



Information Sheet:

**Level 6 Chartered Legal Executive
Apprenticeship End-Point Assessment
Version 1.1 June 2023**

**Level 7 Chartered Legal Executive Litigator
and Advocate Apprenticeship End-Point
Assessment Version 1.0 June 2023**

V1.2 Issued September 2024

1. Introduction

The Institute of Apprenticeships and Technical Education has recently published Apprenticeship Standards and End-Point Assessment Plans for the following two apprenticeships:

- Level 6 Chartered Legal Executive Apprenticeship
- Level 7 Chartered Legal Executive Litigator and Advocate Apprenticeship

This Information Sheet provides guidance about End-Point Assessment (EPA) for the two apprenticeships.

2. Background

Apprenticeship Standards are proposed, created and managed by the employer group, coordinated by the Institute for Apprenticeships and Technical Education (IfATE). The employer group agrees the duties for each occupation and the associated knowledge, skills and behaviours, known as KSBs. The duties and KSBs are set out in the Apprenticeship Standards which can be found on the IfATE website. The associated assessment plans are also provided on the IfATE website.

3. Overview of Chartered Legal Executive and Chartered Legal Executive Litigator and Advocate Apprenticeships

	Chartered Legal Executive	Chartered Legal Executive Litigator and Advocate
Reference	ST0244	ST1368
Level	Level 6	Level 7
Duration	60 months	66 months
Mandatory Qualification	Yes	Yes
Funding	£27,000	£27,000 (under review)
End-Point Assessment	Portfolio of Evidence against the relevant CRL Education Standard	1. Portfolio of Evidence against the relevant CRL Education Standard 2. Advocacy Skills Assessment
EPA grading	Pass/Fail	Pass/Fail
External Quality Assurer (EQA)	CILEX Regulation Limited	CILEX Regulation Limited

4. Roles of CILEX and CILEx Regulation Ltd (CRL)

It is important to keep in mind that CILEX and CRL operate independently of one another.

- **CILEX** is the awarding body for the CILEX Professional Qualification (CPQ), the membership body for CILEX Lawyers and an End-Point Assessment Organisation for apprenticeships.
- **CRL** is the independent regulatory body of CILEX. CRL is the External Quality Assurer (EQA) for the Chartered Legal Executive and Chartered Legal Executive Litigator and Advocate Apprenticeships. CRL authorises individuals to become Chartered Legal Executives (CLEs) and Chartered Legal Executive Litigator and Advocates (who are also Fellows of CILEX and can use the post-nominals FCILEX). All CILEX Lawyers are also CLEs or CLELAs.

5. Chartered Legal Executive (CLE) Apprenticeship

The Chartered Legal Executive Apprenticeship Standard and EPA Plan have been revised. The revised Standard and EPA Plan – Version 1.1 can be found on the IfATE website. From 14 June 2023, new apprentices must be registered onto Version 1.1 of the Chartered Legal Executive Apprenticeship.

The revisions to the Chartered Legal Executive Apprenticeship Standard resulting in Version 1.1, and the introduction of the new Chartered Legal Executive Litigator and Advocate apprenticeship, mean that apprentices working in non-contentious areas of law should register for the Chartered Legal Executive Apprenticeship and those apprentices working in contentious areas of law (family, criminal, civil) should register for the Chartered Legal Executive Litigator and Advocate Apprenticeship.

Mandatory Qualifications

As stated in the EPA Plan, the mandatory qualification is 'any qualification approved by CRL'. The CILEX Professional Qualification (CPQ) is a mandatory qualification approved by CRL.

Gateway requirements:

The apprentice must meet the following gateway requirements:

- Achieved English and maths qualifications in line with the apprenticeship funding rules.
- Completed the mandatory qualification eg CPQ
- Compiled a portfolio of evidence against the relevant CRL Education Standard (pathway specialism)
- Complete the Employer Declaration Form (completed by the apprentice's Supervisor must be submitted at gateway)
- Achieved three years' general legal experience including practice experience for the chosen approved pathway in the two years preceding the application. This experience requirement can be met before entering the EPA period or it may be calculated to end 14 weeks after the gateway date.

End-Point Assessment

The End-Point Assessment for the Chartered Legal Executive Apprenticeship comprises one component:

- Portfolio of Evidence against the relevant CRL Education Standard – this is incorporated in the CPQ Professional Stage Professional Experience requirement where CPQ is the mandatory qualification.

The Portfolio is graded Pass/Fail as follows:

Grade	Descriptor
Pass	Has met the relevant CRL Education standards for the apprentice's specialist area of practice.
Fail	Does not meet the CRL Education standards.

CPQ Professional Stage Professional Experience requires:

- statements of experience to be written for each of the CILEX Competency Framework's Core Principles and Behaviors
- a Portfolio of Evidence against the relevant CRL Education Standard.

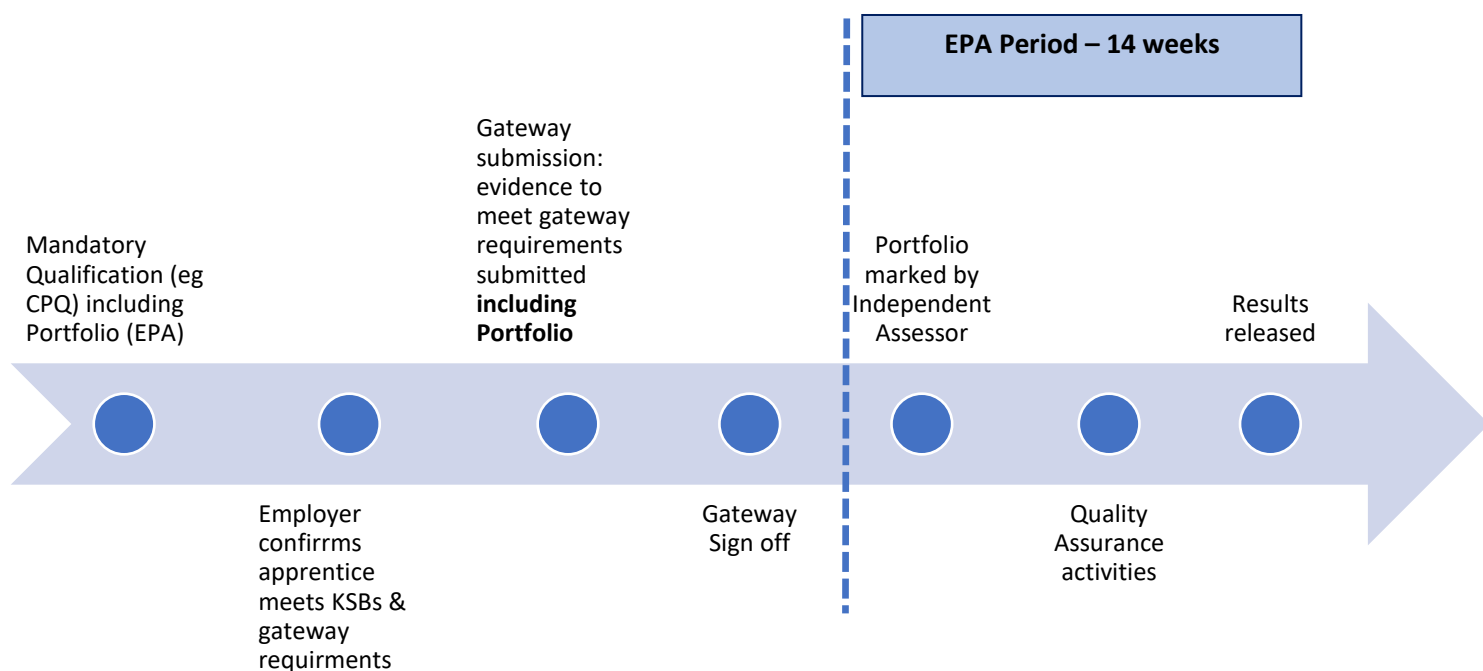
Therefore, apprentices do not need to undertake any further modules/assessment to complete their EPA. Apprentices will complete their CPQ Professional Stage Professional Experience prior to gateway. The CRL Portfolio compiled against the Education Standard is submitted at gateway and assessed by a CILEX appointed independent assessor after gateway (subject to confirmation that the apprentice has met the gateway requirements).

CILEX will conduct the assessment of the apprentices' Portfolio against the relevant CRL Education Standard. CRL will conduct external quality assurance activities in accordance with its role as EQA for this Standard.

Information about the CRL Education Standards is available in the Resources library/I am an applicant pages of the CRL website. Detailed guidance on how to meet each outcome is found in the relevant CRL Education Standards Pathway Handbook (Resources library/I am an applicant section of CRL website).

Further information about completing the Portfolio is provided in **Appendix 1**.

Image 1: Chartered Legal Executive Apprenticeship Overview



Admission as A Chartered Legal Executive

Once the EPA is completed the apprentice must apply to CILEx Regulation Ltd for admission to the register and make the required declarations. The apprentice must complete the CRL Chartered Legal Executive Application Form. Where conduct is declared, the apprentice will also be required to be referred to the independent Professional Conduct Panel for review. Admission in such circumstances is not guaranteed. As part of the admission to the register process, the apprentice will need to go through a DBS Check. CRL use the Digital ID Query service from uCheck for the DBS check. A fee is payable for the DBS check.

6. Chartered Legal Executive Litigator and Advocate (CLELA) Apprenticeship

The Chartered Legal Executive Litigator and Advocate Apprenticeship (CLELA) is a new apprenticeship standard. The Standard and EPA Plan V1.0 can be found on the IfATE website.

As stated above, the CLELA is for apprentices working in a contentious area of law. A Chartered Legal Executive Litigator and Advocate works in areas of law that require presenting in court on family, civil or criminal matters. The occupation summary in the Standard provides further details.

It is noted that much of the information in this section will duplicate information provided in relation to the CLE Apprenticeship but is provided for completeness.

Mandatory Qualifications

As stated in the EPA Plan the mandatory qualification is 'any qualification approved by CRL'. The CILEX Professional Qualification (CPQ) is a mandatory qualification approved by CRL.

Gateway requirements:

The apprentice must meet the following gateway requirements:

- Achieved English and maths qualifications in line with the apprenticeship funding rules.
- Completed the mandatory qualification eg CPQ
- Compiled a portfolio of evidence against the relevant CRL Education Standard
- Completed the Employer Declaration Form (completed by the apprentice's Supervisor must be submitted at gateway)
- Achieved three years' general legal experience including practice experience for the chosen approved pathway in the two years preceding the application. This experience requirement can be met before entering the EPA period or it may be calculated to end 20 weeks after the gateway date.

End-Point Assessment

The End-Point Assessment comprises two components:

1. Portfolio of Evidence against the relevant CRL Education Standard – this is incorporated in the CPQ Professional Stage Professional Experience requirement where CPQ is the mandatory qualification.
2. Advocacy skills assessment

The EPA is graded Pass/Fail as follows:

Grade	Descriptor
Pass	Has met the relevant CRL Education standards for the apprentice's specialist area of practice (which includes achievement of the advocacy skills assessment).
Fail	Does not meet the CRL Education standards (including achievement of the advocacy skills assessment).

Component 1: Portfolio of Evidence against the relevant CRL Standard

As noted above, the CPQ is a CRL approved qualification. CPQ Professional Stage Professional Experience incorporates the Portfolio of Evidence against the relevant CRL Education Standard

CPQ Professional Stage Professional Experience requires:

- CILEX Professionalism competencies to be met, as set out in the CILEX Competency Framework (narratives to be completed on CILEX Learn)
- a Portfolio of Evidence against the relevant CRL Education Standard.

Apprentices will complete their CPQ Professional Stage Professional Experience prior to gateway. The CRL Portfolio compiled against the Education Standard is submitted at gateway and assessed by a CILEX appointed independent assessor after gateway (subject to confirmation that the apprentice has met the gateway requirements).

CILEX will conduct the assessment of the apprentices' Portfolio against the relevant CRL Education Standard. CRL will conduct external quality assurance activities in accordance with its role as EQA for this Standard.

Information about the CRL Education Standards is available in the Resources library/I am an applicant pages of the CRL website. Detailed guidance on how to meet each outcome is found in the relevant CRL Education Standards Pathway Handbook (Resources library/I am an applicant section of CRL website).

Further information about completing the Portfolio is provided in **Appendix 1**.

Apprentices must achieve a Pass grade for the Portfolio (EPA component 1) before they can progress to the Advocacy Skills Assessment (EPA component 2).

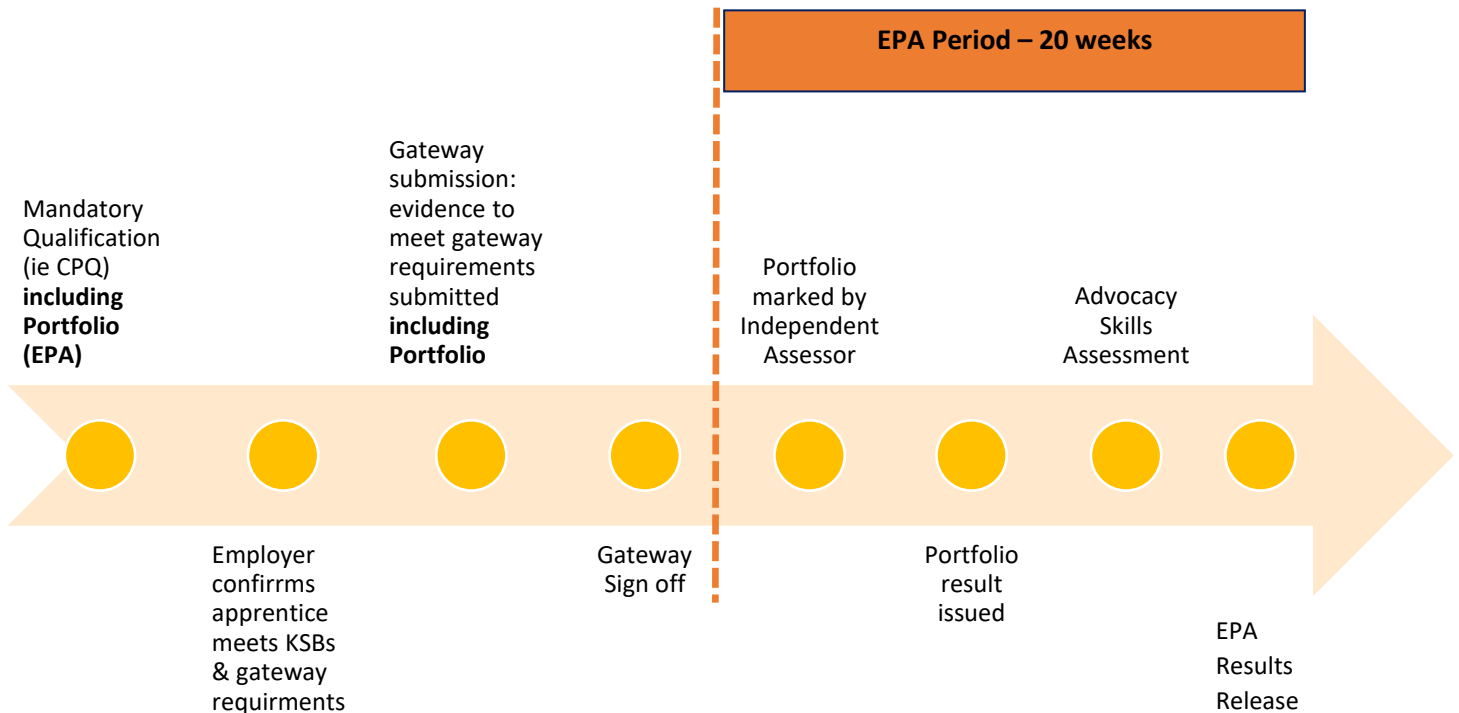
Component 2: Advocacy Skills Assessment

The EPAO will develop an Advocacy Skills Assessment to meet CILEx Regulation Ltd's requirements. The first assessments will be available in 2025.

The Advocacy Skills Assessment addresses the following:

- Interviewing (Civil and Family)
- Negotiation (Civil and Family)
- Case Analysis and Theory (Civil, Family and Criminal)
- Skeleton Arguments (Civil and Family)
- Advocacy – preparation and at the hearing (Civil, Family and Criminal)
- Evidence (Civil, Family and Criminal)
- Professional Conduct (Civil, Family and Criminal)

Image 2: Chartered Legal Executive Apprenticeship Litigator and Advocate Overview



Admission as a Chartered Legal Executive Litigator and Advocate

Once the EPA is completed the apprentice must apply to CILEx Regulation Ltd for admission to the register and make the required declarations. The apprentice must complete the CRL Chartered Legal Executive Application Form. Where conduct is declared, the apprentice will also be required to be referred to the independent Professional Conduct Panel for review. Admission in such circumstances is not guaranteed. As part of the admission to the register process, the apprentice will need to go through a DBS Check. CRL use the Digital ID Query service from uCheck for the DBS check. A fee is payable for the DBS check.

Following authorisation as a Chartered Legal Executive Litigator and Advocate, CRL require the renewal of the Advocacy Certificate 1 year later. This will require:

- Confirmation that the applicant is working as a Chartered Legal Executive Litigator and Advocate;
- a record of the applicant’s litigation and advocacy experience gained during the period since their Certificate was granted;
- a portfolio of cases in which the applicant has been involved during the period since their Certificate was granted, in accordance with the Portfolio Guidelines set out in Annex 2 of the practice rights [handbook](#) ;
- a statement from the applicant confirming the details provided of their litigation and advocacy experience and whether any rights to conduct litigation and rights of audience granted will be exercised in the future.

7. Qualifying Experience (QE)

Apprentices will demonstrate through their employment that they meet CRL's QE requirements.

QE is defined as work which is:

- "work that contributes to the provision of legal services" for a minimum of 2,300 hours.
- signed off by an authorised person as defined by s18 Legal Services Act 2007 (a list of professions that qualify as authorised persons is provided on the Legal Services Board website – Approved regulators)

Tasks that would contribute to an apprentice's overall qualifying experience may involve undertaking an activity for a client or service user that involves the application of the law or legal practice or procedure in areas, such as:

- Running a caseload autonomously
- Taking instructions
- Dealing with client enquires which involve the provision of advice on law and procedure
- Advising and making recommendations
- Completing legal forms
- Drafting documents
- Undertaking legal research
- Corresponding with the parties to an action or transaction
- Making decisions in a legal matter based on legal principles or rule of law
- Representing in negotiations and submissions.

Further guidance on Qualifying Experience is available on the CRL website.

Apprentices are not required to make a QE application.

At gateway the apprentice's supervisor will be required to complete the Employer Declaration Form. This form will ask the employer to confirm that following the gateway period the apprentice will have achieved three years' general legal experience including practice experience for the chosen approved pathway in the two years preceding their application.

8. Becoming a CILEX Lawyer

Upon successful completion of the End-Point Assessment for either the Chartered Legal Executive Apprenticeship or the Chartered Legal Executive Litigator and Advocate Apprenticeship, an apprentice will be notified by CILEX that they have become a CILEX Lawyer and have been awarded digital credentials for CPQ completion and the change in membership status.

9. CILEX EPA Fees

The fees CILEX charges for EPA are set out in the table below.

End-Point Assessment	CILEX Fee
Level 6 Chartered Legal Executive	£1,450
Level 7 Chartered Legal Executive Litigator and Advocate	£3,450*

* CILEX is waiting for confirmation of the requirements for the Advocacy Skills Assessment and will review its fee accordingly. Any review would see the fee decrease

Appendix 1

EPA Component: Portfolio

1. Compiling the CPQ Portfolio of evidence

When the apprentice's mandatory qualification is CPQ, the apprentice will need to compile a portfolio of professional experience to show that they meet both:

- CILEX professionalism competencies as set out in the CILEX Competency Framework (narratives to be completed on CILEX Learn); and
- the CRL Education Standards Competencies for your specialism, through a portfolio of evidence

CILEX Competency Framework Principles	
Core Principles	Rule of Law
	Honesty and integrity
	Interests and Confidentiality
	Without Prejudice
	Your Independence
	Standards and Conduct
	Legal and Regulatory Obligations
	Governance and Management Principles
Money and Assets	
CILEX Competency Framework Competencies	
Core Behaviours	Collaborator
	Critical thinker
	Influencer
	Driven to deliver
	Authentic
	Curious

Gateway requirement: Compiling a Portfolio to meet CRL Education Standard competencies.

Once all CPQ exams have been passed, the statements of narrative submitted in CILEX Learn have met the required standard and the period of qualifying employment has been met (through the apprenticeship period), the portfolio can be submitted at gateway.

The apprentice must provide evidence to meet eight competencies made up of 25 outcomes; the outcomes for two of these competencies are integrated as outcome requirements within the other six.

Evidence to demonstrate the apprentice has met the outcomes for each competency should be specific to the legal practice area within which authorisation is sought.

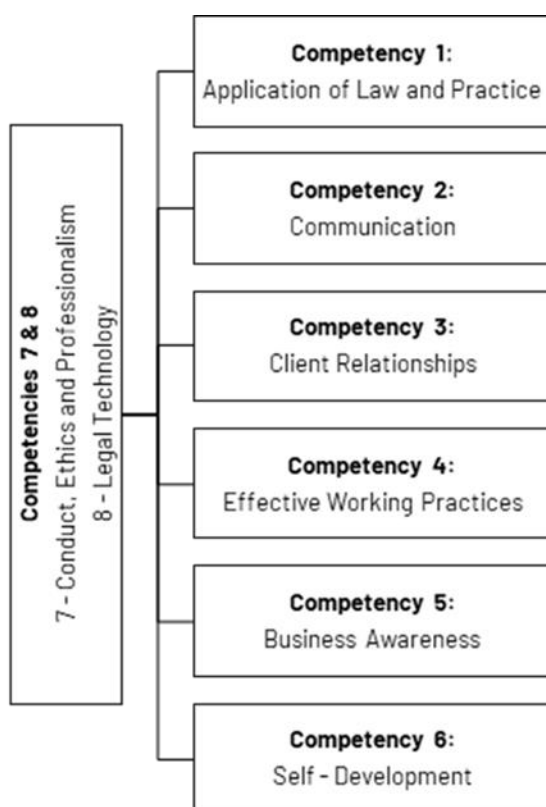


Image. CRL Competency Requirements

The apprentice must provide **three** examples of meeting each of the outcomes in Competency 1 – Application of Law and Practice, using three different types of documents used in the area of practice. Only **one** example of meeting the outcomes for Competencies 2 – 6 is required. The evidence required to meet Competency 7 Conduct, Ethics and Professionalism, and Competency 8 Legal Technology, should be included in the evidence submitted to meet the outcomes for Competencies 1– 6.

Each of the examples used must be set out in a log sheet with supporting evidence – there should be 35 log sheets in the portfolio when it is uploaded to the EPA system. The log sheet should fully explain how the outcome has been met and how the evidence shows that the apprentice has met

the outcome. The evidence provided should support the logbook sheet. The log sheet template is available on the [CILEx Regulation \(CRL\) website](#). [CILEx Regulation \(CRL\) website](#).

	Number of Outcomes	Number of examples with supporting log sheets required for each Outcome
Competency 1	5	3 examples for each Outcome (15 examples in total)
Competency 2	4	1 example for each Outcome
Competency 3	4	1 example for each Outcome
Competency 4	3	1 example for each Outcome
Competency 5	5	1 example for each Outcome
Competency 6	4	1 example for each Outcome
Competency 7	n/a	Met by the above
Competency 8	n/a	Met by the above

Image. Portfolio Outcomes

It is strongly recommended that the guidance produced by **CILEx Regulation (CRL) in the Education Standard [handbook](#)** for the practice area chosen,-and the **CLE/CLELA EPA Delivery Guidance v1** (available in the EPA system) are consulted to support the apprentice when completing the portfolio.