



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**

V1.1 Issued January 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
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) (who are also Fellows of CILEX and can use the post-nominals FCILEX). All CILEX Lawyers are also CLEs.

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:

- The apprentice must have 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 – this is the CPQ Professional Stage Professional Experience Portfolio referred to as ‘Portfolio’– see below
- Met the CRL qualifying experience requirements – see Section 7. The CRL Apprenticeship Qualifying Experience Employer Declaration Form (completed by the apprentice’s Supervisor must be submitted at gateway)

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 Portfolio

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.

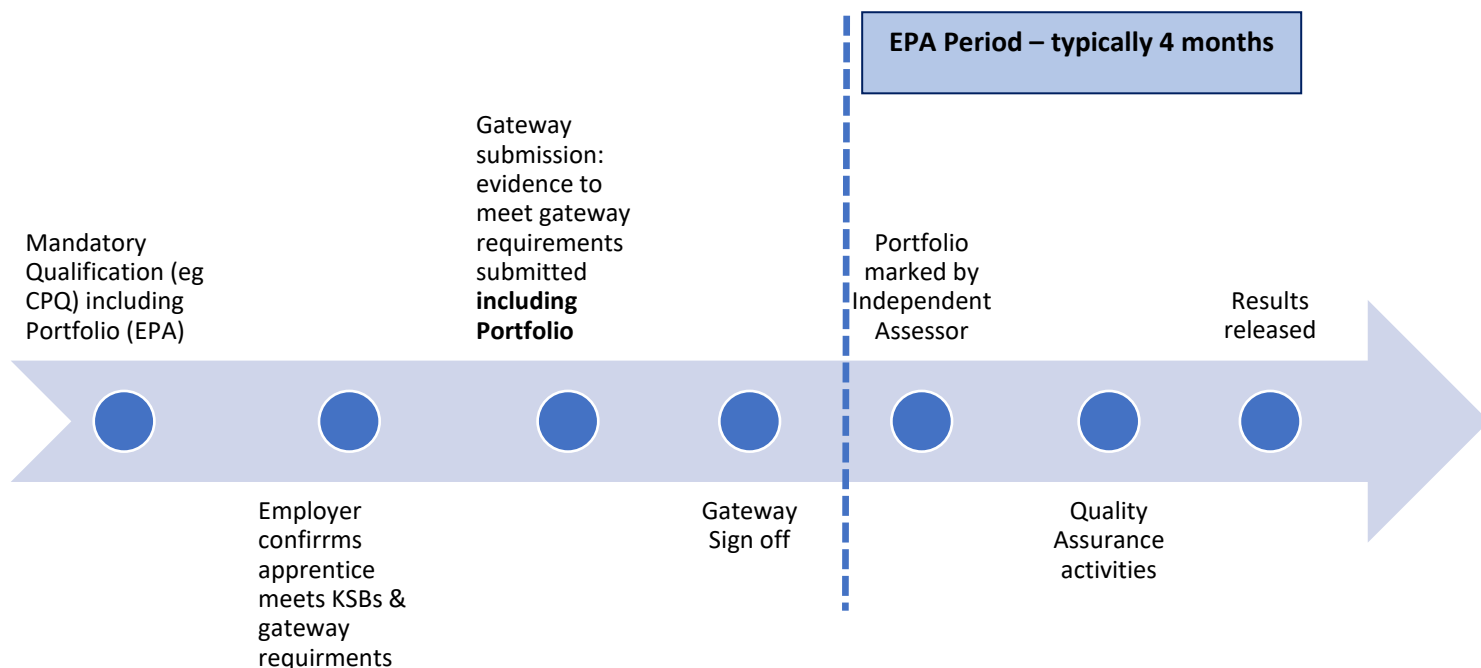
As noted above, the CPQ Professional Stage Professional Experience Portfolio (PEP) incorporates the Portfolio of Evidence against the relevant Education Standard. Therefore, apprentices do not need to undertake any further modules/assessment to complete their EPA. Apprentices will complete their CPQ Professional Stage Professional Experience Portfolio prior to gateway. The Portfolio 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' Portfolios 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**.

Diagram: 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 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:

- The apprentice must have 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 – ie the CPQ Professional Stage Professional Experience Portfolio– see below
- Met the CRL qualifying experience requirements – see Section 7. The CRL Apprenticeship Qualifying Experience Employer Declaration Form (completed by the apprentice's Supervisor must be submitted at gateway)
- Completed the Application for Certificate of Eligibility for Advocacy¹ - this is submitted at gateway

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 Portfolio
2. Advocacy skills assessment – approved by CRL

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 CRL approved advocacy skills assessment).
Fail	Does not meet the CRL Education standards (including achievement of the CRL approved advocacy skills assessment).

¹ CRL are currently reviewing the Application for Certificate of Eligibility requirements

Component 1: Portfolio of Evidence against the relevant CRL Standard (CPQ Professional Stage Professional Experience Portfolio) – referred to as ‘Portfolio’

As noted above, the CPQ Professional Stage Professional Experience Portfolio (PEP) incorporates the Portfolio of Evidence against the relevant Education Standard. Apprentices will complete their Portfolio prior to gateway. The Portfolio is submitted at gateway and assessed by a CILEX appointed independent assessor after gateway (subject to confirmation that the apprentices has met the gateway requirements).

CILEX will conduct the assessment of the apprentices’ Portfolios 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 on the CRL website. Detailed guidance on how to meet each outcome is found in the relevant CRL Education Standards Pathway Handbook.

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

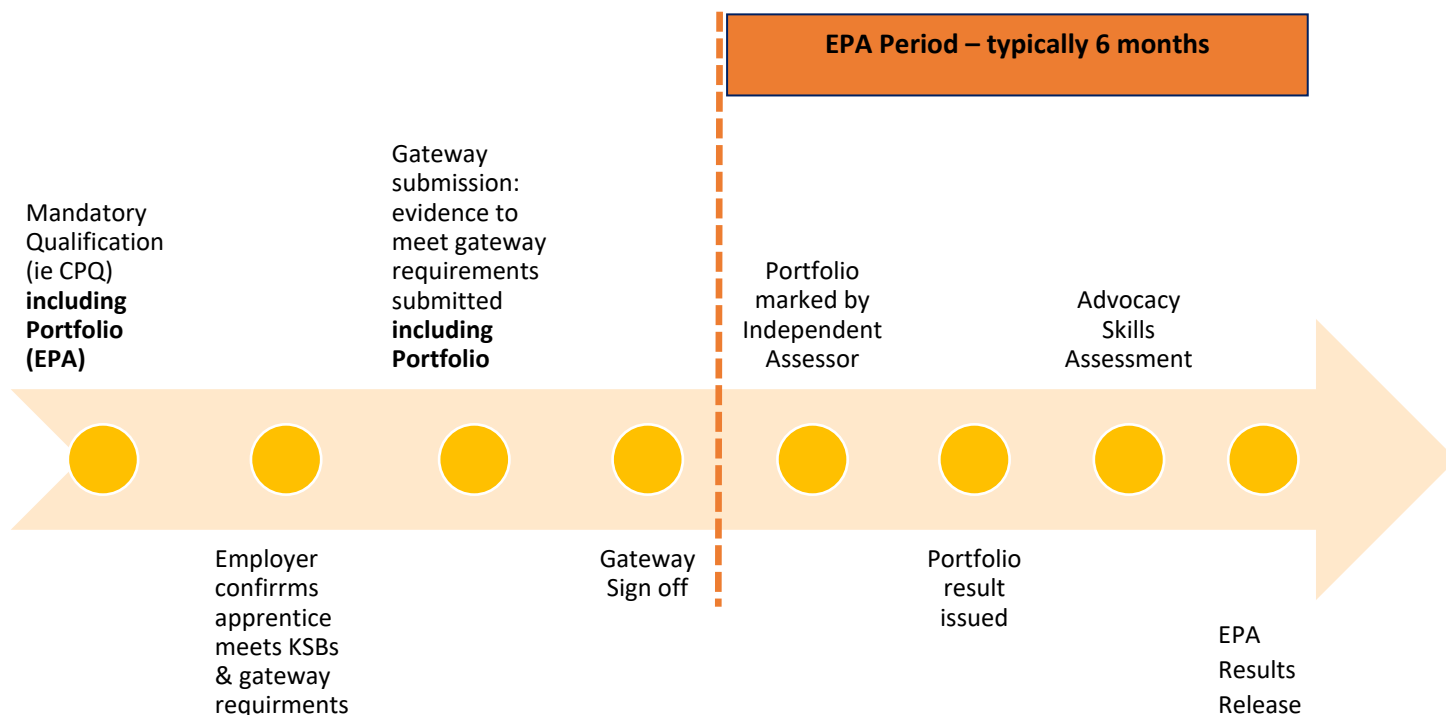
The EPAO will develop an Advocacy Skills Assessment to meet CILEx Regulation Ltd’s requirements. The first assessments will be available in 2025.

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)

Apprentices cannot commence the Advocacy Skills Assessment until they achieved a Pass grade for the Portfolio (EPA Component 1)

Diagram: 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.

7. Qualifying Experience (QE)

As noted above, apprentices must be able to demonstrate that they meet CRL’s QE requirements at gateway. The apprentice’s supervisor will be required to complete the CRL Apprenticeship Qualifying Experience Employer Declaration Form. The form must be submitted at gateway.

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.

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 Portfolio

From 2024, the Portfolio will be delivered and assessed via an e-portfolio platform. Apprentices and their training providers will be given access to the e-portfolio platform.

The Portfolio will follow the format of the CILEX Professional Competency Framework and will be structured into:

- 9 Core Principles
- 6 Core Behaviours
- 7 Core Activities

The 13 Core Behaviours and Core Activities have been mapped against CRL's 8 Competence Requirements, as shown in Table 1.

- For CILEX competencies that are **not** mapped against CRL competencies – CILEX behaviours, apprentices will only need to supply a short narrative evidence showing how they meet the competence requirement. Details of how to do this will be within the PEP.
- For CILEX competencies that **are** mapped against CRL competencies, apprentices will need to provide a work-based learning portfolio of evidence showing how they meet CRL Education Standard competencies, *following the requirements detailed in CRL's Education Standards Pathway Handbook* (available in the Resources library/I am an applicant pages of the CRL website) and which are summarised in **section 2** of this appendix.

CILEX Competency Framework Competencies		CRL Education Standards Competence Requirements
Core Behaviours	Collaborator	No linked Education Standard Competency. Narrative of evidence required – submitted via CILEX Learn.
	Critical thinker	
	Influencer	
	Driven to deliver	
	Authentic	
	Curious	
Core Activities	Ethics and professional Responsibility <i>No CILEX Narrative required.</i>	<i>CRL Competency 7. Conduct, Ethics and Professionalism - Evidence integrated with that provided for CRL competencies 1 – 6.</i>
	Client relationships <i>No CILEX Narrative required.</i>	CRL Competency 2. Communication <i>CRL Portfolio required.</i>
		CRL Competency 3. Client relationships <i>CRL Portfolio required.</i>

Technical expertise and Legal practice <i>No CILEX Narrative required.</i>	CRL Competency 1. Application of law and practice
	CRL Competency 4. Effective working practices <i>CRL Portfolio required.</i>
	<i>CRL Competency 8</i> <i>Use of Technology - Evidence integrated with that provided for CRL competencies 1 – 6.</i>
	CRL Competency 5. Business awareness <i>CRL Portfolio required.</i>
Commercial awareness <i>No CILEX Narrative required,</i>	CRL approved Advocacy skills course and assessment required for those following any litigation pathway (Dispute Resolution (Civil Litigation), Family Litigation and Criminal Litigation)
Representation and advocacy <i>No CILEX Narrative required.</i>	CRL Competency 6. Self-development <i>CRL Portfolio required.</i>
Managing performance <i>No CILEX Narrative required.</i>	

Table 2: Mapping of CILEX competencies against CRL competencies

2. Compiling a Portfolio to meet CRL Education Standard competencies.

To meet the CRL Education Standard apprentices are required provide evidence of meeting 8 competencies, which are broken down into 25 compulsory outcomes.

Apprentices must provide:

- 3 examples of meeting each of the outcomes in competency 1, using 3 different types of documents
- 1 example of meeting each of the outcomes from competencies 2 – 6.

CRL Competency	CRL Outcomes
Evidence requirement for Competency 7. Conduct, Ethics and Professionalism, and Competency 8. Use of Technology, embedded in Competency 1 – 6. For further guidance, see the detailed descriptors provided against each outcome listed below, provided in the <i>CRL Education Standards Pathway Handbook</i> .	
Competency 1.	1.1 Undertake legal research 1.2 Critically analyse facts and law

Application of law and practice	1.3 Synthesise all relevant information 1.4 Find solutions where possible 1.5 Draft legal documents
Competency 2. Communication	2.1 Communicate orally and in writing clearly and effectively 2.2 Negotiate effectively 2.3 Advocacy/oral presentation 2.4 Develop, maintain and manage 3 rd party relationships
Competency 3. Client relationships	3.1 Take instructions 3.2 Evaluate options and risks to the client 3.3 Give advice 3.4 Provide good customer service 3.5 Manage expectations
Competency 4. Effective working practices	4.1 Progress matters 4.2 Plan your workload and manage files 4.3 Manage your caseload
Competency 5. Business awareness	5.1 Identify and evaluate options and risks to the business in which you work 5.2 Undertake business development 5.3 Network 5.4 Identify marketing opportunities 5.5 Identify and use financial management tools
Competency 6. Self-development	6.1 Reflect and self-evaluate including understanding own limitations and the need for adaptability 6.2 Develop awareness of the role of your own emotions within the workplace and recognise the emotions and vulnerabilities of clients 6.3 Foster personal, physical and mental wellbeing and contribute where possible to a positive working environment 6.4 Identify and undertake professional development necessary to ensure competence and good practice and a commitment to supervisory requirements. 6.5 Demonstrate leadership and management skills (optional)

Detailed guidance on how to meet each outcome is found in *CRL's Education Standards Pathway Handbook*.

For each example apprentices submit to demonstrate achieving an outcome, they will need to submit a completed logbook sheet and supporting evidence.

Types of evidence that we would expect to see in support of your application should be drawn from matters which relate to (but not limited to):

- Taking instructions from clients (orally and in writing)
- Letters/emails of advice to clients
- Drafting and completing documents and forms
- Correspondence of communicating with professionals, the court, local authorities and other organisations
- Documents advising and conducting negotiations with other parties
- Complaint handling correspondence
- Skeleton arguments using case analysis and theory
- Consent orders

The logbook sheet will require an apprentice to enter the following information:

Outcome number	Evidence submitted Or personal statement (no more than 4 personal statements may be used)	Explanation of how the evidence meets the outcome	Reflection and learning achieved	Supervisor
----------------	--	---	----------------------------------	------------