

CILEX



**Professional Stage
Additional Resource and Reading List**

P2: Dispute Resolution

- The White Book Service Civil Procedure or at <https://www.justice.gov.uk/courts/procedure-rules/civil/rules>
- A text on tort law e.g. Winfield & Jolowicz
- A practitioner text on civil procedure e.g. Stuart Sime: A Practical Approach to Civil Procedure
- <https://communities.lawsociety.org.uk/> - Dispute Resolution (free to join)
- Practical Law at:
[https://uk.practicallaw.thomsonreuters.com/Browse/Home/PracticalLaw?transitionType=Default&contextData=\(sc.Default\)](https://uk.practicallaw.thomsonreuters.com/Browse/Home/PracticalLaw?transitionType=Default&contextData=(sc.Default)) (subscription only)

P3: Criminal Law and Litigation

- The Criminal Procedure Rules 2020 and Criminal Practice Direction 2023
- Criminal Procedure Rules 2020 and Criminal Practice Directions 2023 - GOV.UK (www.gov.uk)
- The Police and Criminal Evidence Act 1984 and Codes of Practice
- Police and Criminal Evidence Act 1984 (PACE) codes of practice - GOV.UK (www.gov.uk)
- The Sentencing Council's sentencing guidelines:
 - Individual sentencing guidelines for the offences on the syllabus;
 - The Allocation Guideline; and
 - **Reduction in Sentence for a Guilty Plea: Definitive guideline**
- Sentencing – Sentencing Council
- The Code for Crown Prosecutors
- The Code for Crown Prosecutors | The Crown Prosecution Service (cps.gov.uk)
- The CILEx Code of Conduct
- 2.-Code-of-Conduct-2019.pdf (cilexregulation.org.uk)
- The SRA Code of Conduct
- SRA | Code of Conduct for Solicitors, RELs and RFLs | Solicitors Regulation Authority
- Crown Prosecution Service VAMG Strategy
- Violence Against Women and Girls | The Crown Prosecution Service (cps.gov.uk)

P4: Residential Conveyancing

- Law Society Guide - Building Safety Act 2022: a guide for conveyancers
www.lawsociety.org.uk/topics/property/building-safety-act-2022-guide-for-conveyancers/
- Law Society Guide - Conflict of interests in conveyancing
www.lawsociety.org.uk/Topics/Property/Guides/conflict-of-interests-in-conveyancing
- Law Society Practice Note: Professional undertakings
www.lawsociety.org.uk/Topics/Regulation/Practice-Notes/Professional-undertakings
- Law Society Practice Note: Property and registration fraud
www.lawsociety.org.uk/Topics/Property/Practice-notes/Property-and-registration-fraud

P5: Commercial Conveyancing

- HM Land Registry Practice Guides
 - First registrations (PG1)
 - Cautions against first registration (PG3)
 - Adverse possession of registered land (PG4)
 - Adverse possession of (1) unregistered land and (2) registered land where a right to be registered was acquired before 13 October 2003 (PG5)
 - Execution of deeds (PG8)
 - Notices, restrictions and protection of third-party interests (PG19)
 - Leases: when to register (PG25)
 - Registration of legal charges and deeds of variation of charge (PG29)
 - HM Land Registry plans: guide overview (PG40) and supplements 1-6
 - Upgrading the class of title (PG42)
 - Easements (PG62)
- HM Land Registry Forms
ADV1, AN1, AP1, CH1, CN1, CT1, DI, DL, DS1, DS2, DS3, FR1, JO, OC1, OC2, OS1, OS2, RX1, RX3, SEV, SIM, ST1, ST3, ST4, TP1, TR1, UN1, UT1, Leases: prescribed clauses
- British Property Federation (website)
- Model Commercial Leases (website)
- Better Buildings Partnership Green Lease Toolkit
- Law Commission

P6: Wills, Probate and Private Client

- Mental Capacity
 - Lasting and enduring powers of attorney forms. Available at: www.gov.uk/government/collections/lasting-power-of-attorney-forms
 - Deputies: make decisions for someone who lacks capacity. Available at: www.gov.uk/become-deputy
 - Court of Protection. Available at: www.gov.uk/courts-tribunals/court-of-protection
- Wills
 - Lexis+UK (subscription only)
 - [Encyclopaedia of Forms and Precedents](#)
 - [Butterworths Wills Probate and Administration Service](#)
 - [Williams on Wills](#)
 - Practical Law (subscription only)
 - [Practical Will Precedents](#)
 - The Society of Trust and Estates Practitioners, 'STEP Standard Provisions'. Available at: www.step.org.uk/public-policy/step-standard-provisions
- Estate Administration
 - [Tristram and Coote's Probate Practice](#) (available in hardcopy or via LexisNexis)
 - [What to do when someone dies: step by step](#). Available at: www.gov.uk/when-someone-dies
 - [Intestacy – who inherits if someone dies without a will?](#) Available at www.gov.uk/inherits-someone-dies-without-will
 - Practical Law (subscription only)
 - Causes of action against personal representatives
 - Change a will after death. Available at: www.gov.uk/alter-a-will-after-a-death
 - Stopping a probate application. Available at: www.gov.uk/stop-probate-application
- Tax
 - Inheritance Tax detailed information. Available at: www.gov.uk/collections/inheritance-tax-detailed-information
 - Inheritance Tax toolkit. Available at: www.gov.uk/government/publications/hmrc-inheritance-tax-toolkit
 - Capital Gains Tax: detailed information. Available at: www.gov.uk/government/collections/capital-gains-tax-detailed-information
 - Income Tax: detailed information. Available at: www.gov.uk/government/collections/income-tax-detailed-information

- Inheritance (Provision for Family & Dependents) Act 1975 claims
 - Lexis+UK (subscription only)
 - Enter search terms: Family provision claims – overview
 - Enter search terms: Rights on death of cohabitant
 - Civil Procedure Rules, Part 57. Available at: www.justice.gov.uk/courts/procedure-rules/civil/rules/part57#IV
- Practice Direction 57 – Probate. Available at: www.justice.gov.uk/courts/procedure-rules/civil/rules/part57/pd_part57

P7: Family Practice and Litigation

Textbooks

- The Law Society 'Family Law Protocol' (4th edition, 2015)
- Safda Mahmood 'Children Law Handbook' (2021, The Law Society)
- Nancy Duffield, Jacqueline Kempton and Christa Sabine 'Family Law and Practice' Legal Practice Course Guides (2024, CLP)
- Rob George, Sharon Thompson and Joanna Miles 'Family Law: Text, Cases and Materials' (2023, Oxford University Press)

Online resources (publicly available)

- Family Procedure Rules: https://www.justice.gov.uk/courts/procedure-rules/family/rules_pd_menu
- Resolution: www.resolution.org.uk
- The Children and Family Court Advisory and Support Service: www.cafcass.gov.uk
- The Law Society: www.lawsociety.org.uk
- Law Works (Family Law Series): www.lawworks.org.uk

Online resources (subscription services which may be available through employment)

- Practical Law UK (subscription only): <https://uk.practicallaw.thompsonreuters.com>
- Lexis+ (subscription only): <https://plus.lexis.com>
- Family Law Week: www.familylawweek.co.uk

P8: Employment Law and Practice

- Acas Code of Practice on Disciplinary and Grievance Procedures
- Acas Code of Practice on Settlement Agreements and Acas guidance generally on Settlement Agreements at <https://www.acas.org.uk/settlement-agreements>
- Acas Code of Practice on handling in a reasonable manner requests to work flexibly
- Acas summary of Early Conciliation and supporting guidance <https://www.acas.org.uk/early-conciliation>
- DBT: Holiday pay and entitlement reforms from 1 January 2024 (Guidance) <https://www.gov.uk/government/publications/simplifying-holiday-entitlement-and-holiday-pay-calculations/holiday-pay-and-entitlement-reforms-from-1-january-2024>
- Gov.uk provides useful guidance on a range of employment law matters in an accessible format including (but not limited to):
 - <https://www.gov.uk/employment-status>
 - <https://www.gov.uk/dismissal>
 - Holiday
 - <https://www.gov.uk/holiday-entitlement-rights>
 - <https://www.gov.uk/government/publications/simplifying-holiday-entitlement-and-holiday-pay-calculations/holiday-pay-and-entitlement-reforms-from-1-january-2024>
 - Discrimination:
 - <https://www.gov.uk/discrimination-your-rights>
 - <https://www.gov.uk/employer-preventing-discrimination>
 - <https://www.gov.uk/guidance/equality-act-2010-guidance>
 - Redundancy:
 - <https://www.gov.uk/redundancy-your-rights>
 - <https://www.gov.uk/staff-redundant>
 - <https://www.gov.uk/calculate-your-redundancy-pay>
 - Family Friendly Rights:
 - <https://www.gov.uk/working-when-pregnant-your-rights>
 - <https://www.gov.uk/maternity-pay-leave>
 - <https://www.gov.uk/shared-parental-leave-and-pay>
 - <https://www.gov.uk/flexible-working>
 - <https://www.gov.uk/time-off-for-dependants>
 - <https://www.gov.uk/employers-paternity-pay-leave>
 - <https://www.gov.uk/adoption-pay-leave>
 - <https://www.gov.uk/carers-leave>
 - TUPE
 - <https://www.gov.uk/transfers-takeovers>
 - <https://www.acas.org.uk/tupe> (Acas)

P9: Business and Commercial Law and Practice

- HMRC website
- Companies House website
- LexisNexis Practice database (may be available through candidates' law firms)
- Also the Practical Law (Thomson & Reuters) database

Other Company Law texts where available

- Company law, Brenda Hannigan (6th Edition currently) OUP
- Company law, Dignam and Lowry, 12th Edition, OUP

P10: Immigration Law and Practice

- HJT Training Resources – Mastering Immigration Law Subscription and Manual (subscription includes a free 21day trial)
- Lexis+ Resource Library (subscription only)
- House of Commons Library – Immigration
- Statement of changes to the Immigration Rules <https://www.gov.uk/guidance/immigration-rules/immigration-rules-index>
- Explanatory Memorandum to the Statement of Changes in the Immigration Rules
- *Visas and Immigration Operational Guidance - covers all guidance on immigration applications* www.gov.uk/government/collections/visas-and-immigration-operational-guidance
- *Modern Slavery: statutory guidance for England and Wales (under s49 of the Modern Slavery Act 2015)*
- *Upper Tribunal (Immigration and Asylum Chamber) Database of Reported Determinations Tribunal decisions and List of Country Guidance Determinations* www.judiciary.uk/wp-content/uploads/2023/05/CG-List-last-updated-250523-1.pdf
- *Practice Direction of the Immigration and Asylum Chamber of the First-tier Tribunal (Nov 2024) and Presidential Guidance Notes*
- *UNHCR Handbook (on procedures and criteria for determining refugee status under the 1951 Refugee Convention) - very useful resource for learning about application of refugee convention* www.unhcr.org/sites/default/files/legacy-pdf/5ddfc47.pdf
- Updates to Immigration Rules <https://www.gov.uk/guidance/immigration-rules/immigration-rules-index>
- ILPA Resources
- Free Movement Immigration Law News
- JCWI
- Migrant Rights Network