



# **CILEX Lawyer Scholarship Programme.**

## **Information and Guidance for applicants**

*This guidance provides important information. Please read before completing an application form.*

*Funding cycle summer 2024*

## **Guidance and Information notes for applicants – CILEX Lawyer Scholarship Programme**

Please ensure you read this guidance in full, before starting the application process for the CILEX Lawyer Scholarship Programme.

If you have any questions, please contact the Charity Support Team via the contact us section on the CILEX website or via email [CILEXFoundation@cilex.org.uk](mailto:CILEXFoundation@cilex.org.uk).

### **1. What is the CILEX Foundation**

1.1. The CILEX Foundation is a registered Charity (registered charity number 1185862) that supports CILEX Members, whether they are qualified CILEX Lawyers or CILEX Paralegals, non-practicing members or students studying the CILEX route to law.

1.2. A charitable aim of the CILEX Foundation is to encourage and support members of under-represented groups to study Law and progress within the legal sector. We do this by offering means-tested awards of academic fee to students enrolling with a [CILEX Accredited Learning Provider](#).

### **2. What is a CILEX Lawyer Scholarship?**

2.1. A CILEX Lawyer scholarship provides funding to study the CILEX Professional Qualification (CPQ). On completion of this qualification, you will have gained a recognised qualification in Law, valuable work experience and desirable skills in legal practice, professionalism and ethics.

2.2 More information on the CILEX route to law can be found [here](#).

2.3 Awards are made following an assessment process and are awarded at the charity Trustee's discretion.

2.4 If awarded a scholarship, and on becoming a CILEX Lawyer scholarship student, the CILEX Foundation will fund:

- The course fees of the CILEX Professional Qualification (CPQ) for those starting their studies at Foundation (entry) level, or,
- The course fees for the CILEX Graduate Qualification for candidates who have an LLB degree, and who are from Black, Asian or underrepresented ethnic or heritage groups.

### **3. Additional support for CILEX Lawyer scholarship students – The Millicent Grant award programme**

3.1 The Millicent Grant award programme is a complementary programme, offered to successful Scholarship candidates, who identify as Black, Asian or being from an underrepresented or diverse heritage group.

3.2 The programme is designed to encourage participation in legal education and careers and can offer additional career development opportunities.

3.4 Candidates who are successful in applying for a CILEX Lawyer Scholarship, and who identify as being eligible to join the Millicent Grant award programme may be invited to join, subject to funding availability.

## **Additional support for all CILEX Lawyer Scholarship recipients.**

3.5 As a CILEX Lawyer scholarship student, you may be eligible for additional opportunities or benefits provided by our donors and supporters. Please note that no extra-curricular activity is guaranteed as part of the scholarship offer.

3.6 The CILEX Foundation offers a Welfare and Support Programme which includes access to PayPlan. As a CILEX Member you can access free, independent money and debt advice from their specialist advisors. Further information is available [online](#), or from the Charity Support officer.

3.7 You may be asked to promote the work of the charity and support the CILEX Lawyer Scholarship Programme as an ambassador in future events. The Charity Support Officer will discuss this with you as individual opportunities arise.

## **4. Who is eligible for a CILEX Lawyer scholarship?**

4.1 The CILEX Foundation Trustees seek to award scholarships to candidates who can demonstrate:

- That the cost of study is a barrier to accessing the CPQ qualification,
- That they might experience challenges or barriers in accessing Legal education and training,
- That are eligible to enrol on the CILEX Professional Qualification,
  - At Foundation level for those with no legal qualification,
  - At Graduate level for those with an LLB degree, and who identify as being Black, Asian or other underrepresented ethnic or heritage group.

4.2 Details of the CPQ specification and requirements can be found [here](#).

4.3 Before applying, we strongly recommend that applicants read our eligibility criteria assessment guidelines below, to consider how this eligibility may be assessed:

**To be assessed as eligible for a CILEX Lawyer scholarship, applicants must satisfy any of the financial eligibility criteria in Part A, plus any of the criteria relating to barriers in Part B.**

**Applicants may be required to produce documentary or supporting evidence to support their eligibility at any stage of the application process.**

The applicant must confirm:

Tick <b>all</b> that apply	X
That my gross household income is less than £25,000	
That I am current in receipt of one of the following means tested benefits: <ul style="list-style-type: none"><li>• Universal Credit</li><li>• Income Support</li><li>• Housing Benefit (including Local Housing Allowance)</li><li>• Income-related Job Seekers Allowance</li><li>• Income-related Employment and Support Allowance</li><li>• Disability Living Allowance, Personal Independence Payments or Carers Allowance</li><li>• Any other income-based state benefit.</li></ul>	
Or, that due to other, exceptional, financial circumstances I am unable to access education and training in law (additional information may be requested).	

The applicant must also confirm:

Tick <b>all</b> that apply	X
That I was previously entitled to Free School Meals	
That I was the first in family to study at an equivalent to the CPQ Level (degree or higher-level vocational training)	
That I was eligible for the Government 16-19 bursary	
That I was a Care leaver	
That I was a Young Carer	
That I have Refugee Status (subject to evidence of a right to remain and right to work)	
That I identify as having a protected characteristic, as defined by the Equality Act 2010 which could result in challenges to accessing education and training.	
That I identify barriers to accessing education and training in Law as a result of a specific family or other exceptional circumstance (supporting evidence may be requested)	

The following questions are set by CILEX Regulations Limited (CRL) and will determine your eligibility to become a member of CILEX. This is a requirement of enrolling on the CILEX Professional Qualification.

Tick all that apply	Yes	No
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013)?		
Have you ever been subject to any investigations or proceedings by any regulatory or professional body (including findings or orders currently under appeal)		
Have you ever been adjudged bankrupt or made a composition with creditors?		
Have you ever been removed from being a trustee of a charity, or removed from being concerned with the management or control of a charity?		
Have you been removed from office as a member, director or manager of any public body?		
Have you been disqualified from acting as a director of a company?		
Have you been the subject of a civil judgment? This includes a civil judgment as a result of a fixed penalty notice that you have failed to pay.		
Have you been involved in any other matter which may be relevant to a decision by CILEx Regulation to admit, authorise or approve you?		
If you have answered 'Yes' to any of the questions above, are you declaring this matter to CILEx Regulation for the first time? If you answered 'no' to all of the other questions then you should answer 'no' to this question.		

4.3 Applicants will also be asked to confirm that they are eligible to join the CILEX Professional Qualification at either the Foundation level or Graduate level entry point. Whilst any eligible candidate can apply for funding to join at Foundation level, only candidates from Black, Asian, or underrepresented ethnic/heritage groups are able to apply for Graduate level funding at this time.

4.4 If you are unsure of your eligibility or the documentation required to support your application, please contact the Charity Support Office using the General Enquiry Forms.

## **5. How do I apply?**

5.1 To apply online, you will need to [create a MyCILEX account](#). The application form can be found on the CILEX Foundation area of the MyCILEX portal.

5.2 You do not need to enclose any supporting documentation at the application stage.

## **6. How are applications assessed?**

6.1 You will be asked to complete an online application form confirming your eligibility. This form will also ask you for information on your motivation for applying for the scholarship and your interest in becoming a CILEX Lawyer.

6.2 It is important that you complete the form honestly, fully and to the best of your ability. The information you provide in the form will be used to determine your eligibility for the scholarship funding, as well as being used to shortlist you against other eligible candidates.

6.3 Personal information and information used to monitor equality and diversity may be removed to ensure applications are assessed fairly. Forms will be anonymised before they are sent for shortlisting.

6.4 The Scholarship scheme is expected to be in very high demand, and meeting eligibility criteria does not guarantee entry onto the scheme.

6.5 To allow for the Scholarship programme to be administered fairly and for the broadest range of applicants to benefit, candidates will be asked to attend an interview – virtually by Microsoft Teams. Contact will be made by the Charity Support Office with full details in this event.

6.6 You may be asked to provide references to support your application. Details of how these should be obtained will be provided to you at the applicable stage of the process.

6.7 Awarding decision will be made by a panel of Trustees of the Board of the CILEX Foundation. Trustees' decisions are final and cannot be appealed.

## **7. What if I need support with my application?**

7.1 If you require support or assistance in completing the application form, please contact the Charity via [CILEXFoundation@cilex.org.uk](mailto:CILEXFoundation@cilex.org.uk) or using the General Enquiry forms.

7.2 If you think you may require reasonable adjustments to any part of the application process, please contact us to discuss how we can support you to apply.

## **8. When can I apply?**

8.1 The CILEX Lawyer Scholarship programme application period for 2024 opens on 29<sup>th</sup> April 2024. The application period will close at midnight 7<sup>th</sup> June 2024. Applications received after this date cannot be considered.

## **9. What if I have applied before?**

9.1 Funding cycles are annual. If you wish to be considered for the current funding cycle, you will need to make a new application, submitting up-to-date information re-confirming your eligibility. The CILEX Foundation does not operate a reserve or clearing list and will not retain applications for future use.

## **10. Where can I find more information?**

10.1 You can find more information about The CILEX Foundation [here](#), additionally you can follow us on LinkedIn.

10.2 If you would like to speak to us about the CILEX route to law, legal training qualifications including the CPQ or choice of training provider, please contact Customer Services [here](#).

## **11. Payment**

11.1 Scholarship award payments are made directly to your chosen accredited learning provider, on a modular basis as you progress through the course.

11.2 We recommend that you speak with your chosen learning provider to establish if any additional costs may be incurred, and that you check with the Charity Support Officer prior to committing to pay any third-party fee, as charitable support with these payments may not be guaranteed.

## **12. Data Protection**

12.1 Refer to our web pages for our Data Protection, Privacy and Cookie policies.