

PURPOSE STATEMENT

QUALIFICATION TITLE: CILEx Level 3 Certificate in Law and Practice

QUALIFICATION CODE: 601/3407/0

OVERVIEW

- The CILEx Level 3 Certificate in Law and Practice 601/3407/0 is for learners who wish to gain a short but rounded introduction to law and legal practice. Learners may not yet be in employment or they may be in employment in a paralegal or in an administrative role in a legal office and looking to progress by developing their understanding of the law and the way it is practised. The qualification comprises units which contribute towards the broader Level 3 Diploma in Law and Practice, which is the first step in becoming a Chartered Legal Executive.
- There are no formal entry requirements but CILEx recommends that learners embarking on this programme of study for this qualification have a minimum of four GCSEs at grade C or above (including English Language/Literature) or equivalent qualifications. The qualification is aimed at those aged 16+.
- The qualification comprises five units: three mandatory units covering Introduction to Law and Practice; Client Care Skills; Legal Research Skills, and two linked Law and Practice units from an identified legal pathway. This is a QCF qualification which allows flexibility in the choice of units and legal pathway taken to achieve the qualification. Units are common between a number of CILEx qualifications and can be built into a range of qualification outcomes dependent on size and legal area.

WHAT COULD THIS QUALIFICATION LEAD TO?

- The CILEx Level 3 Certificate in Law and Practice 601/3407/0 provides progression to the CILEx Level 3 Diploma in Law and Practice 601/3417/3 (10 units), which forms the first academic stage in becoming a Chartered Legal Executive lawyer. Chartered Legal Executive lawyers specialise in a particular area of the law and they are able to undertake the same level of work as that of a solicitor.
- In itself, the qualification recognises a certain level of achievement in law, legal practice and legal skills, which can be used to develop skills and knowledge towards a variety of paralegal roles within the Legal Services sector, eg litigation executive, employment claims executive, senior paralegal, RTA portal executive, RTA claims handler, conveyancing assistant.
- The CILEx Level 3 Certificate in Law and Practice 601/3407/0 is the first step towards the CILEx Level 3 Diploma in Law and Practice 601/3417/3. It should be taken first as it groups essential law, practice and skills elements that constitute a bedrock of study. It also offers a mark of achievement on the 10 unit journey that

most learners make in undertaking the CILEx Level 3 Diploma in Law and Practice 601/3417/3.

- The CILEx Level 3 Certificate in Law and Practice 601/3407/0 provides progression:
 - for those who have completed one of the CILEx knowledge qualifications within the Advanced Apprenticeship in Legal Services (the CILEx Level 3 Certificate in Law and Practice 601/3407/0 and the CILEx knowledge qualifications within the Advanced Apprenticeship in Legal Services have common units).
 - for those who have completed CILEx's/C&G's Legal Secretarial/Legal Studies qualifications at levels 2 and 3.
 - to the CILEx Level 3 Diploma in Law and Practice 601/3417/3.
 - to the CILEx Level 6 Certificate in Law 601/3412/4, which is aimed at those who do not wish to go on to become full Chartered Legal Executive Lawyers but who want recognition for their skills in a specific professional area of law and practice.
 - to the CILEx Level 6 Diploma in Law and Practice 601/3408/2, which is the final academic stage in becoming a Chartered Legal Executive Lawyer.
 - to a degree in Law/Graduate Diploma in Law (for those who want to become a solicitor).
- The CILEx route to Chartered Legal Executive status also offers exemptions towards learners going on to become solicitors.

Achievement of a single Level 3 unit enables learners to become Affiliate members of CILEx. See hyperlink:

http://www.cilex.org.uk/membership/membership_grades_and_fees.aspx

FURTHER INFORMATION

Further information on the qualification can be found at [Lawyer Qualifications](#)