



# CILEX Level 3 Paralegal Apprenticeship End-Point Assessment

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## Specification

*(Version 1.3 February 2024)*

**Important Note:**

This specification applies to **Version 1.2** of the Paralegal Apprenticeship Standard. Stakeholders who are delivering/undertaking Version 1.3 of the Paralegal Apprenticeship Standard that was introduced on 30 June 2023 should refer to the CILEX Level 3 End-Point Assessment for ST0245 Paralegal Apprenticeship Version 1.3 Handbook.

# Summary of changes

We have updated Version 1.2 and produced this version (Version 1.3).

Below is a summary of the main changes made.

Summary of changes made between previous version and this current version	Page number
Reference to the <i>Register of Apprenticeship Training Providers</i> replaced with <i>Apprenticeship Provider and Assessment Register (APAR)</i>	Page 8
Removal of any reference to OneFile and replaced with EPA system	Throughout
Defined the role of the training provider and the employer	Page 8
Essential resources for the Timed Assessment and/or the Interview has been made clearer.	Page 13
Reorder content for example grading information all in one section, the assessment outcome moved to the appendices.	Pages 13 and 21
Information about the policies and procedures available has been added.	Page 18
Access to other CILEX documents related to this apprenticeship can be found in the EPA system.	Throughout

## Introduction

The Chartered Institute of Legal Executives (CILEX) is the professional association for CILEX Lawyers (Chartered Legal Executives), Paralegals and other legal practitioners in England and Wales, offering unparalleled access to a flexible career in law and recognition alongside solicitors and barristers. We set high professional and ethical standards and drive greater diversity in the profession. Find out more about CILEX on our website [www.CILEX.org.uk](http://www.CILEX.org.uk)

CILEX is proud to be an End Point Assessment Organisation (EPAO) for the Level 3 Paralegal Apprenticeship.

This specification is designed for apprentices, training providers and employers to help them understand what is involved in an apprenticeship and CILEX's role as the End Point Assessment Organisation (EPAO).

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# 1 CILEX and Apprenticeships

## 1.1 CILEX Experience

CILEX has extensive experience of apprenticeship development, delivery and assessment; we have been delivering apprenticeships since 2013. CILEX embraced the introduction of standards-based apprenticeships from their inception and has been delivering end-point assessment for the Paralegal Apprenticeship since 2018.

The legal apprenticeships have been widening access to the profession since their introduction and the apprenticeship levy continues to encourage employers to consider apprenticeships as a way of addressing the skills gaps in their organisations.

## 1.2 CILEX: End-Point Assessment Organisation (EPAO)

CILEX is an approved End-Point Assessment Organisation (EPAO) with a wealth of experience of EPA delivery.

As an EPAO, CILEX is responsible for:

- the creation of valid EPA materials in accordance with the EPA plan
- the provision of information and guidance to enable apprentices, employers and training providers to prepare for EPA
- the effective delivery of EPA in accordance with the EPA plan.
- the independent assessment of each apprentice.
- Requesting the apprenticeship completion certificates on behalf of the apprentice and their employer from the Education and Skills Funding Agency (ESFA).

## 1.3 CILEX Membership

CILEX membership is not required for the Level 3 Paralegal Apprenticeship. An apprentice may wish to register with CILEX as a student member to access our community and member benefits. For further information see [CILEX member benefits](#).

## 2 What is an Apprenticeship?

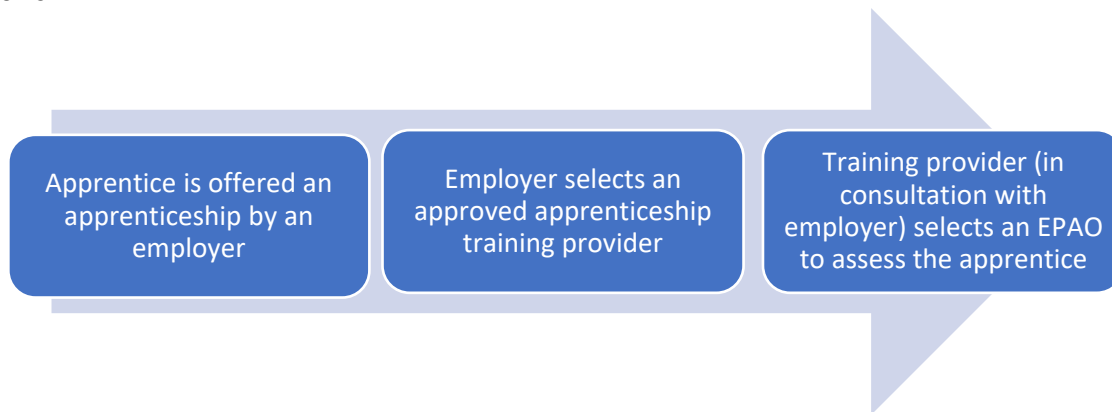
### 2.1 Apprenticeship Standards and EPA Plans

An EPA Plan is published for each apprenticeship standard. This specification is for Version 1.2 of the EPA Plan. The EPA Plan explains the requirements for the EPA that End-Point Assessment Organisations must follow, the grading criteria for each EPA assessment component and the overall EPA grading.

An apprenticeship is a job that combines practical training in the workplace along with study. Apprentices are employed to do a real job while being released for a specified number of hours per week to study.

### 2.2 Apprenticeship Overview

Apprenticeships require a relationship between the apprentice, employer, training provider and EPAO, as follows:



Further information about starting an apprenticeship is available on the government's website:

[Apprenticeships](#)

# 3 Paralegal Apprenticeship

## 3.1 Paralegal Apprenticeship Standard

The Paralegal Standard sets out a common core of competencies, which can be applied to all paralegals. However, the knowledge requirements (law and practice) for paralegals are different, dependent on the area of legal practice in which the paralegal works. Paralegals provide legal support whilst working under supervision. Typical activities that may be carried out, but are not exclusive to this role, include:

- Managing data/records
- Reviewing documents
- Drafting and producing legal documents and standard forms
- Assisting with the inception, progress and completion of client files
- Carrying out research
- Handling confidential and sensitive information
- Understand and utilise basic financial information
- Communicating (written and oral) with internal and external clients.

As a result, EPA's are contextualised based on the area of practice in which the paralegal works. The EPA is designed to enable an apprentice to meet the Paralegal Standard within their own area of practice and demonstrate the required competencies and skills set by Employers.

The minimum time taken to enter for an EPA is 12 months and the maximum is 20 months. To achieve the apprenticeship certificate, the apprentice is required to successfully complete the EPA as well as their on-programme learning. The overall apprenticeship is graded as Pass/Distinction.

Training providers and employers should familiarise themselves with the requirements of the apprenticeship and communicate these clearly to the apprentice.

Apprenticeship Standards and EPA Plans are available on the IfATE website: [Home / Institute for Apprenticeships and Technical Education](#)

## 3.2 Mandatory Qualification

There is no mandatory qualification for the Level 3 Paralegal Apprenticeship.

## 4 Roles and Responsibilities

### 4.1 Role of the apprentice

An apprentice must complete the on-programme training to meet required amount of off-the-job training specified in the [apprenticeship funding rules](#). Off-the-job training is arranged by the apprentice's employer and training provider.

Apprentices must take the EPA as specified in the EPA Plan and comply with the rules and regulations governing the EPA.

Apprentices must ensure that they are available during the EPA period to undertake the EPA as required.

### 4.2 Role of Employer

Employers should ensure that apprentices have a positive apprenticeship experience. Employers should be familiar with the apprenticeship funding rules.

Employers are responsible for:

- arranging and supporting off-the-job training, and selecting the training provider and the EPAO
- deciding when an apprentice is working at or above the occupational standard and is ready for EPA
- working with the training provider to book the EPA
- ensuring that the supporting evidence required at gateway is submitted, as required by CILEX, providing access to any employer-specific documentation as required
- ensuring that the apprentice is given sufficient time away from their duties to prepare for the EPA and complete the EPA components required after gateway
- passing the Apprenticeship certificate received from the EPAO to the apprentice.

In accordance with the apprenticeship funding rules, employers must select the EPAO to deliver the EPA **at least six months** before an apprentice reaches gateway.

CILEX requests that employers ensure that training providers register apprentices with CILEX **a minimum of six months** before an apprentice reaches gateway, to enable planning for EPA to take place in a timely fashion.

### 4.3 Role of Training Provider

Training providers must be on the Apprenticeship Provider and Assessment Register (APAR), before they can offer this EPA ([Download the apprenticeship provider and assessment register \(APAR\) \(education.gov.uk\)](#)).

Training providers must be fully conversant with the Paralegal Apprenticeship Standard, EPA Plan and apprenticeship funding rules.

Training providers work with employers to support apprentices during the off-the-job training.



Training providers deliver training as agreed as part of apprentices' learning plans and monitor apprentices' progress. Training providers may provide guidance to employers regarding an apprentice's readiness for EPA.

CILEX requires that training providers register apprentices with CILEX for EPA, **a minimum of six months before** an apprentice reaches the gateway.

CILEX requires training providers to maintain accurate apprentice data on the EPA system, including apprentice gateway dates. Training providers upload the gateway documentation for their apprentices onto the EPA system, or grant their apprentice permission to upload their gateway documentation.

# 5 Paralegal Apprenticeship End-Point Assessment

## 5.1 What is an End-Point Assessment?

End-Point Assessment (EPA) is summative, synoptic assessment that is taken at the end of an apprentice's programme of learning. All apprentices need to take an independent EPA at the end of their apprenticeship.

## 5.2 The EPA Assessment Overview

The EPA is comprised of the following **two** assessment components. The apprentice must pass both components to pass the EPA.

Component	Duration
Timed Assessment (comprises of two Timed Assessments)	Each Timed Assessment (TA1 and TA2) is 1 hour and 30 minutes in duration
An Interview based on a Portfolio	45 – 55 minutes

Further information on each component can be found on pages 11 – 13.

## 5.3 EPA Gateway

Gateway takes place before the EPA can start. The employer must confirm that they consider their apprentice is working at or above the occupational standard before the apprentice can enter gateway for their EPA. The employer may take advice from the apprentice's training provider but the employer must make the decision.

Gateway can only take place after a minimum of 12 month on-programme training. An apprentice must meet the following requirements to be able to pass through gateway:

- achieved a Level 2 English and Maths qualification, in line with the apprenticeship funding rules
- compiled a portfolio of evidence during their period of on-programme.

The gateway evidence addressing the requirements set out above is uploaded to the EPA system along with the Gateway Declaration Form which must be signed by the which must be signed by the apprentice, employer and the training provider. By signing the Gateway Declaration Form, the training provider and the employer are confirming that the apprentice is ready for their EPA – they are satisfied the apprentice is consistently working at, or above, the level of the standard.

A copy of the Gateway Declaration Form can be found in EPA system.

CILEX will review the gateway evidence to determine if the apprentice has met the gateway requirements. CILEX will confirm this via the EPA system. An apprentice will **not** be able to progress through gateway and take the EPA if insufficient, incomplete or inaccurate gateway evidence is submitted. The EPA period starts once CILEX has signed off the apprentice as meeting the gateway requirements.

## 5.4 Overview of EPA Period

The EPA period starts when CILEX confirms that the apprentice has met the gateway requirements. The EPA period is typically 16 weeks and ends with CILEX releasing the EPA results. The apprentice is expected to complete both components of the EPA (Timed Assessment (comprising of Timed Assessment and Timed Assessment 2) and Interview) so that results can be released within 16 weeks from the date CILEX confirms that the apprentice has met the gateway requirements.

## 5.5 Timed Assessments

The Timed Assessments (TAs) are scenario-based tasks undertaken in controlled conditions. They will assess the ability of the apprentice to apply their legal knowledge, skills and behaviours to write a report, draft a document and solve a problem. This simulates the work likely to be asked of a paralegal in the workplace, testing the knowledge, skills and behaviours in an integrated way, to demonstrate full competence against the standard.

The Timed Assessments are drafted to demonstrate the following learning outcomes in the apprentice's area of practice:

- knowledge and understanding of law and practice
- application of knowledge and understanding of law in relevant area of practice to solve a problem
- ability to draft a document
- ability to produce accurate written work
- ability to work to deadlines (time management).

The Timed Assessments will be assessed against the Assessment Outcomes which are set out in *Appendix 1* and the grading criteria in *Appendix 2*.

### 5.5.1 Format and content

Advance materials will be issued to the apprentice three weeks before the date of their Timed Assessments. Both Timed Assessments will be based around practical tasks reflecting work that would be undertaken by the apprentice in their relevant roles and based on the advance materials.

**Timed Assessment 1** will comprise a single, scenario-based, practical task in which the apprentice must prepare a draft report, which will demonstrate the apprentice's competence in report writing.

**Timed Assessment 2** will comprise two scenario-based, practical tasks.

- Task 1 will require the apprentice to draft an email to a client or another professional.
- Task 2 will require the apprentice to carry out a smaller activity related to legal and regulatory obligations relevant to their area of practice. For example, producing a set of training notes or a website article.

The apprentice must pass both Timed Assessments to pass the Timed Assessment component. If they fail one of the Timed Assessments, they can re-sit the part they have failed using the same advance materials, but they will be given a different set of tasks to the one(s) they originally sat. If they fail both they must re-sit both Timed Assessments and will be given a different advance materials.

### 5.5.2 Sample Assessment Materials and Sample Model Answers

The following sample assessment materials (SAMs) and sample model answers have been produced to support the apprentice in the preparation of their end point assessment for the Timed Assessments.

Unfortunately we do not have SAMs for every pathway, but the apprentice should look at the ones that are available as they will give them an insight into the type of information provided in the advance materials and the style of the tasks that they may come across in the live assessments.

- Contract Law and Civil Litigation
- Land Law and Conveyancing Practice
- Tort Law and Civil Litigation
- Wills and Probate Practice

Also available are sample model responses. The responses provided are a suggestion and other acceptable valid responses will be accepted. To get the most out of these samples model responses, we recommend that the apprentice sit the Timed Assessments first.

The SAMs and sample model answers can be found [here](#).

### 5.5.3 Delivery

The Timed Assessments are taken via an online e-assessment platform Surpass. Each Timed Assessment is 1 hour and 30 minutes in duration.

Training providers will need to ensure that an apprentice is aware of when their timed assessments are due to take place and that they have all the relevant equipment ready on the day.

The training provider will also need to ensure that the apprentice has read and understand the documents as listed in *Section 5.7* and *Section 7*.

Both timed assessments will take place on the same day. Please see the CILEX website for the assessment timetable: [EPA Fees & Resources to Support Legal Apprenticeships \(cilex.org.uk\)](https://cilex.org.uk/EPA-Fees-&-Resources-to-Support-Legal-Apprenticeships)

## 5.6 An Interview based on a portfolio

CILEX will conduct an Interview with the apprentice, supported by the portfolio of the apprentice's work, to test that the apprentice has a full understanding of the Paralegal Standard. The questions assess competence evidenced through the portfolio and depth of understanding against the Assessment Outcome and the grading criteria. The portfolio itself will **not** be assessed during the EPA.

The evidence in the portfolio must relate to the Assessment outcomes which are set out in *Appendix 1*.

The interview will be assessed against the Assessment Outcomes which are set out in *Appendix 1* and the grading criteria in *Appendix 3*.

### 5.6.1 Format and content

The interview will take place on a one-to-one basis between a CILEX assessor and the apprentice. The apprentice will be asked a series of questions by the CILEX assessor. The questions are based on the Assessment Outcomes (see *Appendix 1*) and are targeted to elicit the evidence to meet the Pass and Distinction grade criteria.

The portfolio should demonstrate the following:

- evidence of using knowledge and understanding of relevant law and practice\* to solve problems
- evidence of undertaking appropriate legal research
- evidence of assisting with a legal matter/transaction
- evidence of balancing competing priorities
- evidence of good file management
- evidence of ability to work with others
- evidence of ability to work to deadlines.

*\*The law and practice demonstrated through the portfolio should cover knowledge and understanding of the English Legal System as well as knowledge and understanding of the relevant area of law and practice.*

The evidence could come from a variety of sources, including evidence taken from the apprentice's workload and third-party statements. The employer, in consultation with the training provider, will determine when the portfolio is ready to submit as part of gateway for the EPA.

Apprentices need to be mindful of issues of confidentiality and data protection when providing real work examples. All confidential information must be redacted.

### **5.6.2 Delivery**

The interview is conducted online via video calls and will be recorded. The interview will take between 45 minutes and 1 hour to complete.

The apprentice and their employer must ensure they have a quiet, private room, free from distractions and influence.

Training providers will need to ensure that apprentices are aware of when their Interview is due to take place and that they have all the relevant equipment ready on the day. The training provider will also need to ensure that the apprentice has read and understand the documents as listed in *Section 5.7* and *Section 7*.

## **5.7 Essential EPA Resources**

The following are essential EPA resources the apprentice should be familiar with before they sit their EPA:

- Equipment and System Requirements – Level 3 Paralegal Apprenticeship End Point Assessment
- Apprentice Guide for Online Timed Assessments with Remote Invigilation
- Regulations for Timed Assessments with Remote Invigilation – Level 3 Paralegal Apprenticeship End-Point Assessment
- Regulations for Remote Interviews – Level 3 Paralegal Apprenticeship End-Point Assessment

These can be found in the EPA system.

## 5.8 Grading

### 5.8.1 Timed Assessment

The apprentice will be graded for each Timed Assessment against *Appendix 2 – Grading Criteria for the Timed Assessment*.

An apprentice must pass **both** Timed Assessments individually in order to pass the Timed Assessment component.

The table below shows how the grade for the Timed Assessment components is determined.

	Each Timed Assessment grade	Timed Assessment component (overall TA)
Pass	The apprentice must achieve all the Pass grade criteria for the Timed Assessment.	The apprentice has passed both Timed Assessments.
Distinction	The apprentice must achieve all the Pass grade criteria <b>and</b> all the Distinction grade criteria for the Timed Assessments.	The apprentice has passed both Timed Assessment and they have achieved a distinction for each assessment outcome across both of the Timed Assessments (except assessment outcome 1.1).
Fail	The apprentice does not achieve all the Pass grade criteria for the Timed Assessment.	If the apprentice has failed at least <b>one</b> of the Timed Assessment.

### 5.8.2 Interview

The apprentice must pass all 12 assessment outcomes which are set out in *Appendix 1* in order to pass the Interview component.

The grading criteria for the Interview can be found in *Appendix 3 – Grading Criteria for the Interview*. To get a distinction in the interview, the apprentice must achieve all the pass criteria and the distinction criteria (no distinction criterion available for 4.1).

The table below shows how the grade for the Interview is determined.

	Interview component
Pass	The apprentice must meet <b>all</b> the Pass grade criteria for the Interview.
Distinction	The apprentice must achieve all the Pass grade criteria <b>and</b> all of the Distinction grade criteria (except for assessment outcome 4.1) for the Interview.
Fail	The apprentice does not achieve all the Pass grade criteria for the Interview.

### 5.8.3 Overall EPA Grade

The overall EPA is graded Pass, Distinction or Fail.

The overall EPA grade will be determined by the grades achieved in the Overall Timed Assessment and the Interview.

Timed Assessment component	Interview component	Overall EPA Grade
Fail	Fail	Fail
Fail	Pass	Fail
Pass	Fail	Fail
Fail	Distinction	Fail
Distinction	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Pass
Distinction	Pass	Pass
Distinction	Distinction	Distinction

## 5.9 Re-sits and Re-takes

If the apprentice fails their EPA, they can re-sit or a re-take at their employer's discretion.

For both a re-sit and a re-take, the apprentice will be re-assessed on all the Standard Outcomes (not just those the apprentice failed). All re-sits/re-takes must be taken within 12 months of the results being released and there is no limit to the number of re-sits or re-takes within this period.

The maximum grade awarded to a re-sit/re-take will be a pass, unless CILEX identifies exceptional circumstances accounting for the original fail.

Re-sits and re-takes are **not** offered to an apprentice seeking to improve their overall EPA grade, i.e. improve a pass grade to a distinction grade.

Further charges will apply to any re-sit/re-take undertaken and must be paid in addition to the initial EPA charge.

### Re-sit

If an apprentice passes at least either their Timed Assessment 1, Timed Assessment 2 or the Interview, they can re-sit the assessments they have failed. A re-sit does **not** require further learning.

The apprentice will **not** be allowed to add any further evidence to their portfolio if they need to re-sit their Interview.

If the apprentice has passed one of the Timed Assessment but fails the other, then they will most likely be given the same advance materials. However, if they fail both Timed Assessment they will be given new advance materials.

## Re-take

The apprentice will need to re-take the EPA if they fail **all three** assessments (TA1, TA2 and Interview). A re-take requires the apprentice to do at least three months of further learning, and they will have to re-enter the Gateway process.

New advance materials will be issued to the apprentice for their Timed Assessment.

## 5.10 The apprenticeship certificate

The apprenticeship certificate is the formal recognition that an apprentice has achieved their apprenticeship. CILEX will claim the apprenticeship certificates from the ESFA for all apprentices who successfully complete the EPA. The certificate is sent to the apprentice's employer who is responsible for passing the certificate to the apprentice.



## 6 EPA Administration: Registration and Delivery

### 6.1 EPA Agreement

Training providers are required to sign up to the CILEX End-Point Assessment Agreement. Training providers that have an agreement with CILEX will be given access to the EPA system.

### 6.2 EPA System

CILEX uses epaPRO (the 'EPA system') to support its delivery of EPA. All training providers with a valid EPA agreement with CILEX are given access to the EPA System. Training providers will be able to access all EPA documentation, including EPA materials, checklists, policies and procedures in the EPA system. The system will be used by training providers for a range of activities, including registering apprentices, maintaining up to date apprentice information, uploading EPA documents and accessing EPA results.

Training providers manage access to the EPA system for their staff, apprentices and their employers. It is strongly recommended that training providers give apprentices and their employers access to the system. It is for training providers to decide whether apprentices are permitted to upload documentation for gateway.

### 6.3 Registering apprentices with CILEX for End-Point Assessment

Training providers are required to register apprentices with CILEX, via the EPA system, a **minimum of six months before** the apprentice reaches gateway. At the point of registration, training providers are required to confirm the provisional gateway date for each apprentice. CILEX uses this data to forecast demand for EPA and ensure that sufficient CILEX assessors are available to conduct the EPA.

### 6.4 Requesting Reasonable Adjustments

Training providers are required to request reasonable adjustments, as required, for apprentices at the point of registration. An application form and supporting evidence must be submitted in accordance with the CILEX Reasonable Adjustments Policy and CILEX Reasonable Adjustments Procedure – End-Point Assessment. These are available in the EPA system.

CILEX will consider all applications and evidence in accordance with its procedures and confirm the application outcome with the training provider.

### 6.5 Gateway confirmation

Training providers are required to book the EPA for their apprentices **three months before gateway**. Training providers should liaise with each apprentice and their employer to ensure the apprentice will be available to attend their EPA.

Training providers must contact CILEX immediately if an apprentice is no longer able to undertake their EPA.

## **6.6 Uploading Gateway Documentation**

Training providers will normally upload the gateway documentation for each apprentice for whom they have booked the EPA by the Gateway Submission Date. Training providers can permit the apprentices to upload the gateway documentation, however this is not recommended by CILEX.

CILEX reviews the evidence submitted to confirm whether the apprentice meets the gateway requirements.

Apprentices will not be able to progress through gateway and take the EPA if insufficient, incomplete or inaccurate gateway evidence is submitted. Training providers will be advised if an apprentice has not met the gateway requirements. The training provider should consult the employer and apprentice to remedy the issues identified by CILEX. If the issues identified are not immediately resolved, the EPA bookings will be cancelled. Once the issues are resolved, the training provider should contact CILEX to make arrangements for booking the EPA for a future gateway.

## **6.7 EPA Results**

EPA results are issued via the EPA system.

# 7 EPA Policies and Procedures

## 7.1 Reasonable Adjustments

CILEX recognises that reasonable adjustments allow apprentices to show what they know and can do without changing the validity or demands of the assessment. Reasonable adjustments are offered within the scope of the Equality Act 2010. The Act requires organisations to make reasonable adjustments where a person with a disability would be at a substantial disadvantage in undertaking an assessment.

The CILEX Reasonable Adjustments Policy and CILEX Reasonable Adjustments Procedures – End-Point Assessment are available in the EPA system.

## 7.2 Special Consideration

Special consideration applies to apprentices who suffer illness, injury or other adverse circumstances outside of their control at the time of the EPA. The EPA Special Consideration Policy and associated Procedure are available in the EPA System.

## 7.3 Enquiries about Results

CILEX has in place a wide range of checks and quality assurance procedures to ensure that apprentices receive a result that accurately reflects their performance in the assessment.

However, if an apprentice and their employer do not consider their EPA results to be an accurate reflection of their performance in the assessment, results enquiry can be requested in accordance with the EPA Enquiries about Results Policy and associated Procedure. The policy and procedure are available in the EPA system.

## 7.4 Appeals

An appeal is a formal request for the review of a decision. An appeal considers whether CILEX followed the correct policies and procedures and applied these policies and procedures fairly.

The EPA Appeals Policy and associated Procedure are available in the EPA system.

## 7.5 Malpractice and Maladministration

The EPA Malpractice and Maladministration Policy and associated Procedure are available in the EPA system along with the Sanctions Policy.

## 8 Progression with CILEX

### 8.1 CILEX Member Grade

Apprentices who have successfully completed the CILEX Level 3 Paralegal Apprenticeship End-Point Assessment and are Student Members of CILEX will be upgraded to CILEX Paralegal membership.

Apprentices who have successfully completed the CILEX Level 3 Paralegal Apprenticeship End-Point Assessment and are not members of CILEX may apply to CILEX to become a CILEX Paralegal member.

CILEX Paralegal members have access to all members benefits, including the designatory letters ACILEX.

### 8.2 Progression

Apprentices who successfully complete the Paralegal Apprenticeship may choose to progress to the CILEX Professional Qualification Framework or a Chartered Legal Executive apprenticeship.

# 9 Supporting You

## 9.1 Information and Guidance

All training providers contracted with CILEX for EPA services are given access to the EPA system. This allows training providers to register and manage their apprentices with CILEX.

Training providers are strongly encouraged to give apprentices and their employers access to the EPA system too.

A range of information and guidance can be accessed in the EPA system.

CILEX will provide ongoing support and guidance for training providers and employers who have registered apprentices for CILEX EPA.

## 9.2 CILEX Contact Details

CILEX contact details are as follows:

Telephone: 01234 841000

Email: [paralegalepa@cilex.org.uk](mailto:paralegalepa@cilex.org.uk)

# Appendix 1 – Outcomes Assessed

The following table is taken from the EPA Assessment Plan and shows the assessment method used to test achievement of each outcome.

Paralegal Standard Outcome		Assessment Component
<b>Ethics, professionalism and judgement</b>		
1.1	Have an understanding of the legal and regulatory requirements relevant to the role.	Interview and Timed Assessment
1.2	Maintain sufficient competence and legal knowledge to work effectively – Relevant law and research	Interview and Timed Assessment
1.3	Avoid working outside their areas of knowledge and competence, seek guidance and support where needed	Interview only
1.4	Use understanding and analysis to solve problems	Interview and Timed Assessment
<b>Technical Legal Practice</b>		
2.1	Undertake legal and factual research and present the findings accurately and clearly.	Interview and Timed Assessment
2.2	Use precedents and draft documents, using plain and succinct language.	Interview and Timed Assessment
2.3	Assist with legal matters and transactions	Interview and Timed Assessment
<b>Managing themselves and their work</b>		
3.1	Manage work activities to ensure that they are completed on time and to an appropriate standard, including: a) Keep others informed of progress b) Ability to work under pressure and willingness to accept changing priorities when new jobs need to be done c) Paying appropriate attention to detail	Interview only
3.2	Practice good file management – prepare and collate bundles, take and file accurate notes, close and review files, maintain databases, version control	Interview only
3.3	Work in according with good business practice – maintain an understanding of the basic financial drivers, time recording and billing processes relevant to the role and firm	Interview and Timed Assessment
<b>Working with other people</b>		
4.1	Communicate clearly and effectively, both orally and in writing	Interview and Timed Assessment
4.2	Establish and maintain effective and professional relations with others, including an ability to work with people at all levels towards achieving internal and external client's and team objectives	Interview only

## Appendix 2 – Grading Criteria for the Timed Assessment

The following grading criteria are taken from the EPA Assessment Plan.

Ref	Paralegal Standard	Distinction – the Apprentice must display all of the pass criteria and all of the following	Pass – the Apprentice must display all of the following	Fail
1.1	Have an understanding of the legal and regulatory requirements relevant to the role	N/A	<ul style="list-style-type: none"> <li>Shows knowledge and understanding of the legal and regulatory framework by demonstrating compliance with the key principles and outcomes of the SRA Code of Conduct.</li> </ul>	The apprentice does not provide sufficient evidence to demonstrate that their performance meets the requirements of the pass criteria.
1.2	Maintain sufficient competence and legal knowledge to work effectively – relevant law, research	<ul style="list-style-type: none"> <li>Is able to use a range of cases accurately, in order to support legal arguments.</li> <li>Is able to explain how legislation interacts with common law accurately and using language that would be understood by different audiences.</li> </ul>	<ul style="list-style-type: none"> <li>Shows knowledge and understanding of legal principles, and/or rules of practice.</li> <li>Shows accurate knowledge and application of principal pieces of relevant legislation with knowledge of interaction with common law.</li> <li>Absence of legal errors.</li> <li>Presentation errors do not amount to a misrepresentation of legal matters.</li> </ul>	
1.4	Use understanding and analysis to solve problems	<ul style="list-style-type: none"> <li>Correctly identifies all of the legal/relevant issues</li> <li>Shows breadth and depth in applying a relevant range of cases and legislation to the given situation</li> <li>Shows application of comprehensive and relevant research to workload/facts to identify the full range of issues relevant to the task.</li> <li>Demonstrates critical analysis and evaluation of problems with comprehensive identification and differentiation of issues, strengths and weaknesses to generate plausible solutions and make recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>Correctly identifies the majority of the legal issues.</li> <li>Is able to apply the relevant law and practice to the facts of a case accurately.</li> <li>Shows an ability to apply a relevant case and legislation in the given situation.</li> <li>Shows an application of research which is accurate and relevant to workload/facts to identify all the main issues involved. Demonstrates analysis of problems to generate and identify a plausible solution.</li> </ul>	

Ref	Paralegal Standard	Distinction – the Apprentice must display all of the pass criteria and all of the following	Pass – the Apprentice must display all of the following	Fail
2.1	Undertake legal and factual research and present the findings accurately and clearly	<ul style="list-style-type: none"> <li>Applies research findings in an effective manner.</li> <li>Presents arguments supported by a range of evidence.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates investigative skills by evidencing relevant legal research.</li> <li>Presents logical and structured arguments.</li> <li>Uses legal terms accurately.</li> <li>Provides explanations for the rationale of cases and effect of legislation.</li> </ul>	
2.2	Use precedents and draft documents, using plain and succinct language	<ul style="list-style-type: none"> <li>Uses a range of relevant precedents when drafting to produce documents which are appropriate for purpose and context.</li> </ul>	<ul style="list-style-type: none"> <li>Uses clear, concise and appropriate language when drafting which applies a relevant precedent, and is free from colloquialism and jargon to produce documents which are appropriate for purpose and context.</li> </ul>	
2.3	Assist with legal matters and transactions	<ul style="list-style-type: none"> <li>Demonstrates independent thinking in fulfilling the requirements of the task.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates the ability to assist with legal matters and transactions, producing work that fulfils the requirement of the task.</li> </ul>	
3.3	Work in accordance with good business practice – maintain an understanding of the basic financial drivers, time recording and billing processes relevant to the role and firm	<ul style="list-style-type: none"> <li>Communicates timing considerations with the client.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates an appreciation of client billing requirements through appropriate records.</li> </ul>	
4.1	Communicate clearly and effectively, both orally and in writing	<ul style="list-style-type: none"> <li>Uses persuasive and evaluative language.</li> </ul>	<ul style="list-style-type: none"> <li>Uses language which is appropriate in tone and style for the context and recipient.</li> </ul>	



## Appendix 3 – Grading Criteria for the Interview

The following grading criteria are taken from the EPA Assessment Plan.

Ref	Paralegal Standard	Distinction – the Apprentice must display all of the pass criteria and all of the following	Pass – the Apprentice must display all of the following	Fail
1.1	Have an understanding of the legal and regulatory requirements relevant to the role	<ul style="list-style-type: none"> <li>Shows understanding of the importance of legal and regulatory requirements by <b>providing more than one example</b> of key regulatory expectations of professional conduct.</li> <li>Understands the consequences of a failure to keep client money safe.</li> <li>Understands the benefits of respecting equality and diversity and the consequences of a failure to do so.</li> </ul>	<ul style="list-style-type: none"> <li>Shows understanding of the importance of legal and regulatory requirements by providing <b>one example</b> of key regulatory expectations of professional conduct.</li> <li>Shows awareness of the need to keep client money safe.</li> <li>Shows awareness of the need to respect equality and diversity and to act fairly and inclusively.</li> </ul>	The apprentice does not provide sufficient evidence to demonstrate that their performance meets the requirements of the pass criteria.
1.2	Maintain sufficient competence and legal knowledge to work effectively – relevant law, research	<ul style="list-style-type: none"> <li>Provides <b>more than one example</b> of benefits of CPD and importance of sharing knowledge with colleagues.</li> <li>Provides <b>more than one example</b> of reflecting on and learning from work practice and colleagues.</li> <li>Provides <b>more than one example</b> of new skills acquisition.</li> <li>Provides <b>more than one example</b> of application of new skills in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>Provides <b>one example</b> of benefits of CPD and importance of sharing knowledge with colleagues.</li> <li>Provides <b>one example</b> of reflecting on and learning from work practice and colleagues.</li> <li>Provides <b>one example</b> of new skills acquisition.</li> <li>Provides <b>one example</b> of application of new skills in the workplace.</li> </ul>	
1.3	Avoid working outside their areas of knowledge and competence, seek guidance and support where needed	<ul style="list-style-type: none"> <li>Shows understanding why an individual should not work outside their areas of knowledge and competence by providing <b>more than one example</b> of either disclosing when work has been beyond their personal capability or of seeking guidance and support where needed.</li> </ul>	<ul style="list-style-type: none"> <li>Shows understanding why an individual should not work outside their areas of knowledge and competence by providing <b>one example</b> of either disclosing when work has been beyond their personal capability or of seeking guidance and support where needed.</li> </ul>	

Ref	Paralegal Standard	Distinction – the Apprentice must display all of the pass criteria and all of the following	Pass – the Apprentice must display all of the following	Fail
		<ul style="list-style-type: none"> <li>Provides <b>more than one example</b> of making effective use of feedback.</li> </ul>	<ul style="list-style-type: none"> <li>Provides <b>one example</b> of making effective use of feedback.</li> </ul>	
1.4	Use understanding and analysis to solve problems	<ul style="list-style-type: none"> <li>Provides <b>more than one example</b> of problem-solving in the workplace describing:               <ul style="list-style-type: none"> <li>the problem,</li> <li>any relevant law or practical point</li> <li>the solution and</li> <li>any decisions taken.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Provides <b>one example</b> of problem solving in the workplace describing:               <ul style="list-style-type: none"> <li>the problem,</li> <li>any relevant law or practical point</li> <li>the solution and</li> <li>any decisions taken.</li> </ul> </li> </ul>	
2.1	Undertake legal and factual research and present the findings accurately and clearly	<ul style="list-style-type: none"> <li>Provides <b>more than one example</b> of carrying out legal or factual research in practice.</li> <li>Provides <b>more than one example</b> of carrying out legal or factual research in practice identifying:               <ul style="list-style-type: none"> <li>the issue</li> <li>the objective</li> <li>the sources used</li> <li>the outcome of the research and</li> <li>how the findings were presented.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Provides <b>one example</b> of carrying out legal or factual research in practice.</li> <li>Provides <b>one example</b> of carrying out legal or factual research in practice identifying:               <ul style="list-style-type: none"> <li>the issue</li> <li>the objective</li> <li>the sources used</li> <li>the outcome of the research and</li> <li>how the findings were presented.</li> </ul> </li> </ul>	
2.2	Use precedents and draft documents, using plain and succinct language	<ul style="list-style-type: none"> <li>Provides <b>more than one example</b> of using precedents or of drafting documents using plain and succinct language.</li> <li>provides supporting explanation as to the purpose of the document.</li> </ul>	<ul style="list-style-type: none"> <li>Provides <b>one example</b> of using precedents or of drafting documents using plain and succinct language.</li> <li>provides supporting explanation as to the purpose of the document.</li> </ul>	
2.3	Assist with legal matters and transactions	<ul style="list-style-type: none"> <li>Provides <b>more than one example</b> of assisting in a legal matter and transaction describing:               <ul style="list-style-type: none"> <li>their role</li> <li>their contribution to</li> <li>in the management and progression of the matter</li> <li>the outcome.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Provides <b>one example</b> of assisting in a legal matter and transaction describing:               <ul style="list-style-type: none"> <li>their role</li> <li>their contribution to</li> <li>in the management and progression of the matter</li> <li>the outcome.</li> </ul> </li> </ul>	

Ref	Paralegal Standard	Distinction – the Apprentice must display all of the pass criteria and all of the following	Pass – the Apprentice must display all of the following	Fail
3.1	<b>Manage work activities to ensure that they are completed on time and to an appropriate standard, including:</b> <b>A. Keep others informed of progress</b> <b>B. Ability to work under pressure and willingness to accept changing priorities when new jobs need to be done</b> <b>C. Paying appropriate attention to detail</b>	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of why the work activities A-C are important through providing <b>more than one example</b> of each of the following:               <ul style="list-style-type: none"> <li>A. keep others informed of progress</li> <li>B. ability to work under pressure and willingness to accept changing priorities when new jobs need to be done</li> <li>C. paying appropriate attention to detail.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of why the work activities A-C are important through providing <b>one example</b> of each of the following:               <ul style="list-style-type: none"> <li>A. keep others informed of progress</li> <li>B. ability to work under pressure and willingness to accept changing priorities when new jobs need to be done</li> <li>C. paying appropriate attention to detail.</li> </ul> </li> </ul>	
3.2	<b>Practise good file management – prepare and collate bundles, take and file accurate notes, close and review files, maintain databases, version control</b>	<ul style="list-style-type: none"> <li>• Provides <b>more than one example</b> of preparing and collating bundles, taking and filing accurate notes, closing and reviewing files, maintain databases and version control.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides <b>one example</b> of preparing and collating bundles, taking and filing accurate notes, closing and reviewing files, maintain databases and version control.</li> </ul>	
3.3	<b>Work in accordance with good business practice – maintain an understanding of the basic financial drivers, time recording and billing</b>	<ul style="list-style-type: none"> <li>• Provides <b>more than one example</b> of workload management in which they have balanced priorities appropriately, organised and managed time effectively and efficiently and shown an appreciation of client billing requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides <b>an example</b> of workload management in which they have balanced priorities appropriately, organised and managed time effectively and efficiently and shown an appreciation of client billing requirements.</li> </ul>	

Ref	Paralegal Standard	Distinction – the Apprentice must display all of the pass criteria and all of the following	Pass – the Apprentice must display all of the following	Fail
	processes relevant to the role and firm			
4.1	Communicate clearly and effectively, both orally and in writing	N/A	<ul style="list-style-type: none"> <li>• Uses language which is clear, accurate and appropriate in tone and style for the context and recipient and is coherent.</li> </ul>	
4.2	Establish and maintain effective and professional relations with others, including an ability to work with people at all levels towards achieving internal and external clients' and team objectives	<ul style="list-style-type: none"> <li>• Shows understanding of the need to establish and maintain effective and professional relations with others by providing <b>more than one example</b> of working effectively and proactively with others and assisting their supervisor in achieving client and team.</li> </ul>	<ul style="list-style-type: none"> <li>• Shows understanding of the need to establish and maintain effective and professional relations with others by providing <b>one example</b> of working effectively and proactively with others and assisting their supervisor in achieving client and team.</li> </ul>	