



**CILEX Chartered Legal
Executive Apprenticeship
End-Point Assessment**

Simulated case study approval process

What is a suitable case study?

A case study must:

- be a single case taken from the apprentice's day to day workload.
- be able to evidence all the required case study outcomes (please see the Chartered Legal Executive Apprenticeship Assessment Plan).
- contain evidence no more than 12 months old at the point of EPA submission.
- have been actively worked on within six months of EPA submission.

There are several requirements that need to be met to ensure a case study is suitable. These requirements are set out in the [Chartered Legal Executive Apprenticeship Assessment Plan](#).

If your apprentice is unable to identify a suitable case from their day-to-day workload that meet these requirements, then they may be able to use a simulated case study to complete the end-point assessment.

What is a simulated case study?

A simulated case study is a fictitious scenario, based in a relevant area of law and practice, on which an apprentice is able to evidence the case study outcomes for the end-point assessment

If your apprentice needs to use a simulated case study, this will need to be approved by us.

You (the training provider) will be responsible for completing the *Simulated case study application form* and submitting this to us (CILEX) for approval. The apprentice cannot start to compile their evidence for submission until their application has been approved.

IMPORTANT INFORMATION: The simulated case study must be wholly simulated — a partially simulated case study cannot be used.

The approval process

Simulated case study application form

- If an apprentice needs to use a simulated case study, you as the training provider are responsible for completing and submitting a *Simulated case study application form* for approval.
- You will need to discuss the application form with the apprentice and their employer as they will need to contribute to the information needed.
- A copy of the application form can be found [here](#).

CILEX Review and Approval

- The approval process can take up to four weeks.
- It is important to note that if we require any additional information or any amendments/clarification is needed to your application form, this could potentially increase the time it will take to approve it.
- We recommend that you submit your application form as soon as possible, ideally at the start of the apprenticeship journey, as your application **must be approved 12 months** prior to the intended EPA submission date.

What to do if you need to make changes to your application form after it has been approved

- If amendments are needed after your application form has been approved, it is **vital** that you submit an updated version, clearly showing us what changes have been made between the amended version and the version that was approved. We will have to approve any changes made.
- Ideally, you should try and avoid making amendments to the approved application form within the last 12 months of the apprenticeship, however, we understand that situations can change which could have an impact on the apprentice and their workload.
- If a change is needed in the final 12 months, you **must** contact us immediately to discuss the changes required and any potential impact this may have on the EPA submission. Please email us at charteredepa@cilex.org.uk.

EPA submission (gateway)

- A copy of the approved application form **must** be included as part of the EPA upload to OneFile.
- If this is not provided, the apprentice will not be able to use their simulated case study and we will have to reject the submission at gateway review.