

CPQ P1 Professional Skills Work Based Projects

Guidance for Training Providers

CILEX

Training Video

- An overview of the module
- The role of the training providers
- What is required from candidates
- How the module is assessed



Work Based Project

“ A **business report** underpinned by **independent research** and tailored to align with and promote the strategic aims of their **legal practice** or **organisation**”



Assessment Outcomes

1. Identify and define a problem/opportunity/issue which should relate to the organisation, customer or team.*
2. Work independently, with an awareness of the commercial viability of the project and its relevance to business.
3. Practice various methods to research the defined problem/opportunity/issue, including the evaluation of data where applicable and the review of relevant theory.
4. Consider any limitation of the research findings and further opportunities to develop the project
5. Prepare a business report/business case, outlining the project's findings and recommendations
6. Present the report to a high standard

**A sector challenge can be used if there is not an organisational one*



**Contrast with Legal
Research/Academic
Essays/Dissertations**

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Making a Good Start

- **Read:** Assessment Guidance for Training Providers/Candidates; and Supplementary Guidance on the Grade Requirements
- **Identify/define:** the research area
- **Complete:** Project Proposal Form

See the Guidance - “Research Area”



Examples of Submitted Report Titles

EXAMPLES - NOT TO BE
REPRODUCED



Marketing Strategies Of A Local Law Firm In And Understanding The
Best Ways To Ensure Customer Engagement And How
Should Market A New Service.

Generative AI: The risks and implications of its early adoption by law firms

**CILEX PROFESSIONAL RESEARCH
PROJECT: What steps can Claimant
Law Firms within the Road Traffic
Accident Sector make to survive
and thrive in a post-Official Injury
Claims and Fixed Recoverable Costs
Reform Environment.**

Employee Turnover at UK Law Firms: The Causes and Retention Strategies

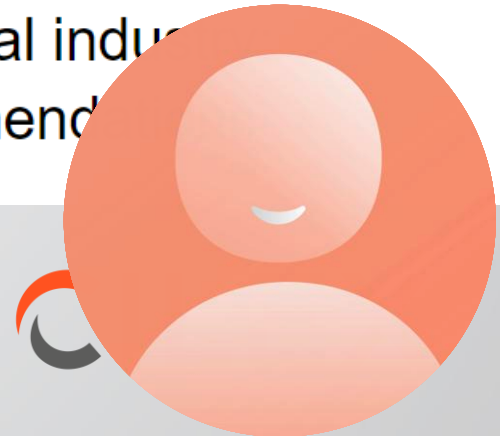
An investigation into the client complaints procedure at

LLP

The present and future impact of Artificial
Intelligence technologies on client experience
and satisfaction in the legal industry
observations and recommendations

Explore the considerations, viability and demand for introducing an online will service for
clients of

What is the impact of Fixed Recoverable Costs on practitioners, clients, and insurers
within the Commercial Legal Expenses Insurance department at I



The Research and Report

A business report, rather than a dissertation

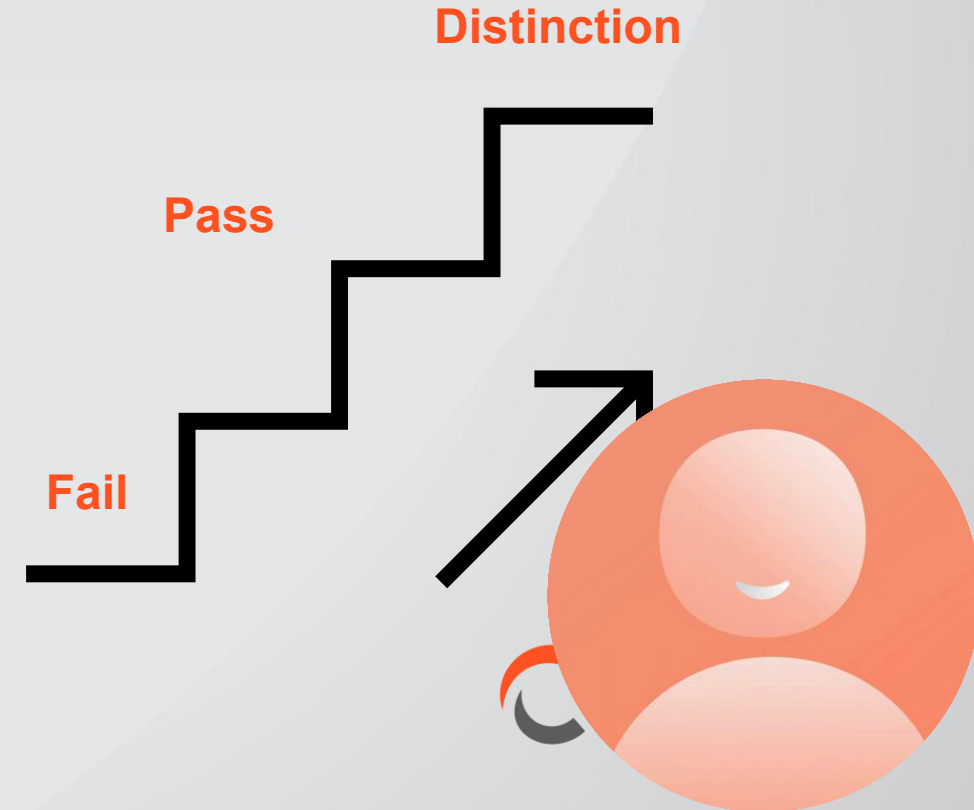
- Title
- Executive Summary
- Table of contents
- Introductions
- Research, Findings, Analysis and Discussion
- Conclusions and Recommendations
- Appendices
- Word Count – between **5,000 and 7,000 words**

See the Guidance “Report Structure and Guidance”



Grade Requirements

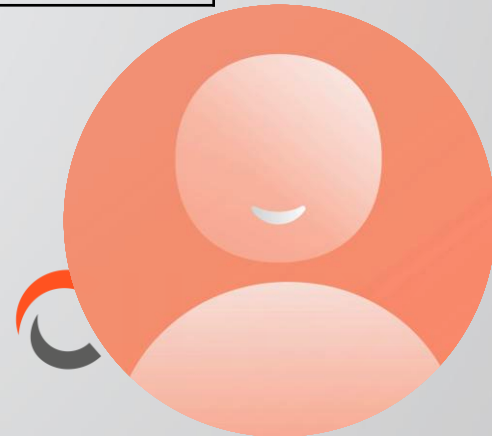
1. Introduction – Project Objectives
2. Introduction – Research Methodology
3. Conducting Research
4. Analysis and Discussion
5. Conclusions and Recommendations
6. Presentation and Clarity



GR1 - Introduction – Project Objectives

Fail Descriptor	Pass Descriptor	Distinction descriptor
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 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 A detailed, relevant, justifiable rationale and explanation of the context/problem/opportunity

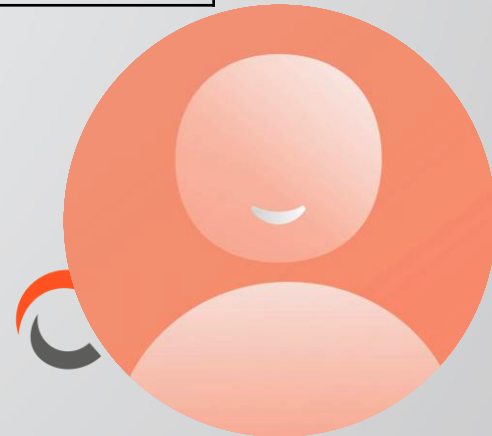
[Link to the Project Proposal Form](#)



GR2 - Introduction – Research Methodology

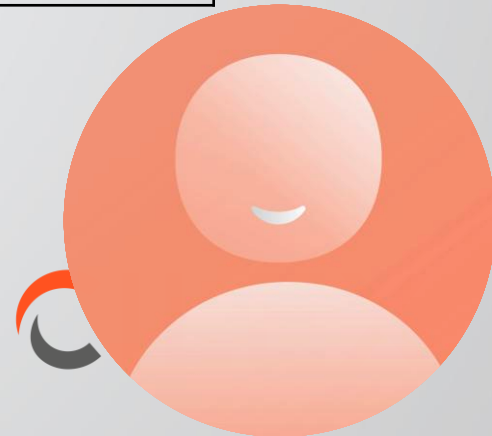
Fail Descriptor	Pass Descriptor	Distinction descriptor
No/limited evidence of research methods No/limited discussion or justification of approach to research methods	Satisfactory/good evidence of research methods Satisfactory/good discussion or justification of approach to research methods and appropriate to the project	Excellent evidence of research methods Excellent discussion or justification of approach to research methods and appropriate to the project

**CMI Resources/University
websites**



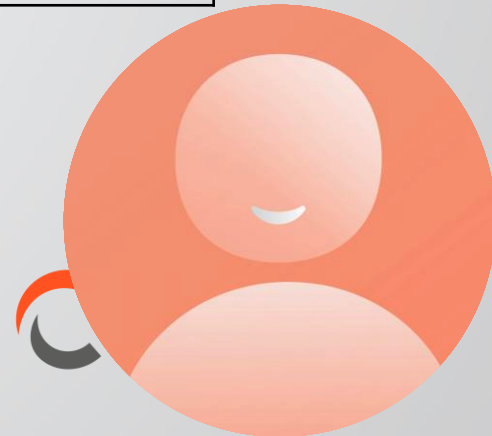
GR3 - Conducting Research

Fail Descriptor	Pass Descriptor	Distinction descriptor
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/development



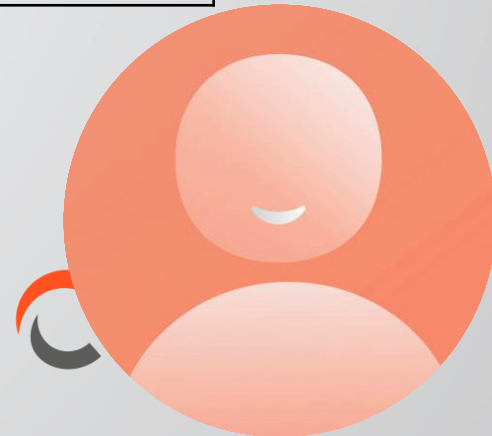
GR4 - Analysis and Discussion

Fail Descriptor	Pass Descriptor	Distinction descriptor
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 the of findings Includes excellent discussion of implications of the findings and reflection on the strengths and weaknesses of the research



GR5 - Conclusions and Recommendations

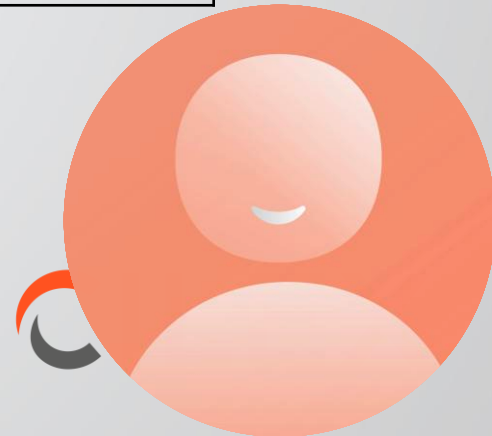
Fail Descriptor	Pass Descriptor	Distinction descriptor
No/limited evidence of justifiable conclusions with no/limited links to the project No/limited recommendations/opportunities for further development	Satisfactory/good attempt to use evidence to reach appropriate conclusions that relate to the project Conclusions may be general and uncritical Satisfactory/good attempt at suggesting recommendations/ opportunities for further development	Excellent evidence of clear conclusions which relate to the project and which are justified by the evidence Identifies and makes clear and persuasive recommendations/opportunities for further development



GR6 - Presentation and Clarity

Fail Descriptor	Pass Descriptor	Distinction descriptor
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

See the Guidance
“Presentation Standards”
and “Report Structure”



Submission

- Submission windows – Education Partners Hub/MyCILEX
- Final form report, declaration of authenticity, project proposal form and training provider feedback
- Report is assessed as pass, distinction or a fail
- Any fail submission will be provided with feedback as to which grade requirements are not met with an invitation for resubmission



Supporting Candidates

- Assessment Guidance
- Scope of the support
- Training Provider Feedback – no more than twice and recorded in writing
- Limitations of the support
- Candidates must not be given predicted grades or indications of which grade requirements have been met



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