



Access Arrangements Policy

CILEX End-Point Assessment

Purpose

1. CILEX recognises that access arrangements allow apprentices to show what they know and can do without changing the validity or demands of the assessment. The CILEX Access Arrangements Policy – CILEX End-Point Assessment sets out CILEX’s policy position in relation to the provision of access arrangements.
2. This policy should be read in conjunction with the associated CILEX Access Arrangements Procedure – CILEX End-Point Assessment.

Scope

3. This policy applies to apprentices undertaking CILEX End-Point Assessments (EPAs), their employers and training providers, CILEX staff and contractors involved in the delivery of EPA services.
4. Reasonable adjustments, for apprentices with disabilities, are addressed separately in the CILEX Reasonable Adjustment Policy – CILEX End-Point Assessment.

Definitions

5. The term ‘assessment’ in the context of this policy includes the components of an End-Point Assessment (EPA) listed in Appendix 1.
6. Access arrangements are agreed before an assessment takes place.
7. Access arrangements may be put in place for apprentices who:
 - have a temporary illness, injury or indisposition which will adversely impact their assessment performance to enable them to access the assessment. Examples of arrangements include extra time for breaks or providing a scribe for an apprentice with a recently broken arm.
 - have a protected characteristic (excluding disability¹), for example, pregnancy and maternity which adversely impacts compliance with the currency of evidence requirements for an EPA portfolio or case study.

Key principles

8. CILEX delivers EPA in accordance with the requirements set out in the relevant EPA Plan. Access arrangements will be dependent on the nature of the assessment, any relevant requirements set out in the EPA Plan and the reasons for the access arrangements request.
9. Access arrangements allow apprentices to demonstrate their attainment without compromising the assessment requirements or affecting the validity or reliability of the assessment outcomes.

¹ The CILEX Reasonable Adjustment Policy – CILEX End-Point Assessment sets out the policy for providing reasonable adjustments within the scope of the Equality Act 2010 to alleviate or remove the effect of a disability.

10. CILEX will consider the safety, practicality and effectiveness of the access arrangements.
11. The use of access arrangements will not be taken into consideration in the marking of an apprentice's assessment responses.
12. Access arrangements should not give an apprentice an unfair advantage, neither should they mislead stakeholders regarding an apprentice's achievements.

Eligibility for access arrangements

13. Apprentices who are fully prepared for an assessment may be eligible for access arrangements if their temporary illness, injury or indisposition, places them at a substantial disadvantage in the assessment situation.
14. Level 6 Chartered Legal Executive or Level 7 Chartered Legal Executive Litigator and Advocate apprentices who have a protected characteristic, for example pregnancy and maternity, which adversely impacts compliance with the currency of evidence requirements for an EPA portfolio or case study may be eligible for access arrangements.
15. There will be situations where apprentices should delay going through Gateway until the issues arising from temporary illness, injury or indisposition provide less of a barrier to taking the assessment.
16. Apprentices will only be eligible for access arrangements if supporting evidence accompanies the application in accordance with the requirements set out below.

Supporting evidence

17. Supporting evidence, which is sufficient, valid and reliable, from an appropriately qualified professional, must accompany all requests for access arrangements. The evidence must set out the access arrangements required to reduce the barrier to the assessment.

Decision making

18. CILEX decides the access arrangements to be put in place having considered the defined needs of individual apprentices as set out in the supporting evidence.
19. In making decisions CILEX will consider:
 - the documented supporting evidence from a qualified professional setting out the impact of the apprentice's temporary illness, injury or indisposition and the access arrangements required
 - the documented supporting evidence from a qualified professional confirming the protected characteristic adversely impacting compliance with the currency of evidence requirements for an EPA portfolio or case study
 - the characteristics of the assessment for which access arrangements are required
 - the cost of the arrangements
 - the likely impact of the arrangements upon the apprentice and other apprentices, where applicable.

20. CILEX will not approve a request for access arrangements if it is not 'reasonable', this may include if the arrangements:
- involve unreasonable costs to CILEX
 - involve unreasonable timeframes
 - compromise health and safety
 - compromise the security or integrity of the assessment.
21. The outcome of an access arrangements request may be:
- approval of the access arrangements
 - rejection of the application based on insufficient evidence
 - rejection of the application based on the reasonableness of the request, such as a request for specialist equipment
 - rejection of the application because the arrangement would compromise the integrity of the assessment
 - rejection of the application based on insufficient time to put in place the arrangements
 - suggested alternative arrangements.

Access arrangements appeals

22. Information about appealing a decision in relation to an access arrangements application is set out in the CILEX Appeals Policy – CILEX End-Point Assessment and the CILEX Appeals Procedure – CILEX End-Point Assessment.

Policy review arrangements

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

Summary of changes between V4.0 and previous version
▪ Definitions, Eligibility for Access Arrangements and Decision-making sections – revised to address access arrangements for apprentices with a protect characteristic, for example pregnancy and maternity. ▪ Appendix 1 – updated with all the End-Point Assessments offered by CILEX.

CILEX End-Point Assessments

CILEX Level 3 End-Point Assessment for ST0245 Paralegal Apprenticeship Versions 1.2 and 1.3
CILEX Level 6 End-Point Assessment for ST0244 Chartered Legal Executive Versions 1.0 and 1.1
CILEX Level 7 End-Point Assessment for ST1368 Chartered Legal Executive Litigator and Advocate
Version 1.0