



CILEX Experience Route

Standard Terms and Conditions

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The following terms and conditions refer directly to the CILEX Experience Assessment routes.

- CILEX Paralegal Experience Assessment
- CILEX Trainee Chartered Paralegal Experience Assessment
- CILEX Chartered Paralegal Experience Assessment

1. Entrance requirements:

1.1 To be eligible to apply for CILEX Paralegal membership via the CILEX Experience Assessment route requires a minimum of 2 years' relevant legal experience, gained within the last 5 years and within the law of England and Wales.

1.2 To be eligible to apply for CILEX Chartered Paralegal membership via the CILEX Experience Assessment route requires a minimum of 5 years' relevant legal experience. This experience must be gained within the last 10 years' with at least 2 years gained in the last 5 years and within the law of England and Wales.

1.3 To be eligible to purchase the CILEX Trainee Chartered Paralegal support product, a minimum of 2 years' legal work experience must be held or a level 6/7 legal qualification.

1.4 Applicants enrolled on a CILEX Trainee Chartered Paralegal support product will be expected to purchase the CILEX Chartered Paralegal assessment once the eligibility criteria in 1.2 has been met.

1.5 There are no qualification entry requirements for the CILEX Experience Assessment. If you hold a level 6/7 legal qualification you should only make an experience application for the CILEX Chartered Paralegal membership designation. Alternatively, you can speak to the CILEX customer service team to explore your CILEX qualification options.

2. What's included in the Experience Assessment:

Purchase of an Experience Assessment will include access to:

2.1 The Applicant Handbook and supporting guides which will guide you through the assessment and submission process.

2.2 The Experience Assessment application form for either Paralegal or Chartered Paralegal assessment.

2.3 One assessment of your submitted application.

2.4 One interview if your application is for Chartered Paralegal membership.

2.5 One interview if your application is for Paralegal membership and does not fulfil the referee requirements for validation of your experience as set by CILEX.

2.6 Where a trainee Chartered Paralegal product has been purchased, the resources supplied will be available for 5 years.

3 CILEX Experience Assessment Duration:

3.1 Once the eligibility criteria have been met and the Experience Assessment has been purchased, your application must be completed and submitted within 3 months.

3.2 On submission, your application will be formally assessed by CILEX and where successful, progressed to interview if an interview is required.

3.3 CILEX aim to release results within 12 weeks of receiving an application.

3.4 Following the assessment process applicants who meet the expected standard will have their membership status confirmed or upgraded.

4 Interviews

4.1 If your application requires an interview, you will be expected to liaise with CILEX once we have contacted you to arrange an appropriate time for your interview.

4.2 Your interview should be conducted in standard working hours. You must comply with the CILEX Interview Conditions.

4.3 Should you need to postpone your interview, or if you incur technical difficulties, you must contact CILEX as soon as possible.

4.4 Failing to attend an interview which has been arranged for you may result in a failure of the Experience Assessment.

5 Resubmission

5.1 Passing the Experience Assessment is not guaranteed.

Where your application has not met the required standard, your result will be given with assessor feedback to help you to have the best chance of evidencing your competency against the CILEX Experience Assessment duties and behaviours in your resubmission.

5.2 If you do not pass the Experience Assessment, CILEX suggests you liaise with your employer on an appropriate time to make a further application to ensure that you have gained the appropriate work experience to allow you to evidence the duties and behaviours required.

5.3 Resubmission fees are set out in the table below.

6 Application Submission

6.1 To complete the CILEX Experience Assessment, you will need to submit your application to CILEX via the myCILEX portal.

7. Associated Fees

CILEX Member	Fee	Resubmission fee
CILEX Paralegal – submission from 1 August 2024	£495	£200
CILEX Chartered Paralegal - Submission from 1 August 2024	£1260	£400
CILEX Trainee Chartered Paralegal – registration from 1 August 2024	£475 (Registration) £785 (Assessment)	£400

Non-Member	Fee	Resubmission fee
CILEX Paralegal – submission from 1 August 2024	£945	£200
CILEX Chartered Paralegal - Submission from 1 August 2024	£1575	£400

8 CILEX membership rules

8.1 On passing the Experience Assessment you will be asked to become a member of CILEX, if you are not already. You must complete the membership application as instructed.

8.2 A membership application will involve making a prior conduct declaration if this has not already been made.

8.3 Membership fees can be found on the CILEX website.

8.4 All CILEX members are required to comply with CILEX and CILEX Regulation Ltd.'s rules and regulations (code of conduct) on an ongoing basis.