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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.*  |
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| **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)* |
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| **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?** |  |