

**Transitional Arrangements for students completing their CILEx Level 3 Professional Diploma in Law and Practice using subjects from the ILEX Level 3 Professional Diploma in law (“old”) qualification**



Name: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Section 1: Achieving the CILEx Level 3 Professional Diploma in Law and Practice using subjects from the ILEX Level 3 Professional Diploma in Law (‘old’ qualification)

Background

Students with achievements from the ‘old’ Level 3 CILEx Professional qualification (ILEX Level 3 Professional Diploma in Law) who wish to complete their Level 3 stage of study with CILEx are now required to complete the requirements of the CILEx Level 3 Professional Diploma in Law and Practice.

Students are permitted to use their existing achievements for the ‘old’ ILEX Level 3 Professional Diploma in Law to gain exemptions against the requirements of the current CILEx Level 3 Professional Diploma in Law and Practice. After these exemptions have been taken into account, students are then required to undertake units from the current CILEx Level 3 Professional Diploma in Law and Practice in order to complete the Level 3 attached qualification requirement.

This form must be completed if you wish to complete the Level 3 stage of study with CILEx.

Instructions

- 1) If you consider yourself to be in the above situation, then you must complete this form and submit it to CILEx before you re-commence studying for units that you still have to achieve.
- 2) This form is designed to help you record your existing achievements and it requires you to make decisions in relation to the way in which you wish your existing achievements to be counted as exemptions. You should read the current Level 3 Professional qualification structure (reprinted below) and think carefully about what units you still need to achieve in relation to the current qualification and what the rules of the current qualification require in terms of unit combinations.
- 3) When you have submitted the completed form (and fee) to Awards-Operations at [awards@cilex.org.uk](mailto:awards@cilex.org.uk), we will contact you to confirm/discuss your choices before (using this form) we confirm your choice of units to complete the current Level 3 Professional qualification.

## CILEx Level 3 Professional Diploma in Law and Practice – Qualification rules

Below is a summary of the qualification rules for the current Level 3 Professional Diploma in Law & Practice. To read the full details of the qualification, please see the qualification handbook on the CILEx website ([www.cilex.org.uk](http://www.cilex.org.uk))

To achieve the CILEx Level 3 Professional Diploma in Law and Practice you must successfully complete **10 units** from the suite of 19 units in accordance with the qualification rules below:

7 mandatory units as follows:	Unit 1 Introduction to Law & Practice Unit 2 Contract Law Unit 3 Criminal Law Unit 4 Land Law Unit 5 Law of Tort Unit 16 Client Care Skills Unit 17 Legal Research Skills
3 other units:	At least 2 of these units must be Practice units and the third unit can be either a Law unit or a Practice unit.  <i>Please note: No Practice unit can be counted as achievement towards the Diploma without the linked Law unit being taken also.</i>  <i>Practice units must also be taken from different Practice areas (minimum of 2 areas).</i>

Section 2: For Student Completion - claiming units of the current qualification using subjects achieved from the 'old' qualification

**LEVEL OLD EXAMINATION ROUTE**

<p style="text-align: center;"><b><u>Law 1</u></b></p> <p><i>If you completed Law 1 under the 'old' qualification, you may select units to claim against the new qualification:</i></p>	<p><b>You may choose <u>2</u> of the following units to claim against the new qualification:</b></p>	<p><b>Please indicate with a tick the units you wish to claim</b></p>
	Unit 1 Introduction to Law & Practice	
	Unit 3 Criminal Law	
	Unit 4 Land Law	
	Unit 5 Law of Tort	
<p style="text-align: center;"><b><u>Practice 1A &amp; 1B</u></b></p> <p><i>If you completed Practice 1 under the 'old' qualification, you may select units to claim against the new qualification:</i></p>	<p><b>You may choose <u>2</u> of the following units to claim against the new qualification:</b></p>	<p><b>Please indicate with a tick the units you wish to claim</b></p>
	Unit 10 Conveyancing	
	Unit 11 Criminal Litigation	
	Unit 16 Client Care Skills	
<p style="text-align: center;"><b><u>Law 2</u></b></p> <p><i>If you completed Law 2 under the 'old' qualification, you may select units to claim against the new qualification:</i></p>	<p><b>You may choose <u>2</u> of the following units to claim against the new qualification:</b></p>	<p><b>Please indicate with a tick the units you wish to claim</b></p>
	Unit 2 Contract Law	
	Unit 6 Employment Law	
	Unit 7 Family Law	
	Unit 8 Law of Wills & Succession	
<p style="text-align: center;"><b><u>Practice 2A &amp; 2B</u></b></p> <p><i>If you completed Practice 2 under the 'old' qualification, you may select units to claim against the new qualification:</i></p>	<p><b>You will have <u>1</u> mandatory unit to claim against the new qualification and you may choose <u>1</u> of the following units to claim against the new qualification:</b></p>	<p><b>Please indicate with a tick the units you wish to claim</b></p>
	Unit 9 Civil Litigation – <u>Mandatory Claim</u>	
	Unit 12 the Practice of Family Law	
	Unit 13 the Practice of Employment Law	
	Unit 14 Probate Practice	
	Unit 15 The Practice of Law for the Elderly Client	

### LEVEL 3 OLD MIXED ASSESSMENT ROUTE

If you completed any of the following under the 'old' qualification, you may select units to claim against the new qualification:	You may choose <u>1</u> of the following units to claim against the new qualification:	Please indicate with a tick the units you wish to claim
<u>Introduction to Law and Practice</u>	Unit 1 Introduction to Law and Practice	
	Unit 16 Client Care Skills	
<u>Contractual Obligations</u>	Unit 2 Contract Law	
	Unit 6 Employment Law	
<u>Property Transactions</u>	Unit 4 Land Law	
	Unit 10 Conveyancing	
<u>Family Welfare</u>	Unit 7 Family Law	
	Unit 12 The Practice of Family Law	
	Unit 8 Law of Wills & Succession	
	Unit 14 Probate Practice	
<u>Tort and Civil Litigation</u>	Unit 5 Law of Tort	
	Unit 9 Civil Litigation	
<u>Criminal Process</u>	Unit 3 Criminal Law	
	Unit 11 Criminal Litigation	
<u>Business Formation</u>	<b>No equivalent in the new suite of units Therefore, any 1 unit from the new Level 3 suite which has <u>not</u> been used in a prior claim for the units 1 – 6 above</b>	
<u>Mixed Assessment Final Examination</u>	<b>No equivalent in the new suite of units Therefore, any 2 units* from the following:</b> <i>*Must not have been used in a prior claim for the units 1 – 7 above</i>	
	Unit 2 Contract Law	
	Unit 3 Criminal Law	
	Unit 4 Land Law	
	Unit 5 Law of Tort	
	Unit 6 Employment Law	
	Unit 7 Family Law	
	Unit 8 Law of Wills & Succession	

Section 3: Administration Fee

CILEx will charge a one off administration fee of £25 for this service to students who wish to use subjects from the 'old' qualifications and who need to complete the current Level 3 Professional qualification.

All completed forms must be returned with the appropriate administration fee.

<b>Amount Due £25.00</b>	
<b>Card Payments</b>	
Name on Card:	
Card Number:	
Start Date:	
Expiry Date:	
CV2 (Last 3 digits of security code on the reverse of your debit card)	
<b>Cheque Payment</b>	
<i>Please make cheques payable to – The Chartered Institute of Legal Executives</i>	
Cheque Number:	

Declaration

I confirm that the information I have provided is correct and I wish CILEx to confirm both my exemptions against the current Level 3 Professional qualification and the units outstanding I am still required to undertake in order to complete the current Level 3 Professional qualification. I enclose cheque/card payment details for the administration fee (£25).

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Preferred Telephone Contact Number: \_\_\_\_\_

Date: \_\_\_\_\_

Section 4: CILEx confirmation of units of the current Level 3 Professional qualification still to be undertaken



Section 4a – CILEx confirmation of achievements and exemptions

(To be completed by CILEx; to be retained by student as the agreed record of exemptions and units still to be achieved)

Old Level 3 subject achieved	CILEx agreed exemption

Section 4b – Units of the current Level 3 Professional qualification still to be undertake


Date exemptions and requirements agreed: \_\_\_\_\_

Approved by: \_\_\_\_\_

Note to student: if your circumstances change and you wish to have this confirmation amended in any way, then please contact Awards-Operations immediately.