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# Chartered Legal Executive Apprenticeship End-Point Assessment

## Simulated case study application form

*This application form must be completed by the training provider.*

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| **Apprentice name** |  |
| **CILEX Membership number** |  |
| **Employer name** |  |
| **Supervisor name** |  |
| **Supervisor professional membership number** |  |
| **Training provider** |  |
| **Tutor name** |  |
| **Estimated EPA submission date** |  |

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| **Reason for requiring a simulated case study**  *Please provide details as to why the apprentice is not able to submit a case study from their own workload. You may also wish to attach a statement from the employer supporting your reasons.* |
|  |
| **Outline of proposed scenario**  *Please provide details on the simulated scenario the apprentice intends to use as part of the case study — this should include dates and details of the case that would be included in the narrative.* |
|  |
| **Expected evidence types**  *What type of evidence will you be looking to submit as part of the simulated case study? (eg letters to and from the client, emails to 3rd parties etc)* |
|  |
| **Declaration** |
| I confirm that all the information provided is accurate.  I confirm the case study will consist of a wholly simulated work.  I understand that approval must be granted at least 12 months prior to the estimated EPA submissions date (gateway) and that a signed copy of this approval form will be included as part of the EPA upload to epaPRO.  I confirm that CILEX will be notified immediately of any required amendments to this form, and I understand this may delay the expected EPA date. |

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| **Apprentice Signature** |  | **Date** |  |
| **Supervisor Signature** |  | **Date** |  |
| **Tutor Signature** |  | **Date** |  |

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| **CILEX USE ONLY** | |
| **Date application received** |  |
| **Name of the reviewer** |  |
| **The reviewers position** |  |
| **Outcome (approved or rejected)** |  |
| **Date reviewed** |  |
| **Date outcome confirmed to the training provider** |  |
| **If approval rejected, why?** |  |
| **Any further recommendations?** |  |