and guardians; the position of executors, their appointment, powers and duties.

Candidates will know the statutory entitlement to property on intestacy, including the effect of the Law Reform (Succession) Act 1995.

Candidates will understand the categories of claimants against the estate under the Inheritance (Provision to Family and Dependents Act 1975 (as amended); the orders which may be made under the Act and the factors considered by the court in exercise of its statutory powers.

Candidates will be aware (in outline only) of the incidence of Inheritance Tax on death; the current threshold for payment of Inheritance Tax; the chief exemptions and Potentially Exempt Transfers; the use of the IHT 200 form and its contents and the “excepted estate” arrangements for payment of IHT.

Candidates will know the appropriate procedure for administering an estate from obtaining a grant to final distribution. Candidates will know: when a grant of probate, administration with the will annexed or administration is appropriate, who may act as executors or administrators and apply for a grant. They should know how to complete a simple oath for executors or administrators with will annexed. Candidates will know the procedure for obtaining a grant, including the documents lodged with the application and any additional affidavits required; the steps in administration: checking and registering the grant; use of statutory advertisements under s27 Trustee Act 1925; payment of debts and legacies; settling tax position; transferring assets; drawing up estate accounts and distributing estate.
Unit 5 Tort and Civil Litigation

This unit will be assessed by a case study set by the Institute, centre marked and then moderated by the Institute. The examination will be set and marked by the Institute.

Aims and Learning Outcomes

A Demonstrate an understanding of the principal torts with particular reference to the tort of negligence.
B Demonstrate knowledge of civil litigation practice and procedure.

On completion of this unit the candidates will be able to:

- Identify the essential elements of the principal torts with particular reference to the tort of negligence and to be aware of their legal consequences.
- Demonstrate an understanding and knowledge of the civil litigation process.

Content Guidance Notes

Candidates will have knowledge of the nature of a duty in tort and how such duties arise. They will be aware of the distinction between duties in tort and duties in contract. Candidates will understand the role of fault and the importance of causation.

Candidates will understand the basic principles of negligence. They will have knowledge of nervous shock, economic loss and negligent statements. Candidates should understand the duties of occupiers to those who suffer damage on their premises. They will have knowledge of the principle of vicarious liability and how it applies to employers.

Candidates will have an outline knowledge of when a claim may be made under Consumer Protection Act 1987 Part I and the relationship of such claims to negligence and contract.

Candidates will understand the requirements to bring a claim in private nuisance; who may sue and who may be sued. They will have an outline knowledge of public nuisance.

Candidates will be aware of the requirements to bring a claim under Rylands v Fletcher.

Candidates will understand the requirements to bring a claim for trespass to land; the ways in which trespass may occur; who may sue. Candidates will understand the elements of assault, battery and false imprisonment.

Candidates will know the main defences to the above torts. They will understand the defences of contributory negligence and volenti. They will have an outline knowledge of the defences of statutory authority, self defence, necessity, illegal acts and limitation of action.

Candidates have been introduced to general Publicly Funded Legal Services procedures/criteria in Unit 1. Reiteration and development of that knowledge is required.

Candidates will understand how civil litigation is financed having regard to the Access to Justice Act 1999 as amended. In particular candidates will understand:

(i) Whether publicly funded assistance is likely to be available to a client in a particular civil action, with particular emphasis on its importance at the initial interview; they should be able to explain accurately the relevance and applicability of the statutory charge in those cases where Public Funding is available; and will understand the impact on firms of the Public Funding franchising scheme with particular reference to contract and tort claims.
(ii) The importance of conditional fee arrangements and rules governing them.
(iii) Alternative methods of funding Civil Litigation.
Candidates will demonstrate a knowledge and understanding of the progress of a contract or tort civil action in the County Court or High Court including in particular the following matters:

(i) Pre-action considerations including initial interview, investigation, choice of parties, financing of the action, initial correspondence and the need to observe the pre-action protocols in those cases where they apply directly, and the spirit of them in other cases. Candidates should be aware of the duty of co-operation with one’s opponent.

(ii) Formulation of the claim including preparation and issue of a claim form and particulars of claim; choice of court and jurisdiction limits; other pleadings including defence.

(iii) Allocation to track and the way in which cases may proceed after allocation including the nature of directions in small claims, fast track and multi-track; the overriding considerations for the court in managing the conduct of litigation.

(iv) The importance of usual forms of directions, including those for disclosure of documents; exchange of witness statements; selection and preparation of expert evidence and incidental matters (particularly in personal injury actions).

(v) Evidential issues, including those relevant to witness statements, disclosure, privilege and hearsay; methods of ensuring witnesses attendance at trial.

(vi) Part 20 proceedings in outline only (i.e. counter claims and third party proceedings).

(vii) Factors in assessment of damages including general damages, special damages and interest on damages.

(viii) Listing for trial and the way in which cases come on for trial in small claims, fast track and multi track; trial procedure in outline only.

(ix) Termination without trial. The ways in which a case may end without there being a formal trial, including in particular striking out by the courts own motion; default judgments; summary judgment; offers to settle under Part 36.

(x) Interlocutory applications, including the use of application notices, and in particular applications for interim payments and the cases where these may be appropriate.

Candidates will be able to draft basic documents.
## Unit 6 Criminal Process

This unit will be assessed by a case study set by the Institute, centre marked and then moderated by the Institute. The examination will be set and marked by the Institute.

### Aims and Learning Outcomes

- **A** Demonstrate an understanding of the main principles of criminal liability.
- **B** Demonstrate knowledge of criminal litigation practice and procedure.

*On completion of this unit candidates will be able to:*

- Identify the main elements of criminal liability across a range of common law and statutory offences.
- Demonstrate an understanding of the criminal litigation process.

### Content

<table>
<thead>
<tr>
<th>1</th>
<th>The concept of criminal liability</th>
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<tbody>
<tr>
<td>a</td>
<td>The basic elements of criminal liability</td>
<td><strong>Guidance Notes</strong> Candidates will understand the legal principles applied to behaviour which attracts criminal liability. This requires a knowledge of varying mens rea requirements, including intention, recklessness, gross negligence and blameless inadvertence. Candidates will recognise the effect of strict liability. Candidates will also understand the concept of actus reus, the requirement for voluntariness and the distinction between liability based on prohibited circumstances, and on prohibited consequences.</td>
</tr>
<tr>
<td>b</td>
<td>Causation and coincidence</td>
<td><strong>Guidance Notes</strong> Candidates will be able to apply the basic principles of causation in criminal law to simple factual situations and should know the reasonable foreseeability rule and the ‘thin skull’ rule. Candidates will understand the requirement for the commission of an act and be aware that in some limited circumstances omission to act will lead to liability.</td>
</tr>
<tr>
<td>c</td>
<td>Types of liability</td>
<td><strong>Guidance Notes</strong> Candidates will understand the legal principles applying to principal and secondary liability, having knowledge of the mens rea and actus reus requirements for the establishment of secondary liability. Candidates should be able to distinguish between aiding and abetting, counselling and procuring. Candidates should be aware of the rules on the withdrawal from a joint enterprise. Candidates will understand incitement, statutory conspiracy and attempt and be aware of case law defining these offences, including impossibility. Knowledge of common law conspiracies is not required.</td>
</tr>
<tr>
<td>d</td>
<td>General defences</td>
<td><strong>Guidance Notes</strong> Candidates will understand the effect on the basic elements of criminal liability of the general defences. Candidates will be able to apply case law to factual situations to demonstrate the operation of the principles of general defences. Candidates will have knowledge of voluntary and involuntary intoxication, mistake, duress and necessity, self defence/defence of property and automatism and insanity (including an outline knowledge of the distinction between automatism and insanity).</td>
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<table>
<thead>
<tr>
<th>2</th>
<th>Substantive offences against the person</th>
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</thead>
<tbody>
<tr>
<td>a</td>
<td>Murder and manslaughter</td>
<td><strong>Guidance Notes</strong> Candidates will be able to define murder and distinguish it from voluntary and involuntary manslaughter.</td>
</tr>
<tr>
<td>b</td>
<td>Non-fatal assaults</td>
<td><strong>Guidance Notes</strong> Candidates will be aware of the following non-fatal offences against the person: common assault, s47, s20 and s18 Offences Against the Person Act 1861 and protection from harassment. Candidates will be aware of the operation of consent as a defence.</td>
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<tr>
<th>3</th>
<th>Substantive offences against property</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Theft, fraud, obtaining services dishonestly</td>
<td><strong>Guidance Notes</strong> Candidates will understand the principles underpinning the law on theft. Candidates will know s1 and definitions in ss2 and 6 Theft Act 1968. Candidates should also be aware of the offences of fraud and obtaining services dishonestly under the Fraud Act 2006.</td>
</tr>
<tr>
<td>b</td>
<td>Damage to property</td>
<td><strong>Guidance Notes</strong> Candidates will know the offences under s1 Criminal Damage Act 1971 (to include aggravated offences)</td>
</tr>
<tr>
<td>4 The criminal litigation process</td>
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</tr>
<tr>
<td>a Police powers of arrest, search and detention</td>
<td>Candidates will know: police powers of arrest under PACE and the Police Act 1996 and a suspect’s rights in relation to arrest; police powers to search a suspect at the time of arrest and once placed into custody; time limits applying to detention of suspects under PACE along with the principal safeguards provided by the Codes of Practice in relation to questioning (including the rights connected to and inferences drawn from silence), searching and the obtaining of body samples in custody.</td>
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<tr>
<td>b Access to legal advice</td>
<td>Candidates will be aware of the duty solicitor and accredited police station representatives schemes.</td>
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<tr>
<td>c Publicly Funded Legal Services (Legal Aid) in criminal matters</td>
<td>Candidates will be aware of the sources of finance for criminal litigation.</td>
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<tr>
<td>d Proceedings before the Magistrates’ Court</td>
<td>Candidates will be aware of the various criminal procedure functions exercised in the Magistrates’ Court being: mode of hearing proceedings in triable – either-way matters, committal hearings, applications for bail. Candidates will know the basic steps followed for commencing proceedings in summary cases and the trial procedure to be followed where there is a) a guilty plea by post, b) a guilty plea in person, c) a not guilty plea.</td>
<td></td>
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<tr>
<td>e Crown Court trial</td>
<td>Candidates will be aware of trial procedure in the Crown Court and in outline only of the necessary procedural steps and trial procedure.</td>
<td></td>
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<tr>
<td>f Sentencing</td>
<td>Candidates will be aware, in outline only, of the range of sentences which may be imposed by the Magistrates’ Court and the Crown Court.</td>
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<tr>
<td>g Appeals</td>
<td>Candidates will have an outline knowledge of the grounds on which criminal appeals are entertained and the courts in which such appeals are heard.</td>
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</table>
# Unit 7 Business Formation and Practice

This unit will be assessed by a case study set by the Institute, centre marked and then moderated by the Institute. The examination will be set and marked by the Institute.

## Aims and Learning Outcomes

- Demonstrate a knowledge of the principal types of business media; sole traders, partnerships and companies.
- Demonstrate an understanding of the legal implications of a sole trader, partnerships and companies including in outlines only aspects of taxation.

### On completion of this unit candidates will be able to:

- Demonstrate an understanding of the principal types of business media.
- Demonstrate an understanding of the legal implications of a sole trader, partnership and company.

## Content Guidance Notes

<table>
<thead>
<tr>
<th>Content</th>
<th>Guidance Notes</th>
</tr>
</thead>
</table>
| 1       | **Sole traders and partnerships**
| a       | The legal and practical requirements for the formation of these different types of business medium |
| b       | Partnership Act 1890 |
| c       | Liability of partners |
| d       | Dissolution of partnership and division of assets and liabilities |
| 2       | **Companies**
| a       | The legal requirements for the formation of a private company limited by shares |
| b       | Running a limited company |
| c       | Financing |
| 3       | Taxation implications of the different types of business medium, in outline only |

Candidates will demonstrate a knowledge of the legal implications for those involved in the different types of business medium with particular reference to:

- the choice of business medium
- the liability of those involved

Candidates will understand the nature of a partnership, how it may be formed; the requirements of the Business Names Act 1985 (and the avoidance of a passing off action).

Candidates will understand the main provisions of the Partnership Act 1890, with particular reference to those sections which may require modification in a partnership deed. Candidates will be able to draft a simple partnership deed and explain content, appropriate to a given scenario. Candidates will have an awareness of the Limited Liability Partnerships Act 2000, only as regards the nature of limited liability partnerships.

Candidates will understand liability of partners as between themselves and with third parties, with particular reference to the position of a lender.

Candidates will understand the grounds for dissolution, the procedure for dissolution and the division of assets.

Candidates will understand the nature of a limited company, the concept of separate legal personality, the exceptions to limited liability. Candidates should understand legal and practical requirements regarding choice of company name. Candidates will know all of the documents required to incorporate and their basic content. The unit concentrates on a private company limited by shares, but candidates will have a basic awareness of other types of company. Candidates should demonstrate knowledge and understanding of the importance and effect of incorporation.

Candidates will understand the role of the personnel running and managing the company as contrasted with the members, directors liability, meetings (including notices and minutes), Companies Acts requirements and the different types of resolutions.

Candidates will know the nature and types of shares and candidates will be able to contrast the position of a debenture holder with a shareholder and to understand the rights and liabilities of both. Candidates will demonstrate an understanding of the issues to be considered relating to the injection of working capital, together with the alternatives available.

Candidates will have an awareness of the taxation implications relating to sole traders, partners and companies.
Examination Registration Regulations 2008

1. Deadlines:

- Examination entry forms (online or paper based) **MUST** reach ILEX by the deadlines set out in the ‘Timetable 2007/8’.
- Late entries will be accepted up to the late entry deadlines set out in the ‘Timetable 2007/8’ subject to the payment of £50.
- Entries received after the late entry deadlines set out in the ‘Timetable 2007/8’ will **NOT** be processed in any circumstances.

2. Accredited Centre

- Candidates are required to take an accredited course for the subject/s they wish to sit. Candidates who have not taken an accredited course will not be entered for the exams.
- Re-sit candidates must confirm in the centre name section of the exam entry form, the college/course provider where they studied the ILEX course previously.

3. Exam Centre

Summer Examinations

- **UK Candidates** should wherever possible sit their exam/s at their accredited centre (college/course provider).
- **Re-sit candidates** must check first with the centre where they studied the ILEX course, if they are permitted to re-sit the exam/s at the centre. If permission is not granted, they must choose an external exam centre at which to re-sit their exam/s and pay the external exam centre fee/s.
- **ITC candidates** and other candidates who wish to sit an exam at an external centre must choose a centre from the list on the exam entry form and pay the external exam centre fee for each exam.
- **Overseas candidates** who are studying with an overseas accredited centre (course provider) should register to sit the exams at their course provider.
- **Overseas candidates** who are studying with ITC must contact the Operations Division at ILEX (info@ilex.org.uk) prior to submitting the registration form. ITC candidates overseas are required to organise their own exam centre which must meet ILEX’s exam centre requirements. The fees for the exam centre are paid by the candidate. Further information and guidance is available from the Operations Division.
- No requests for changes to exam centres will be authorised if received after 20 March 2008.

Autumn Examinations

- **UK candidates** must sit the exams at an external centre chosen from the list on the exam entry form. The external exam centre fee must be paid for each exam.
- **Overseas candidates** who are studying with an overseas accredited centre (course provider) should register to sit the exams at their course provider.
- **Overseas candidates** who are studying with ITC must contact the Operations Division at ILEX (info@ilex.org.uk) prior to submitting the registration form. ITC candidates overseas are required to organise their own exam centre which must meet ILEX’s exam centre requirements. The fees for the exam centre are paid by the candidate. Further information and guidance is available from the Operations Division.
- No requests for changes to exam centres will be authorised if received after 15 September 2008.

4. Eligibility

- Level 3 candidates must be enrolled with ILEX and have paid their subscription fees, including the year of the exam.
- Candidates taking the Level 3 Practice Papers must take Practice 1a and 1b at the same exam session. The same rule applies to Practice 2a and 2b.
- Level 3 Mixed Assessment Route candidates must confirm that their Centre Assessor has approved their Portfolio in order to be permitted to take the Mixed Assessment Route final exam. ILEX will undertake spot checks to ensure the information provided is correct. Action will be taken against candidates who provide incorrect or misleading information.
• Candidates do not have to complete Level 3 before entering for Level 6 exams.

• Level 6 candidates must be enrolled with ILEX and have paid their subscription fees including the year of the exam OR apply under the Single Subject Diploma Scheme and regulations whereby Fellows, qualified Members and non-members are permitted to sit Level 6 exams.

5. Fees

• The correct fee **MUST** be submitted with the exam entry form. **Invoices will not be issued.**

• It is each candidate’s responsibility to ensure that the form and appropriate fees are submitted by the deadline. This is particularly relevant if a candidate is dependent on a 3rd party (e.g. employer, college) for the payment of fees.

• Fees are not refunded if a candidate withdraws from an exam. However, in exceptional circumstances candidates may apply for credit. Requests for credit must be received by 2 July 2008 (summer exam session) and 7 November 2008 (autumn exam session).

• Candidates sitting an external exam centre must pay the external exam centre for each exam as follows

<table>
<thead>
<tr>
<th>External Exam Centre fee per exam paper</th>
<th>£18</th>
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<tbody>
<tr>
<td>External Exam Centre fee – for both 1a and 1b</td>
<td>£36</td>
</tr>
<tr>
<td>External Exam Centre fee – for both 2a and 2b</td>
<td>£36</td>
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</table>

• A £50 late entry fee must be paid by candidates registering within the late entry deadlines.

• Non-members taking Single Subject Diploma/s must pay a £40 registration fee for the exam session.

• ILEX reserves the right to deny access to the exams, or to not mark the scripts, for any candidates who have not paid the exam entry fees, and any associated fees (including late entry and external exam centre fees) in full by the deadline for exam entries.

6. Exam Entry Form Acknowledgements

• ILEX will acknowledge receipt of exam entry forms within 3 days of receipt.

• Candidates who do not receive an acknowledgement **MUST** telephone ILEX one week after submitting the form to confirm it has been received.

7. Exam Admission Permits

• Exam admission permits setting out the date, time and venue for each exam are sent out to candidates approximately 1 week before the exam session.

• Candidates are responsible for checking their permits and contacting ILEX if a permit is not received.

• The permits must be presented at each exam.

8. Candidate Identity Checks

• Candidates must present proof of their identity at the exam centre in addition to their exam admission permit. A list of the various forms of ID which can be presented appears on the ILEX website and will be sent to each candidate with the exam admission permit. Candidates with queries about the ID checks should contact the Operations Division on 01234 845718.

• Candidates who do not present proof of identity at the exam centre in accordance with ILEX’s requirements will be allowed to take the exam/s, but their script will not be marked unless proof of ID is confirmed to the satisfaction of ILEX within 14 days of the exam concerned.

9. Exam Results in ILEX Journal

• Candidates who do wish their results to be listed in The Legal Executive journal must advise the Operations Division by 18 July 2008 (Summer exam session) and 21 November 2008 (Autumn exam session).
Changes to ILEX Qualifications

Important Information for Students and Tutors

The Institute of Legal Executives (ILEX) has recently been reviewing its current suite of Professional qualifications with ILEX members, employers and centres. The following qualifications have been included in this review exercise:

- ILEX Level 3 Professional Diploma in Law
- ILEX Level 6 Higher Diploma in Law – single subject award
- ILEX Level 6 Professional Higher Diploma in Law

As a result of this process, ILEX has now reached some conclusions about the future of its Professional qualifications. Given the review findings and the fast-evolving national context for vocational qualifications, ILEX has decided that students will be best served by a fully re-developed and modernised set of Professional qualifications. These new qualifications will be offered in centres from the following dates:

<table>
<thead>
<tr>
<th>New Level 3 Professional qualification*</th>
<th>New Level 6 Professional Higher qualification*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available in centres to students from 1 September 2008</td>
<td>Available in centres to students from 1 September 2009</td>
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</tbody>
</table>

The new qualifications will be unitised, credit-ready and flexible to provide a greater range of professional qualification outcomes. Since this is such a large project not all of the work has been completed. However, we will notify you just as soon as the content and assessment methods for the new qualifications have been finalised.

*titles to be confirmed
Legal Executive Career Qualification Route

Student Registration

ILEX Professional Diploma in Law
Examination Route or Mixed Assessment Route

ILEX Professional Higher Diploma in Law

Qualifying Employment

Membership of the Institute

Qualifying Employment
2 Consecutive Years

Fellowship of the Institute
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Direct Lines (STD Code 01234)

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Examinations/Assessments 845 718
Membership 841 000
Enquiry Line 845 718
Fax 854 078

Exemptions
Administrator 845 728
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