



Approved Exemption Claims Procedure

CILEX Professional Qualification

V1.0 FINAL

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Introduction

1. This procedure sets out how trainees claim approved exemptions. The qualifications which have been approved for exemption are set out in Appendix 1. In addition, exemptions are in place for trainees who have successfully completed units from the CILEX Level 3 Certificate/Diploma in Law and Practice or the CILEX Level 6 Professional Diploma in Law and Practice as set out in Appendix 2. This procedure should be read in conjunction with the CILEX Exemptions Policy – CILEX Professional Qualification.

Scope

2. This procedure applies to trainees seeking to claim approved exemptions, and CILEX staff involved in processing and assessing approved exemption claims.

Holders of a Law degree (LLB), Graduate Diploma in Law (GDL), Legal Practice Course (LPC) or Bar Professional Training Course (BPTC):

3. Holders of LLBs, GDLs, LPCs or BPTCs will first be required to become members of CILEX (if they have not already) and indicate their prior law qualification(s) during their application for membership.
4. Trainees will be required to provide evidence of their qualifications (certificate and transcript) via Contact Us on myCILEX within 28 days of becoming a member of CILEX.
5. Trainees will be able to apply for the CPQ immediately, and will only be given access to the CPQ stage which is applicable to them, depending on their prior legal qualifications.
6. Once qualification evidence has been submitted, and it has been approved by CILEX, trainees will have their exemptions applied in accordance with the approved exemptions set out in Appendix 1.
7. Failure to provide valid evidence within 28 days will result in membership being downgraded, and the CPQ registration (and associated courses, if applicable) to be cancelled.

Holders of the Paralegal Apprenticeship/CILEX Level 3 Certificate in Law & Practice:

8. Trainees who have completed the Paralegal Apprenticeship or a CILEX Level 3 Certificate in Law and Practice will first be required to become a member of CILEX (if they have not already) and indicate their prior law qualification(s) during their application for membership.

9. Trainees will be able to apply for the CPQ immediately and will need to indicate during their CPQ application that they have completed the Paralegal apprenticeship/CILEX Level 3 Certificate in Law & Practice.
10. Trainees will then be presented with the Bridging Package options available for those who have completed the Paralegal Apprenticeship or the CILEX Level 3 Certificate in Law and Practice. It is paramount that the correct Bridging Package is selected.
11. Once a trainee has purchased a Bridging Package, they will be fully exempt from the CPQ Foundation module(s) as outlined in Appendix 1.

Holders of A level Law or CILEX Level 3/6 Certificate/Diploma in Law and Practice units

12. Trainees will first be required to become a member of CILEX (if they are not already) and indicate their prior law qualification(s) during their application for membership.
13. Trainees should then register on the CPQ.
14. Trainees must log in to myCILEX and select *Request CPQ Module Exemption* under My CPQ.
15. Trainees should choose *Request Exemption* against the module for which they are seeking exemption.
16. Holders of A level Law are required to submit a copy of their A level qualification certificate and an official transcript provided by the awarding institution of the qualification components achieved. Holders of A Level Law must ensure that:
 - a. The scanned copy of the certificate or transcript is clearly visible
 - b. All qualification numbers on the certificate or transcript are visible
17. Holders of CILEX Level 3/6 Certificate/Diploma in Law and Practice units should provide a screenshot of their exam results as evidence to support their exemption claim.
18. CILEX may contact a trainee to discuss their exemption claim if queries arise.

Outcome of exemption claim

19. CILEX will confirm the exemptions which have been approved and apply the exemptions to the trainee's CILEX record, as applicable.

Timeline

20. CILEX will process claims for approved exemptions within 10 working days.

Fees

21. Trainees are first required to register for the CPQ stage applicable to them. Trainees who are exempt from part of a CPQ stage must pay the fee for the full stage. There is no additional charge for the exemption claim.

Retention of materials

22. CILEX retains exemption claims and supporting evidence for 6 months after the exemption claim has been processed.

Review arrangements

23. This procedure is subject to a three-year review cycle. However, the procedure may be reviewed more frequently to address operational feedback or concerns brought to the attention of CILEX to ensure the procedure remains fit for purpose.
24. This procedure and the associated policy are also reviewed as part of CILEX ongoing quality improvement monitoring.

Approved CPQ Exemptions

The following table sets out qualifications which have been approved by CILEX for exemptions from the CPQ.

Qualification	Exemptions available
A2 in Law (A level in Law)	<p>Exemption from: F1 Foundation stage Legal Systems – (subject to completion of the Human Rights component with the A level)</p> <p>Membership grade entry point: CILEX Student/'Trainee CILEX Paralegal'.</p>
Level 3 Paralegal Apprenticeship End Point Assessment	<p>Exemption from: F1 Foundation stage Legal Systems F5 Foundation stage Professional and Legal Skills: Succeeding in the Legal Environment F6 Foundation stage Professional and Legal Skills: Legal Research</p> <p>Foundation stage Professional Experience</p> <p>Ethics and Professional Responsibility 1</p> <p>Possible exemptions from: F2 Foundation stage Law of Tort (EPA pathway dependant) F3 Foundation stage Contract Law (EPA pathway dependant) F4 Foundation stage Introduction to Property and Private Client (EPA pathway dependant)</p> <p>Membership grade entry point: CILEX Student/'Trainee CILEX Paralegal'</p>
CILEX Level 3 Certificate in Law and Practice	<p>Exemption from: F1 Foundation stage Legal Systems F5: Foundation stage Professional and Legal Skills: Succeeding in the Legal Environment F6: Foundation stage Professional and Legal Skills: Legal Research F2 Foundation stage Law of Tort – subject to achievement of Level 3 Unit 5 Tort F3: Foundation stage Contract – subject to achievement of Level 3 Unit 2 Contract Law F4: Foundation stage Introduction to Property and Private Client – subject to achievement of both Level 3 Unit 4 Land Law and Level 3 Unit 10 Conveyancing</p> <p>Membership grade entry point: CILEX Student/'Trainee CILEX Paralegal'</p>

Law degree (LLB)¹ from recognised UK university	<p>Exemption from Foundation stage.</p> <p>Membership grade entry point: CILEX Member - Paralegal/'Trainee CILEX Advanced Paralegal'</p>
Graduate Diploma in Law from a recognised UK university	<p>Exemption from Foundation stage.</p> <p>Membership grade entry point: CILEX Member - Paralegal/'Trainee CILEX Advanced Paralegal'</p>
Legal Practice Course (LPC)	<p>Exemption from Foundation stage</p> <p>Exemption from the Advanced stage EXCEPT trainees will be required to complete one law module which underpins their choice of Professional Stage Practice module.</p> <p>Membership grade entry point: CILEX Member - Advanced Paralegal/'Trainee CILEX Lawyer'</p>
Bar Professional Training Course (BPTC)	<p>Exemption from:</p> <p>F1 Foundation stage Legal Systems F2 Foundation stage Law of Tort F3 Foundation stage Contract Law F5 Foundation stage Professional and Legal Skills: Succeeding in the Legal Environment F6 Foundation stage Professional and Legal Skills: Legal Research</p> <p>Ethics and Professional Responsibility 1</p> <p><i>(BPTC Graduates will be required to take F4 Foundation stage Introduction to Property and Private Client).</i></p> <p>Exemption from:</p> <ul style="list-style-type: none"> ▪ A1 Advanced Stage Dispute Resolution and Litigation ▪ A2 Advanced Stage Criminal Law and Litigation <p><i>Note one Advanced stage practice module will be required if practice rights are not required in Dispute Resolution and Litigation or Criminal Law and Litigation. The module chosen must correspond with the Professional stage law and practice module choice</i></p> <p>A further exemption from the CILEX Regulation Ltd approved Advocacy course may be awarded by CILEX Regulation Ltd.</p> <p>Membership grade entry point: CILEX Member - Advanced Paralegal/'Trainee CILEX Lawyer'</p>

¹ **LLB:** This exemption applies to LLBs only and not to Bachelor of Arts (BAs) or Bachelor of Science degrees (BScs) containing law modules. This does not prevent applications for exemption for these qualifications in accordance with the Exemption Policy and the Exemption Application Procedure.

Appendix 2

Exemptions for CILEX Level 3 Certificate/Diploma in Law and Practice and CILEX Level 6 Professional Diploma in Law and Practice

Trainees seeking to transition to CPQ, will be eligible for exemptions from individual CPQ Foundation stage modules if they have passed the following Level 3 units, or combination of units:

Level 3 Certificate/Diploma in Law and Practice units passed	CPQ Foundation stage module exemptions
Introduction to Law & Practice	Legal Systems
Client Care Skills and Legal Research Skills	Professional & Legal Skills
Contract Law	Contract Law
Law of Tort	Tort
Land Law and Conveyancing	Property & Private Client

Trainees seeking to transition to CPQ, should gain exemptions from CPQ Advanced stage if they have completed any one of the following Law and corresponding Practice unit combinations:

Level 6 Law unit	Level 3 or 6 Practice unit	CPQ Advanced stage exemptions
Contract Law/Tort	Level 3 or Level 6 Civil Litigation	Dispute Resolution
Criminal Law	Level 3 or Level 6 Criminal Litigation	Criminal Law & Practice
Land Law	Level 3 or Level 6 Conveyancing	Property & Conveyancing
Family Law	Level 3 or Level 6 Practice of Family Law	Family Law & Practice
Law of Wills & Succession	Level 3 or Level 6 Probate Practice	Wills, Probate & Private Client
Company & Partnership Law	Level 3 or Level 6 Employment Practice or Level 6 Practice of Company & Partnership Law	Business & Employment
Legal Research	N/A	Professional & Legal Skills: Legal Research