



CILEX Experience Route

Chartered Paralegal Membership application form guidance

General guidance

Applicable to **all** questions within the Application Form.

- **All** questions, and bullet points within the question, must be answered in full and failure to do so may result in your application being rejected. Questions should be answered in the context of your own role, and you should do your best to answer it with a focus on how you demonstrate the skills, knowledge and behaviours required to answer the question. Do not leave any question unanswered.
- All questions form part of the assessment and should be answered with an example. You may reuse the same example, but you should explain the example in the context of the question. Using 'see above' 'ditto' etc will not be accepted
- Each question is looking for a different competency or behaviour to be demonstrated and therefore you should use a variety of examples to showcase your competency.
- This is an experience route assessment, and therefore you must ensure that your application form demonstrates **your** experience of using competency, knowledge and skill to undertake your legal role.
- You should use **specific** examples to demonstrate your competency and you must use 'I' rather than 'we' wherever possible. If you worked with another person in your example, you must make it clear what your involvement was and how it demonstrates your experience and competency.
- Subheadings based on the question requirements may assist you in answering the questions and we recommend using them to ensure that you have covered all elements of each question.
- 'Client' can be internal or external. When identifying who your client is, you should consider the internal or external contact from whom you take instructions or provide legal services to. This may be an individual, a department.
- 'Stakeholder' can be internal or external and is defined as any person or organisation with a vested interest in the outcome of the matter. By 'vested interest', we mean anyone who will be impacted or effected by the outcome of the legal matter.
- You must ensure you are comfortable to discuss the examples within this application form in your interview. Think about the level of detail you provide, and any specific legal and procedural references made as you may need to discuss these in your interview. You will use this application form to support you in the interview.
- You must ensure you explain any legal technical terms or acronyms, specific to your practice area, in your application.
- You are expected to be familiar with, and reference where requested, the CILEx Code of Conduct [Code of Conduct \(cilex.org.uk\)](https://www.cilex.org.uk/code-of-conduct)

Duty 1

Your Conduct

In this section you will provide evidence of maintaining high standards of professional and personal conduct, acting with honesty and integrity and in the best interest of the client.

You will show how you consistently uphold ethical and professional conduct and regulatory duties, with an awareness of managing risk, compliance or organisational requirements.

Guidance for all questions within this duty:

Within this duty, you must ensure that you reference the appropriate Code of Conduct. You are expected to research the CILEX Code of Conduct if you are not familiar with it to ensure you are fully explaining the regulatory knowledge, skill and behaviour expected.

Question

Question 1.1

You should give a specific example of compliance with the **CILEx Regulation Code of Conduct 2019, identifying a specific relevant principle from the Code** and explain how your example demonstrates your accountability or how you have taken responsibility for your performance and behaviour.

Question 1.2

This question focuses on professional standards and ethical legal practice. You should consider what an ethical issue might be within your organisation. You must reference the **CILEx Regulation Code of Conduct 2019** and explain how it applies to the ethical issue example you are using.

Question 1.3

A specific example must be given for this question. It can relate to your client or organisation however consideration must have been given to a risk, compliance or organisational requirement. Each bullet point must be addressed.

Duty 2

Performing Routine and Complex Tasks

In this section you will provide evidence of conducting accurate legal research and analysis using digital tools to support routine and more complex legal matters. You will give examples of providing clear legal advice, applying the law correctly to present options and recommendations, and how you have communicated effectively with clients and/or stakeholders to obtain instructions. You will demonstrate your analytical thinking and problem-solving skills to overcome challenges.

Question 2.1

You must address **all** points within this question. Please see above guidance for the meaning of 'stakeholder'.

Your example must include **legal research** using reliable sources (not Wikipedia or google) and you must have formed a view as a result of your research. This will demonstrate your ability to analyse your findings, apply the law and reach a conclusion and/or recommend an outcome.

Presentation of your findings may vary. It can be in a report, email, letter or note format, however your research should have been captured in some way. If you verbally advised of your findings, you should confirm how you recorded the research, so you were able to relay your findings verbally.

Question 2.2

Your example must be a problem you have solved **independently**.

Referring the problem to a colleague or third party will not be a sufficient example for this question.

You must make it clear in your answer:

1. Why it was a problem or potential problem, making clear what did or could have resulted from the problem, and
2. How you reached the solution and/or recommendation(s). You need to explain your thought process to demonstrate your analytical skills.

Question 2.3

You must ensure the advice is of a **legal nature**. Information of a practical nature will not suffice; the advice must be underpinned by law or procedure.

Each bullet point must be addressed fully to ensure you meet the criteria and the law/procedure relied on must be given e.g. 'Part 22.1(b) of the Civil Procedure Rules states that a witness statement must be verified by a statement of truth.'

Duty 3

Working with legal documentation

In this section you will provide evidence of identifying, processing, and drafting legal documentation using appropriate digital tools. You will demonstrate your understanding of the purpose of the documents and any legal or regulatory requirements for completion of the documents. You will also describe how your ability to proofread and draft using clear and precise language ensures quality and accuracy.

Question 3.1

The documents used in this example must be of a **legal nature**, within your area of practice. They do not need to be formal court documents, but they do need to relate to a legal matter.

You must ensure you address each of the bullet points – subheadings are recommended.

You should explain the purpose of the document – simply being able to draft it is not sufficient. You need to understand what the document is for and ensure you explain how it adheres to **legal, procedural, regulatory or organisational requirements**. You should reference the relevant rule, requirement etc e.g. 'Part 22.1(b) of the Civil Procedure Rules states that a witness statement must be verified by a statement of truth'.

Question 3.2

This question focuses on maintaining the quality of your drafting in time pressured situations.

Ensure your answer addresses all points within the question.

Question 3.3

You should give an example of a document you have considered in detail, paying close attention to ensure that it is accurate. Give details of your reviewing process, including any errors/inaccuracies or amendments identified, and how your review strengthened the document overall.

Duty 4

Working in a client's best interests

In this section you will provide evidence of your knowledge and applying the law correctly. You will demonstrate how you have been able to act in the best interests of the client, such as acting for a vulnerable client, and how you recognise individual risks and needs.

Question 4.1

For this question it is important to demonstrate your application of the law to a matter. You need to identify the legal principle(s) being applied (this may be a statutory provision, case law or procedural requirement). You should explain why the application of the law was necessary and how the law applies to the legal issue. You then need to explain how you communicated your application of the law. This may be, for example, by recording an attendance note to support your decision or action on a matter, by explanation to the client or by putting forward arguments to another party

All bullet points within the question must be addressed.

It is recommended that you set out precisely the law that you applied so that this is clear to the assessor and to better support you in interview.

Question 4.2

Please ensure you answer each bullet point for this question. It can be any form of legal assistance, however you must make it clear in your answer the assistance you provided and how you considered the best interests of your client, and formed a view with those best interests in mind.

Duty 5

Working with stakeholders and other professionals

In this section you will provide evidence of engaging, building and maintaining effective working relationships with a team, clients or stakeholders to move forward transactions or legal matters and resolve issues. You will show how you recognise the principles of diversity and inclusion and the importance of this to the client and organisation.

Question 5.1

You must ensure each bullet point is addressed. Please see above glossary for the meaning of stakeholder.

Your answer must relate to a legal issue and make it clear how you considered the different options available. You must explain how you assessed the risks and benefits of those options, and what conclusion was reached. This can be reached by yourself or as part of the team.

Question 5.2

This question focuses on your ability to forge strong working relationships. Ensure you explain your approach to building strong working relationships and the methods you use to build trust and rapport with others in your capacity as a legal professional.

All bullet points must be addressed and it is recommended that you consider any CILEX behaviours demonstrated.

Question 5.3

This question focuses on promoting equality and diversity and your inclusive legal practice. Your example can relate to colleagues, clients, stakeholder and/or 3rd parties.

Make it clear in your answer why it was necessary for you to consider equality and diversity, and what you did to act in a fair and inclusive way.

Duty 6

Progressing cases

In this section you will provide evidence of taking responsibility for your own workload, managing competing priorities and progressing legal matters, using digital systems and management tools where appropriate, to ensure all actions are accurately recorded in line with organisational procedure.

Question 6.1

This question focuses on your use of digital tools and systems and your understanding of how technology impacts on the delivery of legal services to clients/stakeholders. If possible, you should identify more than one example of a digital tool/software and explain how use of this tool/software impacts positively on clients or stakeholders.

Question 6.2

In this question we are assessing your ability to progress matters effectively, and for you to recognise the importance of effective administration and management when dealing with legal matters.

It is recommended that you focus on one or two examples where it was particularly important for you to demonstrate strong matter management skills to drive progress.

The examples should not relate to generic administrative tasks or 'to do' lists relating to workload management; there should be clear focus on progressing a legal matter.

Question 6.3

It is important you give a clear example of how you have prioritised your work, and reprioritised work. This may be due to an urgent matter, time restraints, importance, risk or cost implications.

It is important you detail how you reprioritised your 'other' work when the need to reprioritise arose, so that expected service levels were still achieved.

Duty 7

Commercial Awareness

In this section you will provide evidence of maintaining a focus on the commercial strategy and economic drivers within the organisation. You will show how you have identified opportunities to maximise business, where relevant, and manage workloads to ensure commercial viability.

You must demonstrate your understanding of the need to balance a high standard of service delivery with your organisations aims and objectives. You may want to consider time, resources, public funds, budget, sustainability of business model or profitability.

Question 7.1

In this question you need to explain your understanding of the overall goal, aim or objective of your organisation. You should identify two specific aims/objectives and explain how you contribute to achieving these.

Question 7.2

You should explain how you consider the objectives of your organisation (you may want to consider time, resources, public funds, budget, sustainability of business model or profitability) and how you meet these without compromising a high standard of service delivery.

Question 7.3

Your answer should demonstrate your commercial awareness and the need to manage matters appropriately to ensure you are considering time/efficiency and whether the time you spent was proportionate/justifiable for the task undertaken.

Duty 8

Managing data, risks and limiting liability for negligence

In this section you will demonstrate your understanding of key legislation and regulation including the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**. You will show awareness of the risks of data breach, money laundering, fraud and cybersecurity, and how your organisation is protected from these. You will also show how you consider risk or potential risk of negligence and takes steps to protect your organisation from such risk.

Question 8.1

You are expected to reference **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018, and any professional conduct requirements relevant to your organisation** within your answer. You should identify specific risks in the context of your area of practice/organisation and demonstrate understanding of how the processes you follow help to minimise or eliminate these risks.

Question 8.2

You should identify any specific risks associated with money laundering, cybersecurity or fraud in the context of your area of practice/organisation and explain how your organisation protects against these risks.

Question 8.3

This question focuses on your ability to recognise the risk of **negligence** in your own work and the work undertaken by your organisation. It requires an example of when you have considered the risk, or potential risk, of **your organisation** being exposed to an allegation of negligence.

It is not appropriate to use an example where you have identified negligence on behalf of another organisation.

Each bullet point must be addressed.

Duty 9

Knowing your limit

In this section you will provide evidence of giving appropriate advice and supporting team members in their development, with the ability to identify the limits of your professional experience and competence and escalating instructions that are beyond your scope of expertise. You will show how you recognise the requirement to maintain knowledge and competence.

Question 9.1

This question focuses on your ability to act within your own level of knowledge, competence and/or authority. You should choose an example which allows you to clearly explain why you needed to escalate (which should go beyond following your organisation's procedure) and

which demonstrates your ability to recognise when work is beyond your remit and escalate appropriately.

Question 9.2

Your example must demonstrate you **receiving** feedback, and how you responded to that feedback to improve your work/practice. Your example should demonstrate your growth mindset.

Question 9.3

For this question, it is recommended that you focus on one or two examples of your training and professional development and explain its relevance to your role and how it has improved or informed your working practice.

Question 9.4

For this question, it is recommended that you focus on one or two examples where you have demonstrated sharing your knowledge and contributing to your organisation by supporting other professionals.

Duty 10

Embracing developments

In this section you will provide evidence of embracing and adopting new developments in working practices and technology. You will demonstrate an awareness of the need to continually develop, grow and improve, sharing ideas for best practice and process improvement.

Question 10.1

You must demonstrate an awareness of emerging technology and how new technology might be applied in the legal sector, even if it not used in your area of practice.

Question 10.2

This question focuses on your open-mindedness, resilience and adaptability. Examples might include how you have embraced the introduction of new technology, processes or structures.

Question 10.3

In this answer you must demonstrate your ability to consider your working environment and seek to improve and develop your process, procedures or service to ensure best practice. Your example should demonstrate your contribution to the team/organisation, your commitment to making a positive impact and taking responsibility in your role.