



# Approved Exemption Claims Procedure

*CILEX Professional Qualification  
(CPQ)*

V2.0 FINAL

1. Issue date: May 2024

# Introduction

1. This procedure sets out how trainees claim approved exemptions. The qualifications which have been approved for exemption are set out in Appendix 1. In addition, exemptions are in place for trainees who have successfully completed units from the CILEX Level 3 Certificate/Diploma in Law and Practice or the CILEX Level 6 Professional Diploma in Law and Practice as set out in Appendix 2. This procedure should be read in conjunction with the CILEX Exemptions Policy – CILEX Professional Qualification.

## Scope

2. This procedure applies to trainees seeking to claim approved exemptions, and CILEX staff involved in processing approved exemption claims.

## Holders of Law degrees/Professional Legal Qualifications approved by CILEX:

3. Holders of a Law Degree (LLB), Graduate Diploma in Law (GDL), Legal Practice Course (LPC), Bar Training Course (BTC, formally BPTC) or Solicitors Qualifying Examination 1 (SQE 1) will first be required to:
  - complete a CILEX membership application, including the declaration of prior conduct
  - indicate their prior law qualification(s)
  - provide evidence (certificate and transcript) of their prior law qualification(s)
4. Once CILEX has approved the qualification evidence, trainees will be made a CILEX member and will be able to purchase the relevant CPQ product in accordance with the approved exemptions set out in Appendix 1.

## Holders of approved qualifications from other awarding organisations (CILEX exemption reference - AO Foundation):

5. Holders of qualifications from other awarding organisations listed in Appendix 1 with the CILEX Exemption Reference: AO Foundation should become a member of CILEX and apply for the CPQ Foundation stage.
6. Once enrolled on the Foundation stage, trainees must log in to myCILEX and select *Request CPQ Module Exemption* under My CPQ.
7. Trainees should choose *Request Exemption* against the module/s for which they are seeking exemption, in accordance with the exemption information provided in Appendix 1.
8. CILEX may contact a trainee to discuss their exemption claim if queries arise.

## Holders of the Level 3 Paralegal Apprenticeship or CILEX Level 3 Certificate in Law & Practice:

9. Holders of the Level 3 Paralegal Apprenticeship or the CILEX Level 3 Certificate in Law & Practice should become a member of CILEX, if they are not already, and apply for the CPQ.
10. The exemptions that holders of the CILEX Level 3 Certificate in Law & Practice are eligible for are set out in Appendix 2. Trainees will be presented with the Bridging Product options to allow the completion of outstanding CPQ Foundation stage modules. These Bridging Product options are set out in Appendix 2. It is paramount that the correct Bridging Product is selected. Once a trainee has purchased a Bridging Product, they will be exempt from the relevant CPQ Foundation module(s) as outlined in Appendix 2.
11. The exemptions that holders of the Level 3 Paralegal Apprenticeship are eligible for are set out in Appendix 1. Trainees will be presented with the Bridging Product options designed for those who have completed the Level 3 Paralegal Apprenticeship. These Bridging Product options are set out in Appendix 2. It is paramount that the correct Bridging Product is selected.

## Holders of CILEX Level 3 Diploma in Law and Practice or Level 6 Certificate/Diploma in Law and Practice units

12. Trainees will first be required to become a member of CILEX (if they are not already).
13. Trainees should then register on the CPQ and will be presented with the CPQ stage to enrol on.
14. Trainees must log in to myCILEX and select *Request CPQ Module Exemption* under My CPQ.
15. Trainees should choose *Request Exemption* against the module/s for which they are seeking exemption. The exemptions available are set out in Appendix 2.
16. CILEX may contact a trainee to discuss their exemption claim if queries arise.

## Outcome of exemption claim

17. CILEX will confirm the exemptions which have been approved and apply the exemptions to the trainee's CILEX record, as applicable.

## Timeline

18. CILEX will process claims for approved exemptions within 10 working days.

# Fees

## **Holders of law degrees/professional qualifications approved by CILEX or holders of the Level 3 Paralegal Apprenticeship or CILEX Level 3 Certificate in Law & Practice.**

19. Holders of law degrees/professional qualifications approved by CILEX are referred to the **CILEX CPQ Fees** which set out the prices for the relevant CPQ products and associated exemptions fees.
20. Holders of the Level 3 Paralegal Apprenticeship or CILEX Level 3 Certificate in Law & Practice will purchase the Bridging Products containing the CPQ modules that must be completed. These fees are set out in the **CILEX CPQ Fees**.
21. Should an exemption request be submitted to CILEX against a module included within the product purchased, and which has been purchased through the modular payment option, the module for which exemption is being requested must first be purchased before an exemption request can be submitted.
22. There will be no refunds for modules approved for exemptions within the products purchased/enrolled on.

## **Holders of approved qualifications from other awarding organisations (CILEX exemption reference - AO Foundation) or holders of CILEX Level 3 Diploma in Law and Practice or Level 6 Diploma in Law and Practice units.**

23. Holders of approved qualifications from other awarding organisations (exemption reference: AO Foundation), or holders of a CILEX Level 3 Diploma in Law and Practice or Level 6 Diploma in Law and Practice units, will first purchase/enrol on the CPQ stage presented (Foundation stage - CILEX Diploma in Law or Advanced stage - CILEX Advanced Diploma in Law & Practice). Exemption requests submitted to CILEX against a module, in accordance will the exemptions detailed in Appendix 1 and Appendix 2, will incur no charge for the exemption if the CPQ stage has been purchased in full.
24. If the CPQ stage (Foundation stage - CILEX Diploma in Law or Advanced stage - CILEX Advanced Diploma in Law & Practice) has been purchased through the modular payment option, the module for which exemption is being requested must first be purchased before an exemption request can be submitted.
25. There will be no refunds for modules approved for exemptions within the CPQ stage enrolled on.

# Retention of materials

26. CILEX retains exemption claims and supporting evidence for 12 months after the exemption claim has been processed.

## Review arrangements

27. This procedure is subject to a three-year review cycle. However, the procedure may be reviewed more frequently to address operational feedback or concerns brought to the attention of CILEX to ensure the procedure remains fit for purpose.
28. This procedure and the associated policy are also reviewed as part of CILEX ongoing quality improvement monitoring.

## Appendix 1

### Approved CPQ Exemptions

The following table sets out qualifications which have been approved by CILEX for exemptions from the CPQ.

| Qualification Achieved   | CPQ or CGQ Exemptions (where applicable)  | CPQ entry point and requirements for completion  | Membership Grade Entry Point    |
|--|---|--|---------------------------------|
| CILEX Certificates in Legal Practice   | Foundation stage – exemption from: <ul style="list-style-type: none"> <li>• <b>F1</b> Legal Systems</li> <li>• <b>F5</b> Professional &amp; Legal Skills: Succeeding in the Legal Environment</li> <li>• <b>F6</b> Professional &amp; Legal Skills: Legal Research</li> <li>• <b>F4</b> Introduction to Property and Private Client (<i>only if the CILEX Certificate in Conveyancing Practice has been achieved</i>)</li> <li>• Professional Experience</li> </ul> | <b>Foundation stage/CILEX Diploma in Law:</b> <ul style="list-style-type: none"> <li>• <b>F2</b> Law of Tort</li> <li>• <b>F3</b> Contract Law</li> <li>• <b>F4</b> Introduction to Property and Private Client (<i>only if the CILEX Certificate in Conveyancing Practice has NOT been achieved</i>)</li> <li>• Ethics &amp; Professional Responsibility 1</li> <li>• Professional Experience (optional, required for stage completion)</li> </ul> <b>Advanced stage/CILEX Advanced Diploma in Law and Practice</b> – all components to be completed<br><br><b>Professional Stage/CILEX Professional Diploma in Legal Practice</b> – all components to be completed | Student/Trainee CILEX Paralegal |
| T Level in Legal Services<br><br><b>CILEX Exemption Reference: AO Foundation</b> | Foundation stage – exemption from: <ul style="list-style-type: none"> <li>• <b>F1</b> Legal Systems</li> <li>• <b>F2</b> Law of Tort</li> <li>• <b>F3</b> Contract Law</li> <li>• <b>F5</b> Professional &amp; Legal Skills: Succeeding in the Legal Environment</li> <li>• <b>F6</b> Professional &amp; Legal Skills: Legal Research</li> <li>• Ethics &amp; Professional Responsibility 1</li> <li>• Professional Experience</li> </ul>                           | <b>Foundation Stage/CILEX Diploma in Law</b> <ul style="list-style-type: none"> <li>• <b>F4</b> Introduction to Property &amp; Private Client</li> <li>• Professional Experience (optional, required for stage completion)</li> </ul> <b>Advanced stage/CILEX Advanced Diploma in Law and Practice</b> – all components to be completed<br><br><b>Professional Stage/CILEX Professional Diploma in Law and Practice</b> – all components to be completed   | Student/Trainee CILEX Paralegal |

| Qualification Achieved  | CPQ or CGQ Exemptions (where applicable)  | CPQ entry point and requirements for completion   | Membership Grade Entry Point                               |
|---|---|---|--|
| <p>CILEX Level 3 Paralegal Apprenticeship End Point Assessment V1.2</p> <p><i>(for Apprenticeship starts before 30 June 2023)</i></p> | <p>Foundation stage – exemption from</p> <ul style="list-style-type: none"> <li>• <b>F1</b> Legal Systems</li> <li>• <b>F5</b> Professional and Legal Skills: Succeeding in the Legal Environment</li> <li>• <b>F6</b> Professional and Legal Skills: Legal Research</li> <li>• Ethics &amp; Professional Responsibility 1</li> <li>• Professional Experience</li> </ul> <p>Possible exemptions from:<br/>Foundation stage</p> <ul style="list-style-type: none"> <li>• <b>F2</b> Law of Tort <i>(EPA timed assessment dependent)</i></li> <li>• <b>F3</b> Contract Law <i>(EPA timed assessment dependent)</i></li> <li>• <b>F4</b> Introduction to Property and Private Client <i>(EPA timed assessment dependent)</i></li> </ul> | <p><b>Foundation Stage</b><br/>The modules required will depend on the timed assessments undertaken for the Level 3 Paralegal Apprenticeship End-Point Assessment. See exemption information in column to left. Appendix 2 sets out the Bridging Products available to enable apprentices to complete the outstanding Foundation Stage modules.</p> <p><b>Advanced stage/CILEX Advanced Diploma in Law and Practice</b><br/>– all components to be completed</p> <p><b>Professional Stage/CILEX Professional Diploma in Law and Practice</b> – all components to be completed</p> | <p>Paralegal /Trainee<br/>CILEX Advanced<br/>Paralegal</p> |
| <p>CILEX Level 3 Paralegal Apprenticeship End Point Assessment V1.3</p> <p><i>(for Apprenticeship starts after 30 June 2023)</i></p>  | <p>Foundation stage – exemption from</p> <ul style="list-style-type: none"> <li>• <b>F1</b> Legal Systems</li> <li>• <b>F5</b> Professional and Legal Skills: Succeeding in the Legal Environment</li> <li>• <b>F6</b> Professional and Legal Skills: Legal Research</li> <li>• Ethics &amp; Professional Responsibility 1</li> <li>• Professional Experience</li> </ul>  | <p><b>Foundation Stage</b></p> <ul style="list-style-type: none"> <li>• <b>F2</b> Law of Tort</li> <li>• <b>F3</b> Contract Law</li> <li>• <b>F4</b> Introduction to Property &amp; Private Client</li> </ul> <p>Appendix 2 sets out the Bridging Product available to enable apprentices to complete the outstanding Foundation Stage modules.</p> <p><b>Advanced stage/CILEX Advanced Diploma in Law and Practice</b><br/>– all components to be completed</p> <p><b>Professional Stage/CILEX Professional Diploma in Law and Practice</b> – all components to be completed</p> | <p>Paralegal /Trainee<br/>CILEX Advanced<br/>Paralegal</p> |

| Qualification Achieved  | CPQ or CGQ Exemptions (where applicable)  | CPQ entry point and requirements for completion  | Membership Grade Entry Point    |
|---|---|--|---------------------------------|
| ATHE Level 3 Diploma in Law<br><br><b>CILEX Exemption Reference: AO Foundation</b>          | Foundation Stage – exemption from: <ul style="list-style-type: none"> <li>• <b>F1</b> Legal Systems</li> <li>• <b>F3</b> Contract Law</li> <li>• <b>F6</b> Professional &amp; Legal Skills: Legal Research</li> </ul> | <b>Foundation Stage/CILEX Diploma in Law</b> <ul style="list-style-type: none"> <li>• <b>F2</b> Law of Tort</li> <li>• <b>F4</b> Introduction to Property &amp; Private Client</li> <li>• <b>F5</b> Professional &amp; Legal Skills: Succeeding in the Legal Environment</li> <li>• Ethics &amp; Professional Responsibility 1</li> <li>• Professional Experience (optional, required for stage completion)</li> </ul><br><b>Advanced stage/CILEX Advanced Diploma in Law and Practice</b> – all components to be completed<br><br><b>Professional Stage/CILEX Professional Diploma in Legal Practice</b> – all components to be completed | Student/Trainee CILEX Paralegal |
| ATHE Level 4 Extended Diploma in Law<br><br><b>CILEX Exemption Reference: AO Foundation</b> | Foundation Stage – exemption from: <ul style="list-style-type: none"> <li>• <b>F1</b> Legal Systems</li> <li>• <b>F3</b> Contract Law</li> <li>• <b>F6</b> Professional &amp; Legal Skills: Legal Research</li> </ul> | <b>Foundation Stage/CILEX Diploma in Law</b> <ul style="list-style-type: none"> <li>• <b>F2</b> Law of Tort</li> <li>• <b>F4</b> Introduction to Property &amp; Private Client</li> <li>• <b>F5</b> Professional &amp; Legal Skills: Succeeding in the Legal Environment</li> <li>• Ethics &amp; Professional Responsibility 1</li> <li>• Professional Experience (optional, required for stage completion)</li> </ul><br><b>Advanced stage/CILEX Advanced Diploma in Law and Practice</b> – all components to be completed<br><br><b>Professional Stage/CILEX Professional Diploma in Legal Practice</b> – all components to be completed | Student/Trainee CILEX Paralegal |
| ATHE Level 5 Extended Diploma in Law  | Foundation Stage – exemption from <ul style="list-style-type: none"> <li>• <b>F1</b> Legal Systems</li> </ul>   | <b>Foundation Stage/CILEX Diploma in Law</b> <ul style="list-style-type: none"> <li>• <b>F4</b> Introduction to Property &amp; Private Client</li> </ul>   | Student/Trainee CILEX Paralegal |



| Qualification Achieved   | CPQ or CGQ Exemptions (where applicable)   | CPQ entry point and requirements for completion  | Membership Grade Entry Point           |
|--|--|--|--|
| <p><b>CILEX Exemption</b><br/> <b>Reference: AO</b><br/> <b>Foundation</b></p>   | <ul style="list-style-type: none"> <li>• <b>F2</b> Law of Tort</li> <li>• <b>F3</b> Contract Law</li> <li>• <b>F6</b> Professional &amp; Legal Skills: Legal Research</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>F5</b> Professional &amp; Legal Skills: Succeeding in the Legal Environment</li> <li>• Ethics &amp; Professional Responsibility 1</li> <li>• Professional Experience (optional, required for stage completion)</li> </ul> <p><b>Advanced stage/CILEX Advanced Diploma in Law and Practice</b><br/> – all components to be completed</p> <p><b>Professional Stage/CILEX Professional Diploma in Legal Practice</b> – all components to be completed</p>   |  |
| <p>CLC/SQA Level 4 Diploma in Conveyancing Law and Practice</p> <p><b>CILEX Exemption</b><br/> <b>Reference: AO</b><br/> <b>Foundation</b></p> | <p>Foundation Stage – exemption from:</p> <ul style="list-style-type: none"> <li>• <b>F1</b> Legal Systems</li> <li>• <b>F3</b> Contract Law</li> <li>• <b>F4</b> Introduction to Property &amp; Private Client</li> </ul> | <p><b>Foundation Stage/CILEX Diploma in Law</b></p> <ul style="list-style-type: none"> <li>• <b>F2</b> Law of Tort</li> <li>• <b>F5</b> Professional &amp; Legal Skills: Succeeding in the Legal Environment</li> <li>• <b>F6</b> Professional &amp; Legal Skills: Legal Research</li> <li>• Ethics &amp; Professional Responsibility 1</li> <li>• Professional Experience (optional, required for stage completion)</li> </ul> <p><b>Advanced stage/CILEX Advanced Diploma in Law and Practice</b><br/> – all components to be completed</p> <p><b>Professional Stage/CILEX Professional Diploma in Legal Practice</b> – all components to be completed</p> | <p>Student/Trainee CILEX Paralegal</p> |

| Qualification Achieved   | CPQ or CGQ Exemptions (where applicable)   | CPQ entry point and requirements for completion  | Membership Grade Entry Point               |
|--|--|--|--|
| NALP Level 4 Diploma in Paralegal Studies<br><br><b>CILEX Exemption Reference: AO Foundation</b> | Foundation Stage – exemption from: <ul style="list-style-type: none"> <li>• <b>F1</b> Legal Systems</li> <li>• <b>F3</b> Contract Law</li> </ul> | <b>Foundation Stage/CILEX Diploma in law</b> <ul style="list-style-type: none"> <li>• <b>F2</b> Law of Tort</li> <li>• <b>F4</b> Introduction to Property &amp; Private Client</li> <li>• <b>F5</b> Professional &amp; Legal Skills: Succeeding in the Legal Environment</li> <li>• <b>F6</b> Professional &amp; Legal Skills: Legal Research</li> <li>• Ethics &amp; Professional Responsibility 1</li> <li>• Professional Experience (optional, required for stage completion)</li> </ul><br><b>Advanced stage/CILEX Advanced Diploma in Law and Practice</b><br>– all components to be completed<br><br><b>Professional Stage/CILEX Professional Diploma in Legal Practice</b> – all components to be completed | Student/Trainee CILEX Paralegal            |
| Law degree (LLB) <sup>1</sup>  | See CGQ requirements in column to right.   | <i>Law graduates take the CILEX Graduate Qualification (CGQ) to complete the Advanced stage and subsequently Professional stage of CPQ.</i><br><br><i>The CGQ is a condensed route through the CPQ for Law graduates and comprises of:</i><br><br><b>Stage 1</b><br><b>CGQ/Advanced stage/CILEX Advanced Diploma in Law and Practice</b>   | Paralegal/Trainee CILEX Advanced Paralegal |
| Graduate Diploma in Law (GDL) <sup>2</sup>   |  | <ul style="list-style-type: none"> <li>• A1 Dispute Resolution and Litigation or F7 Working in Civil Litigation</li> <li>• A2 Criminal Law and Litigation or F8 Working in Criminal Practice</li> <li>• F9 Introduction to Property, Private Client &amp; Skills</li> <li>• One further Advanced stage law module</li> <li>• Ethics &amp; Professional Responsibility 1</li> </ul>   |  |

| Qualification Achieved  | CPQ or CGQ Exemptions (where applicable)   | CPQ entry point and requirements for completion   | Membership Grade Entry Point                      |
|---|--|---|---|
|   |  | <ul style="list-style-type: none"> <li>Ethics &amp; Professional Responsibility 2</li> </ul> <b>Stage 2</b><br><b>Professional stage/Professional Diploma in Legal Practice</b> - all components to be completed  |   |
| Legal Practice Course (LPC)   | Condensed route through CGQ available – see column to right  | <b>Stage 1</b><br><b>CGQ/Advanced stage/Advanced Diploma in Law &amp; Practice</b> <ul style="list-style-type: none"> <li>1 underpinning module for the choice of Professional Stage Practice module</li> <li>Ethics &amp; Professional Responsibility 1</li> <li>Ethics &amp; Professional Responsibility 2</li> </ul> <b>Professional Stage/CILEX Professional Diploma in Legal Practice</b> – all components to be completed | Advanced Paralegal/Trainee Chartered CILEX Lawyer |
| Solicitors Qualifying Examination 1 (SQE 1)<br><br><b>PLUS</b><br><br>Law Degree <sup>1</sup> (LLB) | Condensed route through CGQ available – see column to right  | <b>Advanced stage/Advanced Diploma in Law &amp; Practice</b> <ul style="list-style-type: none"> <li>1 underpinning module for the choice of Professional Stage Practice module</li> <li>Ethics &amp; Professional Responsibility 1</li> <li>Ethics &amp; Professional Responsibility 2</li> </ul> <b>Professional Stage/CILEX Professional Diploma in Legal Practice</b> – all components to be completed                       | Advanced Paralegal/Trainee Chartered CILEX Lawyer |
| Solicitors Qualifying Examination 1 (SQE 1) (in full)   | Foundation Stage – exemption from: <ul style="list-style-type: none"> <li><b>F1</b> Legal Systems</li> <li><b>F2</b> Law of Tort</li> <li><b>F3</b> Contract Law</li> <li><b>F4</b> Introduction to Property and Private Client</li> </ul> | <b>Foundation Stage/CILEX Diploma in Law</b> <ul style="list-style-type: none"> <li><b>F5</b> Professional &amp; Legal Skills: Succeeding in the Legal Environment</li> <li><b>F6</b> Professional &amp; Legal Skills: Legal Research</li> <li>Ethics &amp; Professional Responsibility 1</li> </ul> <b>Advanced stage/CILEX Advanced Diploma in Law and Practice</b>   | Paralegal/Trainee Chartered CILEX Lawyer          |

| Qualification Achieved  | CPQ or CGQ Exemptions (where applicable)   | CPQ entry point and requirements for completion  | Membership Grade Entry Point                  |
|---|--|--|---|
|   | <p>Advanced stage – exemption from:</p> <ul style="list-style-type: none"> <li>• <b>A1</b> Dispute Resolution, <i>where not the chosen Professional stage pathway</i></li> <li>• <b>A2</b> Criminal Law and Litigation, <i>where not the chosen Professional stage pathway</i></li> </ul>  | <ul style="list-style-type: none"> <li>• <b>A4</b> Professional &amp; Legal Skills: Succeeding in the Legal Environment</li> <li>• <b>A5</b> Professional &amp; Legal Skills: Legal Research &amp; Accounts</li> <li>• 1 underpinning module for the choice of Professional Stage Practice module</li> <li>• Ethics &amp; Professional Responsibility 2</li> <li>• Professional Experience</li> </ul> <p><b>Professional Stage/CILEX Professional Diploma in Legal Practice</b> – all components to be completed</p>   |   |
| <p>Functioning Legal Knowledge 1 (FLK 1 only)<br/>– first assessment of Solicitors Qualifying Examination 1</p> | <p>Foundation stage – exemption from:</p> <ul style="list-style-type: none"> <li>• <b>F1</b> Legal Systems</li> <li>• <b>F2</b> Law of Tort</li> <li>• <b>F3</b> Contract Law</li> </ul> <p>Advanced stage – exemption from:</p> <ul style="list-style-type: none"> <li>• <b>A1</b> Dispute Resolution and Litigation, <i>where not the chosen Professional stage pathway</i></li> </ul> | <p><b>Foundation Stage/CILEX Diploma in Law</b></p> <ul style="list-style-type: none"> <li>• <b>F4</b> Introduction to Property and Private Client</li> <li>• <b>F5</b> Professional &amp; Legal Skills: Succeeding in the Legal Environment</li> <li>• <b>F6</b> Professional &amp; Legal Skills: Legal Research</li> <li>• Ethics &amp; Professional Responsibility 1</li> </ul> <p><b>Advanced stage/ CILEX Advanced Diploma in Law and Practice:</b></p> <ul style="list-style-type: none"> <li>• <b>A2</b> Criminal Law &amp; Litigation</li> <li>• <b>A4</b> Professional &amp; Legal Skills: Succeeding in the Legal Environment</li> <li>• <b>A5</b> Professional &amp; Legal Skills: Legal Research &amp; Accounts</li> <li>• 1 Underpinning module for the choice of Professional Stage Practice module*.</li> <li>• Ethics &amp; Professional Responsibility 2</li> </ul> <p><i>(*NB Individuals specialising in Criminal litigation are still required to pick 1 module from A3, A6, A7, A8)</i></p> | <p>Student/Trainee Chartered CILEX Lawyer</p> |

| Qualification Achieved  | CPQ or CGQ Exemptions (where applicable)  | CPQ entry point and requirements for completion  | Membership Grade Entry Point                    |
|---|---|--|---|
|   |   | <ul style="list-style-type: none"> <li>Professional Experience ((optional, required for stage completion))</li> </ul> <p><b>Professional Stage/CILEX Professional Diploma in Legal Practice</b> – all components to be completed</p>   |   |
| <p>Functioning Legal Knowledge 2 (FLK 2 only) – second assessment of Solicitors Qualifying Examination 1</p> <p><b>CILEX Exemption Reference: AO Foundation</b></p> | <p>Foundation stage – exemption from:</p> <ul style="list-style-type: none"> <li><b>F4</b> Introduction to Property and Private Client</li> </ul> <p>Advanced stage – exemption from:</p> <ul style="list-style-type: none"> <li><b>A2</b> Criminal Law and Litigation, <i>where not the chosen Professional stage pathway</i></li> </ul> | <p><b>Foundation stage</b></p> <ul style="list-style-type: none"> <li><b>F1</b> Legal Systems</li> <li><b>F2</b> Law of Tort</li> <li><b>F3</b> Contract Law</li> <li><b>F5/F6</b> Professional and Legal Skills</li> <li><b>E1</b> Ethics &amp; Professional Responsibility 1</li> </ul> <p><b>Advanced stage</b></p> <ul style="list-style-type: none"> <li>A1 Dispute Resolution &amp; Litigation</li> <li>1 underpinning module for the choice of Professional Stage Practice module/optional module if the Professional stage module choice is Dispute Resolution</li> <li>Ethics &amp; Professional Responsibility 2</li> </ul> <p><b>Professional Stage/CILEX Professional Diploma in Legal Practice</b> – all components to be completed</p> | <p>Student/Trainee Chartered CILEX Lawyer</p>   |
| <p>Functioning Legal Knowledge 1 (FLK 1) only – first assessment of Solicitors Qualifying Examination 1</p> <p><b>PLUS</b></p>                                      | <p>Condensed route through CGQ available – see column to right:</p> <p>Exemption from:</p> <ul style="list-style-type: none"> <li><b>A1</b> Dispute Resolution and Litigation, <i>where not the chosen Professional stage pathway</i></li> </ul>  | <p><b>Stage 1. CGQ/Advanced stage/ CILEX Advanced Diploma in Law and Practice:</b></p> <ul style="list-style-type: none"> <li><b>A2</b> Criminal Law &amp; Litigation or <b>F8</b> Working in Criminal Practice</li> </ul>   | <p>Paralegal/Trainee Chartered CILEX Lawyer</p> |

| Qualification Achieved  | CPQ or CGQ Exemptions (where applicable)   | CPQ entry point and requirements for completion  | Membership Grade Entry Point |
|---|--|--|------------------------------|
| Law degree <sup>1</sup> (LLB)   |  | <ul style="list-style-type: none"> <li>• <b>F9</b> Introduction to Property, Private Client and Professional Skills</li> <li>• underpinning module for the choice of Professional Stage Practice module*.</li> <li>• Ethics &amp; Professional Responsibility 1</li> <li>• Ethics &amp; Professional Responsibility 2</li> </ul> <p><i>(*NB Individuals specialising in Criminal litigation are still required to pick 1 module from A3, A6, A7, A8)</i></p> <p><b>Stage 2.</b><br/> <b>Professional Stage/CILEX Professional Diploma in Legal Practice</b> – all components to be completed</p> |                              |
| Functioning Legal Knowledge 2 (FLK 2) only – second assessment of Solicitors Qualifying Examination 1<br><br><b>PLUS</b><br><br>Law degree <sup>1</sup> (LLB) | Condensed route through CGQ available – see column to right:<br><br>CGQ Stage 1 – exemption from: <ul style="list-style-type: none"> <li>• <b>F9</b> Introduction to Property, Private Client &amp; Skills</li> <li>• <b>A2</b> Criminal Law and Litigation or F8 Working in Criminal Practice <i>where not the chosen Professional stage pathway</i></li> </ul> | <p><b>Stage 1</b><br/> <b>CGQ/Advanced stage/CILEX Advanced Diploma in Law and Practice</b></p> <ul style="list-style-type: none"> <li>• A1 Dispute Resolution and Litigation or F7 Working in Civil Litigation</li> <li>• One further Advanced stage law module</li> <li>• Ethics &amp; Professional Responsibility 1</li> <li>• Ethics &amp; Professional Responsibility 2</li> </ul> <p><b>Stage 2</b><br/> <b>Professional stage/Professional Diploma in Legal Practice</b> - all components to be completed</p>   |                              |

| Qualification Achieved    | CPQ or CGQ Exemptions (where applicable)   | CPQ entry point and requirements for completion  | Membership Grade Entry Point                      |
|---------------------------|--|--|---|
| Bar Training Course (BTC) | <p>Foundation stage – exemption from:</p> <ul style="list-style-type: none"> <li>• <b>F1</b> Legal Systems</li> <li>• <b>F2</b> Law of Tort</li> <li>• <b>F3</b> Contract Law</li> <li>• <b>F5</b> Professional &amp; Legal Skills: Succeeding in the Legal Environment</li> <li>• <b>F6</b> Professional &amp; Legal Skills: Legal Research</li> <li>• Ethics &amp; Professional Responsibility 1</li> </ul> <p>Advanced stage- Part Exemption.</p> <p>A further exemption from the CRL approved Advocacy course may be awarded by CRL.</p> | <p><b>Foundation Stage</b></p> <ul style="list-style-type: none"> <li>• <b>F4</b> Introduction to Property and Private Client</li> </ul> <p><b>Advanced stage:</b></p> <ul style="list-style-type: none"> <li>• 1 Practice module must be chosen if practice rights are NOT required in Dispute Resolution or Criminal Litigation. The module chosen must correspond with the Professional stage Law and Practice module choice.</li> <li>• Ethics and Professional Responsibility 2</li> </ul> <p><b>Professional Stage/CILEX Professional Diploma in Legal Practice (*BPC products) – all components to be completed</b></p> | Advanced Paralegal/Trainee Chartered CILEX Lawyer |

<sup>1</sup> CILEX can only offer exemptions for Law degrees based on English/Welsh Law: if in doubt, please contact our Customer Service Team.

<sup>2</sup> A GDL is a Law conversion degree, covering the pillars of English/Welsh Law: Contract, Tort, Land, Criminal, Public, Equity & Trusts

## Appendix 2

### Exemptions for CILEX Level 3 Certificate/Diploma in Law and Practice, CILEX Level 6 Professional Diploma in Law and Practice or the Level 3 Paralegal Apprenticeship (Standard v1.2)

Trainees seeking to transition to CPQ will be eligible for exemptions from individual CPQ Foundation stage modules if they have achieved the following:

#### Completion of Level 3 Certificate/Diploma in Law and Practice units:

| Level 3 Certificate/Diploma in Law and Practice units passed | CPQ Foundation stage module exemptions    |
|--|---|
| Introduction to Law & Practice                               | Legal Systems                             |
| Client Care Skills <b>and</b> Legal Research Skills          | Professional & Legal Skills               |
| Contract Law   | Contract Law                              |
| Law of Tort  | Tort                                      |
| Land Law <b>and</b> Conveyancing                             | Introduction to Property & Private Client |

Bridging products are available to allow trainees transitioning from the Level 3 Certificate/Diploma to CPQ with some exemptions, to purchase the correct modules to complete the Foundation stage. The Foundation stage requires the achievement of Legal Systems; Contract; Tort; Introduction to Property and Private Client and Professional & Legal skills, through exemption or through passing the associate exam.

- Paralegal Bridging Product 1: Tort and Introduction to Property and Private Client
- Paralegal Bridging Product 2: Contract Law and Introduction to Property and Private Client
- Paralegal Bridging Product 3: Contract Law and Tort
- Paralegal Bridging Product 4: Contract Law, Tort and Introduction to Property and Private Client
- Paralegal Bridging Product 5: Professional and Legal Skills

Trainees that have completed the full Level 3 Diploma in Law and Practice (including Unit 10 Conveyancing), will receive full exemption from CPQ Foundation stage and can progress onto CPQ Advanced stage. Where Unit 10 Conveyancing has not been achieved in the unit make-up of the Level 3 Diploma in Law and Practice, the CPQ Foundation stage Introduction to Property and Private Client module must be first taken before progressing on to CPQ Advanced stage.

#### Completion of CILEX Level 6 Diploma in Law and Practice units, or a combination of CILEX Level 3 Certificate/Diploma in Law and Practice and CILEX Level 6 Diploma in Law and Practice units:

Trainees seeking to transition to CPQ will gain exemptions from CPQ Advanced stage modules if they have completed any of the following Law and corresponding Practice unit combinations:

| Level 6 Law unit  | Level 3 or 6 Practice unit          | CPQ Advanced stage exemptions |
|-------------------|-------------------------------------|-------------------------------|
| Contract Law/Tort | Level 3 or Level 6 Civil Litigation | Dispute Resolution            |



|                           |   |   |
|---------------------------|---|---|
| Criminal Law              | Level 3 or Level 6 Criminal Litigation  | Criminal Law & Practice                     |
| Land Law                  | Level 3 or Level 6 Conveyancing   | Property & Conveyancing                     |
| Family Law                | Level 3 or Level 6 Practice of Family Law   | Family Law & Practice                       |
| Law of Wills & Succession | Level 3 or Level 6 Probate Practice   | Wills, Probate & Private Client             |
| Company & Partnership Law | Level 3 or Level 6 Employment Practice or Level 6 Practice of Company & Partnership Law | Business & Employment                       |
| Legal Research            | N/A   | Professional & Legal Skills: Legal Research |

**Completion of the Paralegal Apprenticeship V1.2:**

Paralegal Apprentices seeking to transition to CPQ will gain exemptions from CPQ Foundation stage modules based on the area of law and timed assessment completed. The exemptions available are set out in Appendix 1.

Bridging products are available to allow Paralegal Apprentices to transitioning to CPQ and to take the correct modules to complete the Foundation stage. The Foundation stage requires the achievement of Legal Systems; Contract; Tort; Introduction to Property and Private Client and Professional & Legal skills, through exemption or through passing the associate exam.

- Paralegal Pre-Advanced Product 1: Tort and Introduction to Property and Private Client (Contract Law timed assessment completed)
- Paralegal Pre-Advanced Product 2: Contract Law and Introduction to Property and Private Client (Tort timed assessment completed)
- Paralegal Pre-Advanced Product 3: Contract Law and Tort (Property/Conveyancing timed assessment completed)
- Paralegal Pre-Advanced Product 4: Contract Law, Tort and Introduction to Property and Private Client

**Completion of the Paralegal Apprenticeship V1.3:**

Paralegal Apprentices who have completed V1.3 seeking to transition to CPQ will gain exemptions from CPQ Foundation stage modules. The exemptions available are set out in Appendix 1.

The following bridging product is available for apprentices:

- Paralegal Pre-Advanced Product 4: Contract Law, Tort and Introduction to Property and Private Client