

Appendix 2 - Guidance for Learners

The following are general instructions which should be followed alongside any specific instructions for each assignment.

- Before you start the assignment you should read the assignment text carefully. This will help you to understand how each task fits into the whole assignment.
- You should start each task on a fresh sheet of paper.
- On each sheet of paper you should type or write your name and registration number. Also add an appropriate name to your saved file or as instructed in the task.
- You are expected to check and correct your spelling, grammar and punctuation.
- You may use any books, notes or other material to help you, but you must not copy word-for-word from any source. Under no circumstance must you copy someone else's work.
- You and your assessor must sign each Assessment Record to verify that all the work contained in that assignment is your own.
- When all required assignments and the multiple-choice test have been completed to the required standard you will be awarded the Level 2 Award / Certificate / Diploma in Legal Studies, whichever is applicable to your centre's programme.

Policy for appeals

The CILEx Appeals policy can be found on the [CILEx website](#)

Setting the Scene

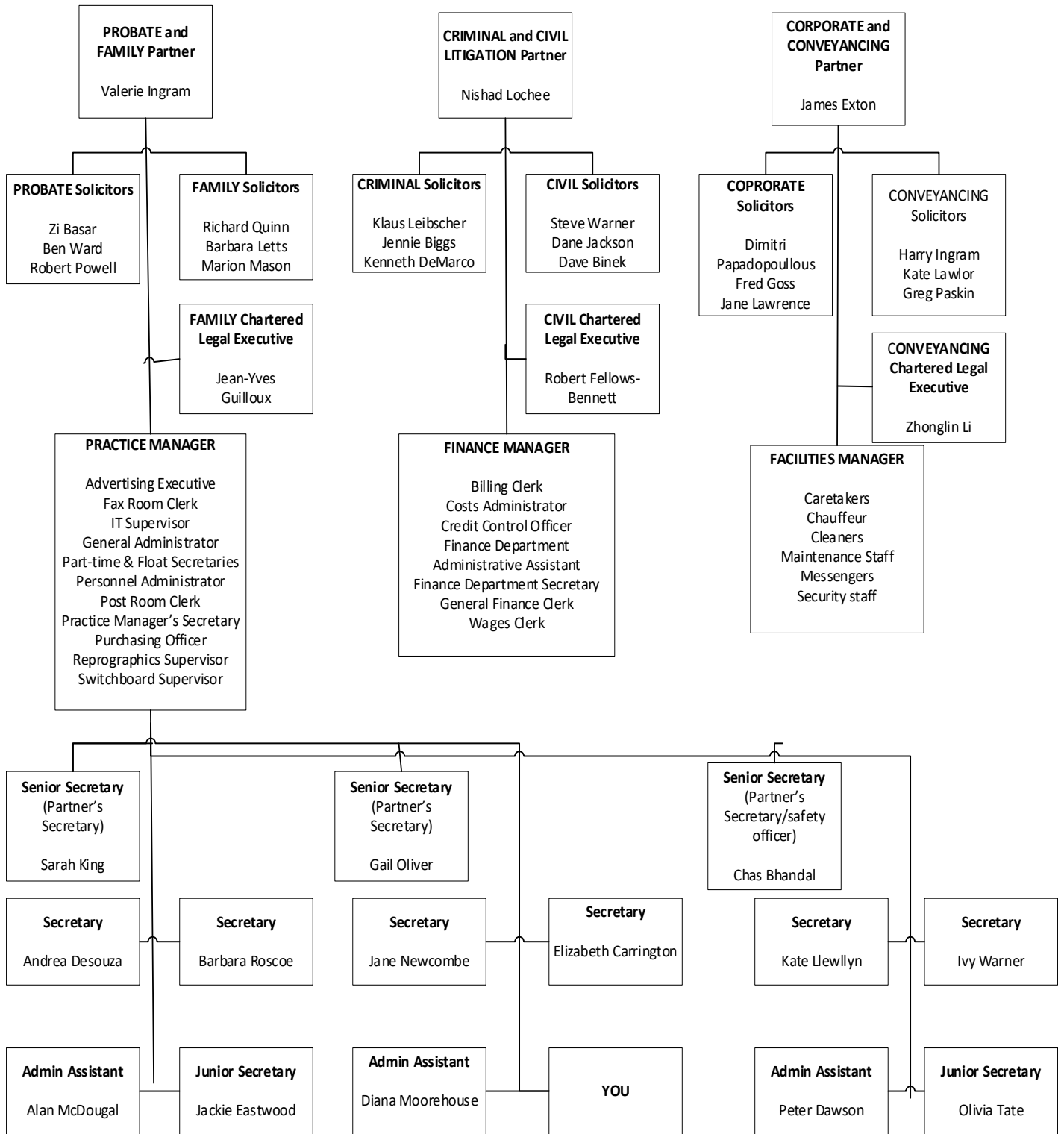
Level 2 Award/Certificate/Diploma in Legal Studies assignments

The aim of the assignments is to demonstrate the learner's ability to apply their understanding of legal concepts, procedure and process in a legal setting through the completion of scenario based tasks.

In all the assignments you will be working for the same firm: **INGRAM LOCHEE & EXTON**, solicitors. They are a rapidly expanding firm occupying a five-storey office block in the centre of Birmingham. The firm is divided into three main departments: Probate (with a sub-division of Family), Criminal Litigation (sub-division Civil Litigation) and Corporate (sub-division Conveyancing). Each department is in the charge of one of the Partners and is situated on a separate floor. Reprographics, post room, switchboard etc are on the ground floor and interview rooms, staff canteen and rest room on the top floor. As part of the firm's policy, you may be requested to work in any department either on a short-term or a long-term basis.

Valerie Ingram (Probate), Nishad Lochee (Criminal Litigation) and James Exton (Corporate) are the partners. There are 18 solicitors and three F.Inst.L.Ex. (Fellows of The Chartered Institute of Legal Executives) as shown in the organisation chart.

INGRAM LOCHEE & EXTON – Organisation Chart



Example of house style for letters

INGRAM LOCHEE & EXTON

PARTNERS

Valerie Ingram LLB
Nishad Lochee LLB James
Exton LLB

**18 Temple Row
BIRMINGHAM B2
5DS**

DX: 13853 Birmingham 1

Tel: 0121 230 4932

Fax: 0121 230 4933

Email: cilexpt.co.uk

Our ref NL/AS/BOLTON

10 June 20** URGENT *(if instructed)* The

Chief Constable
Yorkshire Constabulary
YORK YR3 2ET

Dear Sir

MICHAEL BOLTON 14 NORTH STREET BIRMINGHAM

We act for the above named who was involved in a road traffic accident on the A38 near Bromsgrove on 20 August.

The other party involved was Mr D Hughes of 36 Gleneagles Road Blackpool.

Would you please let us have a copy of the police report together with a note of your costs. We enclose a stamped addressed envelope for your early reply.

Yours faithfully
INGRAM LOCHEE & EXTON

Nishad Lochee
Partner Enc

Copy to: Mr M Bolton

INGRAM LOCHEE & EXTON

PARTNERS

Valerie Ingram LLB
Nishad Lochee LLB
James Exton LLB

**18 Temple Row
BIRMINGHAM B2
5DS**

**DX: 13853 Birmingham -1
Tel: 0121 230 4932
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(not for service)**

Glossary of terms used in the assignments

Terms	Description
Briefing notes	relate to a specific scenario, headed, identify key issues, summarise legal points relating to those issues.
Set of notes/revision notes/research notes	use sub-headings, summarise important principles for ease of reference.
Presentation notes/materials	summarises key points, may use bullet points, may use presentation slides which may include images or graphics.
Hand-out/factsheet/information sheet	factual, primarily text, informative, uses sub-headings, usually on A4 or A5 sized paper.
Leaflet	informative, may contain graphics or images, can be A4 or A5, may include examples or scenarios, question and answer or real cases by way of explanation.
Written summary	short continuous prose which will usually focus on a specific issue.