



CILEX Paralegal Experience Assessment Route

Standard Terms and Conditions

CILEX Paralegal

Experience Assessment Route

Standard Terms and Conditions

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

- CILEX 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 There are no qualification entry requirements for the CILEX Paralegal Experience Assessment. If you hold a level 6/7 legal qualification, the CILEX Paralegal membership is not the correct route for you. Alternatively, you can speak to the CILEX customer service team to explore your CILEX qualification options.

2. What's included in the CILEX Paralegal 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.

2.3 One assessment of your submitted application.

2.4 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.

3 CILEX Experience Assessment Duration:

3.1 Once the eligibility criteria have been met your application must be completed and submitted within 3 months.

3.2 On submission of your application form and upon receipt of payment, your application will be formally assessed by CILEX.

3.3 Where no interview is required, CILEX aim to release results within 8 weeks of receiving an application and/or payment, whichever is later.

3.4 Where an interview is required, CILEX aim to released results within 12 weeks of receiving an application and/or payment, whichever is later.

3.5 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 as you do not have a suitable referee, 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 Paralegal Experience Assessment, you will need to submit your application to CILEX via email to experienceassessment@cilex.org.uk

7. Associated Fees

CILEX Member	Fee	Resubmission fee
CILEX Paralegal	£495	£200

Non-Member	Fee	Resubmission fee
CILEX Paralegal	£945	£200

8 CILEX membership rules

8.1 On passing the CILEX Paralegal 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.

8.5 Upon gaining CILEX membership, all CILEX Paralegals will appear on the Professional Paralegal Register (CILEX PPR).