

Total period of qualifying employment

In order to be admitted as a Fellow of CILEx, Graduate members (i.e. members who have completed their academic training) must demonstrate that they have completed a total of 5 years qualifying employment. 2 of the 5 years must be completed in the Graduate membership grade and must be consecutive.

Nature of employment

To be in qualifying employment you should be employed by:

- A solicitor or firm of solicitors in private practice, or
- A Licensed Conveyancer or a firm of Licensed Conveyancers, or
- Any firm, corporation, undertaking, department or office where the employment is subject to supervision by a Fellow, Solicitor, Barrister or Licensed Conveyancer employed in duties of a legal nature.

In exceptional circumstances this requirement may be waived by IPS.

What is qualifying employment?

To be in qualifying employment, your duties under your terms of employment must be **wholly or principally of a legal nature** rather than of an administrative nature.

Breaks in qualifying employment

Maternity leave

Breaks in employment due to maternity leave do not count towards the overall period of qualifying employment. However, if maternity leave is taken in the Graduate membership grade, it does not break the continuity of qualifying employment.

Please refer to the qualifying employment guidance available from the CILEx and IPS websites for an indication as to how much time may be spent on maternity leave before the continuity of employment is broken.

Redundancy

Breaks in employment due to redundancy do not count towards the overall period of qualifying employment. However, a break in employment due to redundancy in the Graduate membership grade does not break the continuity of qualifying employment.

Illness/change of

Breaks in qualifying employment due to illness or a

Employment change of employment may be counted towards the overall period of qualifying employment only if the break is for less than 6 consecutive weeks. If such a break takes place in the Graduate membership grade, it does not break the continuity of qualifying employment, if the break is for less than 3 consecutive months.

Part time work

Qualifying employment that is undertaken on a part time basis may be counted towards the overall period of qualifying employment. However, if you are working on a part time basis during the 2 years of consecutive qualifying employment required in the Graduate membership grade you may be required to complete up to 1 year of additional qualifying employment.

Part time work is work which is less than 30 hours per week.

Qualifying employment undertaken for less than 20 hours per week can only be counted towards the overall period of qualifying employment on the approval of the IPS Admissions and Licensing Committee.