



CILEX



CPQ

**P1 Professional Skills
Guidance for Training Providers**

Assessment Guidance v1.8 May 2026

Professional Skills: A Business Report

Module Overview

This module is designed to empower candidates to undertake an independent, research-driven project that makes a meaningful contribution to the strategic goals of their legal practice or organisation. They will apply critical thinking and problem-solving skills to identify and investigate organisational, sector-specific or client-related challenges and opportunities. Through structured research, they will generate insightful conclusions and actionable recommendations.

Building on the competencies developed through the CPQ, including stakeholder engagement, effective communication and navigating competing interests, they will craft and present a compelling, strategically aligned proposal that offers a viable path forward for their organisation.

Learning Outcomes

This module is designed to support the candidate's research journey by introducing essential concepts and enhancing their understanding of the knowledge that underpins the learning outcomes. The scope and depth of their engagement with each learning outcome will be shaped by their selected research topic and the focus of their business report.

The learning outcomes are:

1. Recognise effective leadership and understand how to communicate with and motivate others, exhibiting emotional intelligence.
2. Build an awareness of approaches to manage the performance of a team or project.
3. Demonstrate a focus on client experience and an awareness of how to build new relationships and business opportunities.
4. Build an awareness of how to improve processes and working practices for clients/the consumer and the organisation; evaluate financial impact, risks and compliance with the regulations governing the legal profession.
5. Recognise how to utilise legal technology to improve efficiency and effectiveness.

This module will explore the following themes. Please note that the business report does not need to address a specific number of themes.

Assessment preparation:

- Critical thinking
- Research techniques
- Collection and analysis of data in research
- Structuring and presenting ideas in the business context

Business themes:

- Influencing, negotiation and managing conflict
- Emotional intelligence
- Managing a team
- Managing change
- Managing and driving a project
- Managing stakeholders
- Improving working practices
- Marketing in law firms
- Managing and growing accounts
- Understanding customers, their user experience and product innovation
- Operations in law firms
- Business finance
- Business analysis and creative problem solving
- Making decisions using data
- Legal technology
- System selection and procurement
- Getting started with managing technology/system implementation

Assessment Outcomes

Candidates should meet the following assessment outcomes.

1. Select and define a relevant problem, opportunity or issue that aligns with your organisation, external client or team. If a direct link is not feasible, you may instead focus on a broader sector-wide challenge as the foundation for your project.
2. Conduct the project independently, demonstrating an understanding of its commercial viability and relevance to business objectives.
3. Apply a range of research methods to investigate the chosen topic, including data analysis and a critical review of relevant theoretical frameworks.
4. Evaluate the limitations of your research findings and identify potential avenues for further development or exploration.
5. Compile a comprehensive business report or case study, clearly presenting your findings, insights and actionable recommendations.
6. Deliver the report to a professional standard, suitable for presentation to stakeholders or decision makers.

Assessment Requirements

- Project proposal form.
- Business report between 5,000 and 7,000 words that details research methodology and findings.

Meeting Professional Experience Outcomes

When submitting the project proposal form and business report to CILEX, the candidate should take a moment to reflect on which Professional Experience outcomes they believe they have achieved. Guidance on how to record supporting evidence for their Professional Experience is available via their myCILEX account.

While the CPQ Professional Experience requirement can be fulfilled solely through their legal practice, their research project may also provide valuable evidence – or open up opportunities – to demonstrate some of the commercially-focused competencies outlined in the CILEX Competency Framework.

Guidance for Trainee CILEX Lawyers

This module requires the candidate to develop a business report underpinned by independent research, tailored to align with and promote the strategic aims of their legal practice or organisation.

The report should not exceed 7,000 words.

Research Area

To define their research area and report focus effectively, candidates may need to collaborate with colleagues to gain a clear understanding of their legal practice or organisation's current performance and strategic objectives. This process may also involve obtaining approval for the research task they intend to undertake.

If not currently employed in a legal role, candidates might instead base their report on publicly available data about the legal sector or explore the feasibility of establishing their own legal entity.

Identifying a clear research statement can be challenging but it is essential. To guide the candidate's approach, they should:

- Focus their topic on a specific question, problem or opportunity within the legal sector.
- Ensure strategic relevance by aligning their research with legal functions or broader sectoral issues.
- Connect their research to one or more themes outlined in the module's learning outcomes.
- Begin by pinpointing key concepts in their research statement – whether it is a question, problem or opportunity – and conduct preliminary research to assess the availability of supporting information. This will help determine whether their chosen title and area are viable or need refinement.
- Evaluate their research statement to ensure that it enables them to meet the assessment objectives effectively.

The following statements outline potential research areas that can be tailored and refined to align with the candidate's role, their organisation's strategic priorities or their personal interests.

The statements in italics could be adapted by CILEX members not employed in a suitable role and are potential areas for projects, based on the legal sector or independent business plan.

- Evaluate business performance and make recommendations for improved financial margin.
- Critically evaluate customer journey considerations in the digitisation of business processes in your organisation.
- Evaluate your organisation's brand, marketing and customer interactions, making recommendations to drive business growth.
- Evaluate the strategic issues facing your organisation's key business function(s) and make recommendations for how to focus activities to respond.
- Explain how data analytics is impacting every aspect of your business, making observations and recommendations.
- Analyse process data and use it to describe the relationship between the process and the outcomes, with reference to efficiencies, finance and risk.

- Critically evaluate the importance of customer centricity through digital transformation in your organisation – internal efficiency of automation vs client expectation.
- *Critically evaluate the opportunity for a new product or service, presenting the case and a clear customer value proposition.*
- Make justified recommendations about technology platforms and your organisation's use of emerging technology.
- Recognise the culture of the teams and organisation and make recommendations to improve working relationships.
- *Prepare a new business plan (entity application), considering recent and current changes to the legal services market.*
- *Consider complaints made in the legal sector, drawing conclusions and recommendations for improving access and experience of the consumer.*

The tutor is not permitted to write or alter any content the candidate submits; however, they may:

- ask questions to help clarify ideas;
- offer constructive challenge to refine the candidate's thinking;
- provide guidance on the scope of the candidate's work to ensure alignment with assessment criteria;
- comment on the structure and organisation of the report.

They must not provide feedback on the overall success or quality of the report.

The candidate should prepare a business report that is appropriate for presentation to the senior leadership team. The report should be structured using the following headings:

- Executive Summary
- Introduction
- Findings and Analysis
- Recommendations and Conclusions.

Step 1 – Submitting the Project and Research Plan

Before commencing the research project, the candidate should prepare a draft proposal and seek validation from their employer. This ensures that their project aligns with the organisation's objectives and that they have the necessary permission to carry out the research. If the project involves data it must comply with the candidate's organisation's data policies.

It is essential that the candidate shares their proposed project objectives with the training provider prior to starting work. While formal approval from the training provider is not required, their guidance can be invaluable. The training provider can help ensure that the project enables the candidate to meet all assessment criteria to a satisfactory standard; that they complete the task thoroughly; and that they adhere to the submission timeline. If the training provider is a university, additional internal documentation may be required to comply with institutional research policies.

The candidate's proposal form should be signed by their employer (if applicable) and submitted to CILEX alongside their completed report. This will also include any training provider feedback.

Please note that the submitted proposal form will not be formally assessed by CILEX. Any changes made to the proposal after submission will not affect the marking of the report. However, the initial outline provides helpful context for examiners to understand how the candidate's research has evolved.

The proposal should include the following.

- The title of the proposal.
- The candidate's role in the organisation (if applicable).
- Module learning outcomes expected to be met by the project.
- Background and context, including:
 - the relevance of the research;
 - the candidate's relationship with the topic area;
 - research objective(s);
 - research benefits for the candidate's organisation, legal sector or own strategic aspirations;
 - high-level research methodology the candidate will follow, including accordance with GDPR, permission and storage of personal data;
 - possible challenges to conducting the required research, for example engagement, the candidate's organisation, difficulty in accessing data;
 - anticipated submission window.

Step 2 – Submitting the Report

There is no formal time limit for completing the report; however, it is expected to take between six months and one year. To submit the report, the candidate must first book a submission slot before the Examination/Project entry deadline. Candidates should refer to the *Key Dates and Deadlines* section in myCILEX for details.

Once the candidate's booking is confirmed, they will work with the training provider, who will submit the report on the candidate's behalf during the designated submission window. From January 2026, submission windows for the Professional Skills Project (P1) will be held four times a year – in January, March, June and September. For exact dates, consult the Examination Timetables in myCILEX.

How to Submit Projects:

1. Log in to the CILEX Training Provider Hub.
2. Navigate to your site (e.g. CILEX Law School).
3. Click on the Assessments tab.
4. Find the Professional Stage Unit 1 Submissions section.
5. Upload the projects into the folder for the correct exam session.
6. Complete the checklist register.

Important: If a candidate is not listed on the register, it means they did not apply for marking during the entry window. Their work cannot be submitted and they must wait for the next session, applying correctly via myCILEX.

Final Step: Once all projects are submitted, email the CPQ Team at: assessor@cilex.org.uk to confirm submission.

Note of Caution: At the Professional stage, training providers are likely to be familiar with a candidate's typical writing style. It is essential that they remain alert to any noticeable changes in writing style, presentation, tone, content emphasis, or quality of analysis between initial and final drafts — and in comparison, with work the candidate has previously submitted.

Important: The candidate must submit their report and successfully pass the module to complete the CPQ Professional stage and qualify as a CILEX Lawyer.

Step 3 – Assessment Outcomes and Feedback Process

The report will be assessed and awarded one of the following outcomes: Fail, Pass, Distinction. All CPQ results will be available in the candidate's myCILEX account.

- If a Fail is awarded, detailed feedback will be provided in a Fail Report, outlining the specific criteria that were not met. This report will be uploaded to the CILEX Education Partners Hub, under the Professional Stage P1 Submissions section. It is expected that this document will be shared with the candidate.
- If a Distinction is achieved, the overall result for the CPQ Professional Stage will remain recorded as a Pass. However, the candidate's module result will reflect the enhanced achievement of Distinction.

Step 4 – Resubmissions

If a candidate's report is not yet at a pass standard, a resubmission will be necessary. Candidates should resubmit their reports during designated assessment windows, which can be booked via the myCILEX platform. There is no restriction on the number of permitted resubmissions.

A Fail Feedback Report will be uploaded into the Fails Report Folder in the area where submissions were received within the Education Partner's hub. It is expected that the training provider will share the report with the candidate.

There is no expectation that a full re-write will take place, only the areas that have been highlighted as not yet passing need focus. However, in order that the report reads fluently, it is understood that further adjustments to the overall report may be required. *There is no need to use track change or a different font colour.* Resubmission of the report to CILEX should be actioned via the training provider.

The training provider should provide feedback on the first and second drafts of the resubmission project. This feedback may incorporate comments from the original submission as well as any report-related issues identified by CILEX in order to support and guide the candidate's resubmission process.

Writing the Report

Planning

Choosing a suitable research topic for a report may take time but it is a crucial step toward the candidate's overall success. Their report could explore a current development within the legal sector, a live issue affecting their team, department or organisation, or an opportunity – such as enhancing internal collaboration, streamlining operations, increasing revenue.

We encourage candidates to discuss potential project areas with their supervisor or a manager in a department that aligns with their interests. The project should address strategic concerns and provide meaningful value to their organisation. Additionally, candidates should ensure that they consider the availability of relevant information and comply with any applicable data-handling policies, particularly those relating to GDPR.

While the report will be submitted to CILEX for assessment, the candidate may also need to present their findings internally. Therefore, it is important for the candidate to consider their audience within the organisation and to tailor their report accordingly.

As the candidate plans and writes their report, they should keep the following in mind:

- Audience: Who will read the report and what insight they are seeking.
- Relevance: Clearly explain the context, issue, opportunity or impact of their research topic.
- Engagement: Keep the report concise and engaging to ensure stakeholders read and understand the value of their findings.
- Impact: Recommendations should be well defined and capable of guiding future action.

Further Considerations

When defining the scope of the report, it is essential for the candidate to establish clear aims and objectives. Readers should immediately understand the report's purpose and what the candidate intends to achieve. To enrich content, the candidate should consider drawing on themes from the Professional Skills module – these can help them explore the report in greater depth.

The candidate should reflect on whether, for example, they have addressed key areas such as:

- interpersonal dynamics (for example emotional intelligence, leadership, organisational culture);
- financial considerations and risk assessment;
- the consumer perspective, including their experience and the processes that support it.

Once the scope is clear, the candidate can begin estimating the workload and time required. During the planning phase, it is also wise for the candidate to anticipate potential challenges and think through how they might overcome them.

A candidate's report may serve as a valuable opportunity to demonstrate many of the CILEX and CILEx Regulation competencies and behaviours expected at this stage.

Redaction and Anonymising of Sensitive Commercial Information

Important: Any commercially sensitive information that has not had the permission of the company to be shared externally, should be anonymised or redacted from the version of the report submitted to CILEX. Where redactions are made, brief explanatory notes should be included (for example “Redacted – commercially sensitive information”). Candidates should produce two versions of the report: a full version for their own/company's internal use and a redacted version for submission to CILEX. Care should be taken to ensure that redactions do not make the report invalid in relation to the marking criteria.

Please note that, in some cases, CILEX may request access to the complete version. Strict confidentiality protocols are in place and access to submitted reports is restricted to the assessment team directly involved with the module.

Projects will be deleted from CILEX after four years unless permission has been granted for them to be kept for training purposes.

Approaches to Conducting Research

There are several ways for candidates to undertake research effectively:

Engaging with stakeholders: collaborating with colleagues across their organisation can help them refine their report title and gain a broader understanding of the topic. This engagement may provide valuable insight into different perspectives, ongoing or completed work and existing articles, proposals or business cases. It may also grant the candidate access to essential data that can support their research.

Depending on the scope of the project, the candidate may also have the opportunity to engage with external stakeholders – such as professionals in other legal organisations, academics, authors of relevant research – and we actively encourage this where appropriate.

Using research and literature: while this is not an academic dissertation and does not require a formal literature review section, the report should still demonstrate a sound research methodology. The candidate is expected to explain their research process and justify their choices. Key literature, research sources and data should be referenced within the candidate's analysis, findings, conclusions and recommendations to meet Assessment Objective 2. They should explore a range of research methods appropriate to the issue, opportunity or challenge they are addressing, and evaluate any data used where relevant.

Use of Artificial Intelligence (AI): Candidates may use AI tools during the research phase to support information gathering or data analysis. However, any associated risks must be carefully managed, particularly in relation to accuracy, bias and data protection. *AI must not be used to generate the content of the report itself.* Refer to exam regulations s 44-50.

Access to Chartered Management Institute (CMI) Resources

The training provider will coordinate with CILEX to arrange a one-year subscription to the Chartered Management Institute (CMI), giving the candidate access to a range of professional resources. While these resources can support the candidate's learning, they are not essential for achieving a Pass or Distinction in this module. As such, no extensions will be granted beyond the one-year access period.

Please note that there is no direct link between the time taken to complete the project and the duration of CMI membership.

Report Structure and Guidance

A business report is a clear, structured form of writing, designed to be easily read and understood. Unlike an academic dissertation, this project focuses on practical application and strategic relevance, with a recommended word count of no more than 7,000 words.

Below is a guide to the expected structure and content of the report.

Title

The title should clearly and concisely indicate the focus of the report.

Executive Summary *(to be written last)*

This one-page summary should provide a high-level overview of the report, helping the reader decide whether to read it in full. It should capture key recommendations and provide:

- the purpose of the report;
- the areas researched;
- a brief summary of findings;
- key recommendations and takeaways.

Table of Contents

The report should include a clear breakdown of the report structure, with page numbers, enabling the reader to navigate key sections easily.

Introduction

The introduction should set the scene and explain how the topic addresses an issue or opportunity of strategic relevance to the candidate's organisation or the wider legal sector.

The candidate should include:

- Project rationale – a description of the organisational context and an outline of the key business drivers influencing the topic.
- Aims and objectives – the aim outlines what the report seeks to achieve; the objectives detail the specific steps taken to address the issue.
- Scope of the report – identification of any limitations, boundaries or constraints affecting the project.
- Research approach – a brief outline of the research methods the candidate intends to use to support their findings and recommendations.

Research, Findings, Analysis and Discussion

The candidate should present their research clearly and logically, interpreting and analysing the results.

They should include:

- analysis and interpretation of findings, highlighting their significance;
- possible explanations for findings and any influencing factors;
- anonymisation of participants, unless explicit written consent is provided for named references (CILEX version);
- references to both primary and secondary sources;
- discussion of research methodology and alternative approaches;
- acknowledgement of any limitations to their research.

Note: A dedicated literature review is not required but relevant research and sources should be integrated into the candidate's discussion.

Conclusions and Recommendations

The candidate should summarise the key issues identified and refer back to their original aims and objectives. They should consider the following.

- Has the report met its objectives?
- Are recommendations actionable and valuable to the organisation?
- The candidate may present:
 - a range of options with cost, benefits, ROI and risks;
 - a prioritised list of actions, supported by rationale;
 - an implementation plan outlining timescales and cost implications;
 - justification for any proposed further research.

References

The candidate must list all publications and materials cited in their report. They may use the Harvard style of referencing, which is widely accepted by colleges and universities. Resources are freely available on the net, such as [A Quick Guide to Harvard Referencing | Citation Examples](#)

Appendices

The candidate should use appendices for supplementary material that supports their report but which is not essential for the main narrative. All appendices should be:

- clearly numbered and titled;
- referenced appropriately within the main report;
- relevant and value adding.

Note: Material in the appendices will **not** count towards the word limit.

Presentation Standards

CILEX expects candidates' reports to be presented to a high professional standard – particularly if they choose to share it with their organisation or if their recommendations are intended to inform decision making.

The report should:

- be entirely the candidate's own work;
- be free from spelling, grammar and typographical errors;
- use clear, descriptive headings that follow a logical structure;
- contain short, focused paragraphs for easy reading;
- include clearly numbered pages;
- use clear and accessible language, avoiding unnecessary jargon;
- ensure that all graphs, charts and diagrams are accurately titled and labelled.

Producing a well-presented report not only strengthens assessment but also increases its value and credibility within a professional setting.

Marking Criteria

Requirement	Requirement descriptor	Fail descriptor	Pass descriptor	Distinction descriptor
1. Introduction - Project Objectives	<i>Clarity, completeness and relevance of introduction and objectives</i>	- No/limited clarity and relevance. - A poorly stated purpose. - Little or no appropriate explanation of the context / problem / opportunity. - No evidence of a clear rationale for undertaking the project.	Satisfactory/good clarity of stated purpose and relevance to the sector/organisation is evident, with a justified rationale and an explanation of the context / problem / opportunity.	Excellent evidence of clarity of purpose, with a detailed, relevant, justifiable rationale and explanation of the context / problem / opportunity.
2. Introduction – Research Methodology	<i>Evidence and understanding of research methods</i>	- No/limited evidence of research methods. - No/limited discussion or justification of approach to research methods.	- Satisfactory/good evidence of research methods. - Satisfactory/good discussion or justification of approach to research methods and appropriate to the project.	- Excellent evidence of research methods. - Excellent discussion or justification of approach to research methods and appropriate to the project.
3. Conducting Research	<i>Explanation of and quality of data collection</i>	- No/limited collection of data and/or poorly identified data. - Explanation lacks structure and/or limited explanation against unclear or inappropriate criteria, mostly descriptive. - No/limited coverage of relevant literature.	- Satisfactory/good approach to collection of data with acceptable explanation of techniques. - Relevant literature offers some additional understanding of the problem/ opportunity / development.	- Excellent approach to collection of data with critical analysis of techniques. - Relevant literature informs and adds to the understanding of the problem/ opportunity

Requirement	Requirement descriptor	Fail descriptor	Pass descriptor	Distinction descriptor
4. Analysis and Discussion	<i>Evidence of critical analysis and discussion of findings</i>	- No/limited evidence of findings or critical analysis. - Discussion shows no/limited learning from the evidence presented.	- Satisfactory/good evidence of critical analysis of findings. - Includes satisfactory/good discussion of implications of the findings and reflection on the strengths and weaknesses of the research.	- Excellent evidence of critical analysis of findings. - Includes excellent discussion of implications of the findings and reflection on the strengths and weaknesses of the research.
5. Conclusions and Recommendations	<i>Evidence of conclusions and identification of recommendations</i>	- No/limited evidence of justifiable conclusions with no/limited links to the project. - No/limited recommendations - Opportunities for further development.	- Satisfactory/good attempt to use evidence to reach appropriate conclusions that relate to the project. - Conclusions may be general and uncritical - Satisfactory/good attempt at suggesting recommendations/opportunities for further development.	- Excellent evidence of clear conclusions that relate to the project and which are justified by the evidence. - Identifies and makes clear and persuasive recommendations/opportunities for further development.
6. Clarity and Presentation	<i>Clarity of the report, presentation and referencing</i>	- No/limited use of appropriate graphics/charts. - Poor command of spelling and grammar. - Inappropriately structured, resulting in difficulty in understanding. - Poor evidence of referencing and/or citation.	- Satisfactory use of graphics/charts. - Good command of spelling and grammar. - Most sections have a logical flow and structure. - Satisfactory/good evidence of referencing and citation (there may be some omissions or inconsistencies).	- Excellent use of graphics/charts. - Excellent command of spelling and grammar. - A logical, clear and coherent structure. - Excellent evidence of citation, with consistent and appropriate referencing.

Guidance for Training Providers

CILEX Quality Assurance and Verification

CILEX requires that the report submitted by the trainee CILEX Lawyer is entirely their own work. To uphold the integrity of the assessment, CILEX implements quality assurance and verification processes to monitor assessment practices and ensure authenticity.

Recording Conflicts of Interest

Training providers must complete a 'Conflict of Interest' form, disclosing the names and relationships of any individuals involved where potential conflicts arise. This includes but is not limited to:

- Where the candidate is a close relation (for example spouse, partner, family member) of a member of staff or another candidate.
- Any known relationships between the candidate and CILEX assessors or CILEX staff.

The training provider must also record the steps taken to mitigate any identified risks.

Supporting Candidates

Using CILEX-provided materials, training providers may support candidates in understanding:

- the assessment requirements and marking criteria;
- how to plan and conduct a research project;
- what constitutes a well-structured business report;
- the importance of submitting work that is authentic and solely their own.

Training providers may also offer guidance in helping the candidate select an appropriate research topic relevant to their organisation or the wider legal sector. This support can include discussion of research techniques, structuring the report and overcoming challenges in meeting the project brief.

Limitations on Support

Training providers must not contribute directly to the content of the research project or report. This includes:

- advising on specific resources or sources of information;
- commenting on or correcting the technical content of the report;
- editing the report or making spelling and grammatical corrections on behalf of the candidate.

Candidates must not be given predicted grades or specific indications of which assessment criteria have been met. However, training providers may help candidates understand what constitutes a 'pass' level of performance in general terms.

Feedback and Review

Training providers may provide comments on both the Project Proposal Form and the final report, limited to the following areas.

- Clarity and appropriateness of the research title.
- Suitability of chosen research methods.
- Adherence to ethical research practices.
- Challenges encountered in meeting the project brief.
- Framing and focus of the research question(s).
- General observations on how the report could be improved.

Feedback on the final report must be provided no more than twice, and all feedback must be recorded using the Professional Skills Training Provider Feedback Statement.

Academic Integrity

If there is any indication that the report or supporting evidence is not the candidate's original work, training providers must take appropriate action. This includes initiating any internal malpractice procedures in accordance with the training provider's policies.

Guidance on supervising non-examined work and preventing plagiarism can be found on the Joint Council for Qualifications (JCQ) website.

Language Requirements and Reasonable Adjustments

All candidate submissions must be completed in English, unless prior approval has been granted by CILEX. Requests to complete work in another language must be made via the reasonable adjustments process, available through the candidate's myCILEX account.

Submitting the P1 Project and Authentication

- Candidates must submit their completed P1 Projects to their training provider before the official submission window opens.
- Training providers with appropriate access to the assessment area in the CILEX Education Partners Hub are responsible for submitting the work on behalf of their candidates. Submissions must be made within the designated submission window. (Please refer to the Key Dates and Deadlines tab for the current exam schedule.)

Project Submission Process

- Upload each candidate's P1 Project into the folder assigned to the correct exam session.
- Complete the checklist register to confirm submissions.

Important: If a candidate submits a project but is not listed on the register, it means they did not apply for marking during the entry window. In this case, they must wait until the next session and apply correctly via myCILEX.

- Once all projects have been uploaded, notify the CPQ Team by emailing: assessor@cilex.org.uk.

Declaration of Authenticity

Each trainee CILEX Lawyer must submit a signed and dated Declaration of Authenticity with their report, confirming that the work is their own.

If a report is suspected to be inauthentic, CILEX will liaise with the training provider and follow its malpractice procedures in line with the CILEX Malpractice Policy.

Conflicts of Interest Form

Notice to Training Providers

Training providers must complete this form when submitting a P1 Professional Skills report on behalf of a trainee CILEX Lawyer.

A conflict of interest arises when an individual, training provider or employer has competing interests or loyalties that could affect the fairness or integrity of the assessment process. Examples include:

- The candidate is a close relation, spouse or partner of a staff member involved in delivering the CPQ.
- The candidate is a close relation, spouse or partner of the employer representative supporting the project.
- The candidate is a close relation, spouse or partner of a known CILEX assessor or CILEX staff member.

Where a conflict is identified, training providers must document the steps taken to mitigate any potential risks and these must be recorded on this form.

Please note: This form must be signed and submitted with the candidate's P1 Proposal Form and Feedback Form. Reports submitted without a completed and signed Conflict of Interest Form will not be marked and the candidate will be required to resubmit in the next available window.

Qualification	CPQ Professional stage
Module	P1 Professional Skills
Name of Training Provider	
Name of Training Provider Tutor/Supervisor	

Declaration of Authentication

Please complete ONE of the following declarations:

Option 1 – No Conflicts to Declare

I confirm that I have read and understood the *Notice to Training Providers* above.

I declare that there are no known conflicts of interest relating to the submission of this report.

Signed (Tutor/Supervisor)/Date: _____

Option 2 – Conflicts Identified

I confirm that I have read and understood the **Notice to Training Providers** above.

I declare the following **conflicts of interest** and confirm that appropriate steps have been taken to mitigate any associated risks.

Name of candidate	Conflict	Steps taken to mitigate risk

Signed (Tutor/Supervisor)/Date:

Project Proposal Form (v2.1)

Submission Instructions

This form must be submitted to CILEX alongside your final report. Both the report and all associated forms must be uploaded in **PDF formats, except** for the **report** itself which should be uploaded in **both WORD and PDF formats**.

Please complete all required sections of this form and submit it to your training provider for review. Once you have received feedback and validation from both your employer and training provider, you can proceed with your project.

Qualification	CPQ Professional stage
Module	P1: Professional Skills
CILEX member/candidate	
Employer	
Job title	
Your role and responsibilities	
Training provider	
Lead tutor	

Project Proposal Information

As part of your project proposal, please complete the information below. This will support the validation and approval of your research topic.

Report title	
Expected date of submission	
Project Report Information	
Learning Outcomes Clearly identify the learning outcomes your project is intended to meet.	
Relationship to the Topic Explain your personal or professional connection to the topic area and why it is relevant to your role or development.	
Research Objectives and Scope Define the main research objective(s) of your project. Outline the scope of the research, including any boundaries, limitations, or key areas of focus	
Anticipated Benefits Describe the potential benefits of your research to your organisation and/or the wider legal sector.	
Research Methodology Outline the expected research methods you will use (e.g. qualitative, quantitative, desk-based research, data analysis, primary etc.).	
Ethical Considerations Involvement of Human Subjects Will your research involve human participants? <i>(e.g. through interviews, focus groups, surveys, testing)</i> ☐ Yes ☐ No If yes, please provide details.	

Sensitive or Ethical Factors Will your research involve any of the following? (Tick all that apply) ☐ Participants under the age of 18 ☐ Vulnerable adults ☐ Deception of participants ☐ Financial inducements, rewards, or expense payments to participants If any boxes are ticked, provide further explanation and any ethical safeguards you intend to implement.	
Participant Demographics Estimated number of participants:	
Age range of participants:	
External References Will your report refer to any external organisations or suppliers by name? ☐ Yes ☐ No If yes, please provide details and confirm whether you have obtained or will obtain permission where required.	

Notice to Candidates

Your submitted work must be entirely your own.

CILEX applies strict standards to ensure the integrity of its assessments. Reports found to contain evidence of plagiarism or malpractice will not be marked and formal procedures will be followed in accordance with CILEX's Malpractice Policy.

Ethical Research Practices

All research must be conducted in accordance with ethical standards, which include:

- Ensuring that all participants are fully informed about the nature, purpose and scope of the research.
- Participants must be able to opt in voluntarily and have the right to withdraw at any time without consequence.
- Participants (and their employers, where relevant) must provide written consent.
- You must ensure the confidentiality and anonymity of participants, and outline how data will be:
 - securely stored
 - used
 - retained and disposed of, including timeframes.

If your report references external organisations, suppliers, or third parties, appropriate steps must be taken to ensure data protection, anonymity and informed consent, where required.

Declaration of Authentication

I confirm that I have read and understood the Notice to Candidates above, and that the work I submit will be my own.

Signed (Candidate)

Date

Permission for Sharing

I do/do not (delete as appropriate) give permission for a redacted and anonymised version of my report to be used by CILEX for training and exemplar purposes.

Signed (Candidate)

Date

To be completed by your employer

Name of Company	
Contact within Company	
Project Proposal Feedback	
Feedback	
I do/do not (delete as appropriate) give permission for a redacted and anonymised version of this report to be used by CILEX for training and exemplar purposes.	
Signed	
Date	

Training provider

Training provider	
Lead tutor	
Project Proposal Feedback	
Feedback	
Signed	
Date	

Training Provider Feedback Form – P1 Professional Skills

This form must be completed and attached to your final report.

This form must be completed by the training provider or tutor supporting a trainee CILEX Lawyer with their P1 Professional Skills report.

Training providers are required to provide feedback based on both the Project Proposal Form and the final report. Feedback should address the following areas:

- clarity and suitability of the research title;
- appropriateness of the chosen research methodology;
- adherence to ethical research practices;
- proposed structure and organisation of the report;
- general feedback on the written content;
- any specific challenges or problems encountered in meeting the project brief.

All feedback should be constructive and supportive, aimed at helping the candidate to develop their report independently. This form must be submitted alongside the final project documentation.

Qualification	CPQ Professional stage
Module	P1 Professional Skills
CILEX member/candidate	
Training provider	
Lead tutor	
Submission 1	
Feedback	
Signed	
Date	

Qualification	CPQ Professional stage
Module	P1 Professional Skills
CILEX member/candidate	
Training provider	
Lead tutor	
Optional submission 2	
Feedback	
Signed	
Date	



Authentication Form

This form must be completed and attached to your final report.

It must be signed by the CILEX candidate submitting the P1 Professional Skills report. Reports submitted without a signed authentication form will not be marked and the candidate will be required to resubmit in the next available assessment window.

Qualification	CPQ Professional stage
Module	P1 Professional Skills
CILEX member/candidate	

Notice to Candidates

All work submitted for assessment must be entirely your own. Any evidence of plagiarism or academic misconduct will result in your report being unmarked and formal procedures will be initiated in accordance with CILEX guidelines.

Declaration of Authentication

I confirm that I have read and understood the Notice to Candidates above. I declare that the work I am submitting is entirely my own and has been completed without unauthorised assistance.

Signed (Candidate)

Date

Not for submission: To support candidate tracking for CPQ Professional Experience Outcomes Met

	BEHAVIOUR 1: COLLABORATIVE	Tick
	Descriptor	
1.1	I encourage openness to ensure people share their views and opinions	
1.2	I establish, and seek to extend, mutually beneficial relationships throughout the organisation, involving and engaging the right people at the right time to achieve the designated goals	
1.3	I facilitate collaborative activities and encourage shared ownership for goals and objectives	
1.4	I share my knowledge, expertise and experience, and I engage with others to ensure team objectives are met	
1.5	I pre-empt conflict by addressing underlying issues and I mediate to resolve any existing conflict	
	BEHAVIOUR 2: CRITICAL THINKER	
2.1	I gather information and data relating to the wider business context to understand issues from a broader angle	
2.2	I do not accept information at face value – I look for justification and supporting evidence as to its validity	
2.3	I pull together complex issues to gain a wider perspective	
2.4	I create innovative and integrated solutions to problems to find new ways of resolving issues	
	BEHAVIOUR 3: INFLUENCER	
3.1	I am recognised and respected by the client as a knowledgeable, valued professional	
3.2	I communicate with high impact to inspire others	
3.3	I do not allow myself to be unreasonably dissuaded even against strong resistance	
3.4	I am an accomplished and consistent negotiator	
	BEHAVIOUR 4: DRIVEN TO DELIVER	
4.1	I prioritise, plan and review progress and reschedule activities in line with changing priorities to meet changing business demands	
4.2	I set high standards for personal and team delivery and deliver objectives	
4.3	I embed quality assurance processes and encourage innovation to deliver operational excellence	
4.4	I maintain composure and high levels of performance when under pressure and support my team during such times	
	BEHAVIOUR 5: AUTHENTIC	
5.1	I offer professional, up-to-date, relevant advice, guidance and opinions to others and am often sought out to do so	
5.2	I am trusted by others to act in the best interests of the team, organisation and the client	
5.3	I take responsibility for my own performance, behaviour and emotions, and role model a consistent way of working to the team	
5.4	I know the limits of my capabilities and I escalate issues when needed	
5.5	I give, seek and act upon honest feedback	
	BEHAVIOUR 6: CURIOUS	
6.1	I explore developments in the legal sector and the wider economic and political environment, and gauge their impact on my organisation	
6.2	I take every opportunity to expand my knowledge, skills, and experience, and to support the development of others	
6.3	I actively seek out colleagues' and clients' views, perspectives and opinions	
6.4	I bring new and fresh ideas to inform performance improvement and encourage others to do the same	