

NEW LEGAL APPRENTICESHIPS – ARE YOU READY?

Help build the next generation of legal professionals.



A QUICK GUIDE

This guide explains:

- What has changed with Apprenticeships.
- The Apprenticeship Levy.
- End Point Assessments.
- CILEx End Point Assessments in Law.
- Registering Apprentices for CILEx End Point Assessments.

For over 50 years, CILEx has helped legal professionals at all levels to achieve Paralegal and Chartered Legal Executive qualifications. Renowned for supporting Legal Apprentices longer than anyone else, you can rest assured that you are in safe hands when you work with CILEx.

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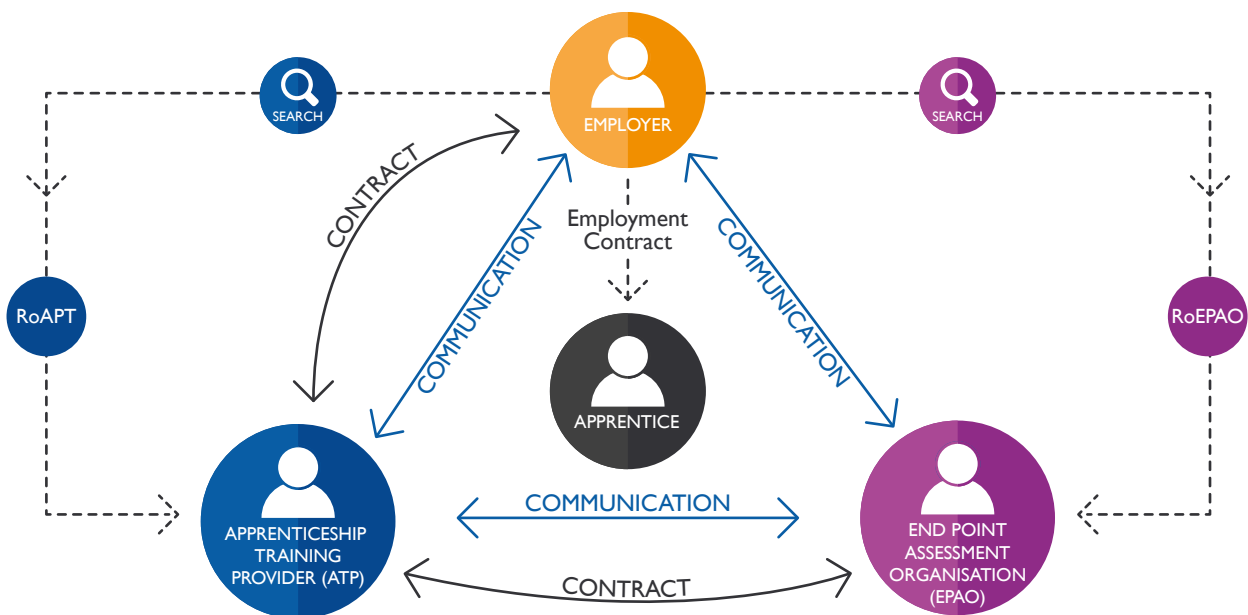
WHAT'S NEW?

Legal Apprenticeships in England are changing. Government reforms see the introduction of new employer-led Apprenticeship Standards to give employers control over the design and delivery of future Apprenticeships. Since Sept 2016, new Legal Apprenticeships have been introduced along with a new Apprenticeship Levy to support this.

Legal firms are looking for Apprenticeship Training Providers to support them right now. Make sure you are one of them so that you can take advantage of this new opportunity for increased revenue and lead the way in building the next generation of legal professionals.

To do so, you need to:

1. Be approved and listed on the Education and Skills Funding Agency Register of Apprenticeship Training Providers (RoAPT) so employers can choose your training services.
2. Have a contract with an organisation listed on the Register of End Point Assessment Organisations (RoEPAO) for delivery of the final Apprenticeship assessment.



CILEx is the only approved End Point Assessment Organisation for Paralegals and Chartered Legal Executives.

WHAT HAS CHANGED?

The key changes to Apprenticeships are:

EMPLOYERS ARE IN CONTROL

Employers set the standards for the Apprenticeships and must ensure that all Apprentices are trained to meet these standards.

APPRENTICESHIP LEVY

Large companies pay a levy through PAYE which they must spend on Apprentice training and assessment.

END POINT ASSESSMENT

Every Apprenticeship finishes with an End Point Assessment before a certificate can be awarded.

Employer-led trailblazer groups have designed the Legal Apprenticeship Standards, which set out the core competencies needed for each role.

Providers offering Apprenticeship training for Paralegals (Level 3) and Chartered Legal Executives (Level 6) are leading the game-changing initiative to develop the next generation of legal talent.

Lead the way and build the next generation of legal professionals.

APPRENTICESHIP FUNDING EXPLAINED

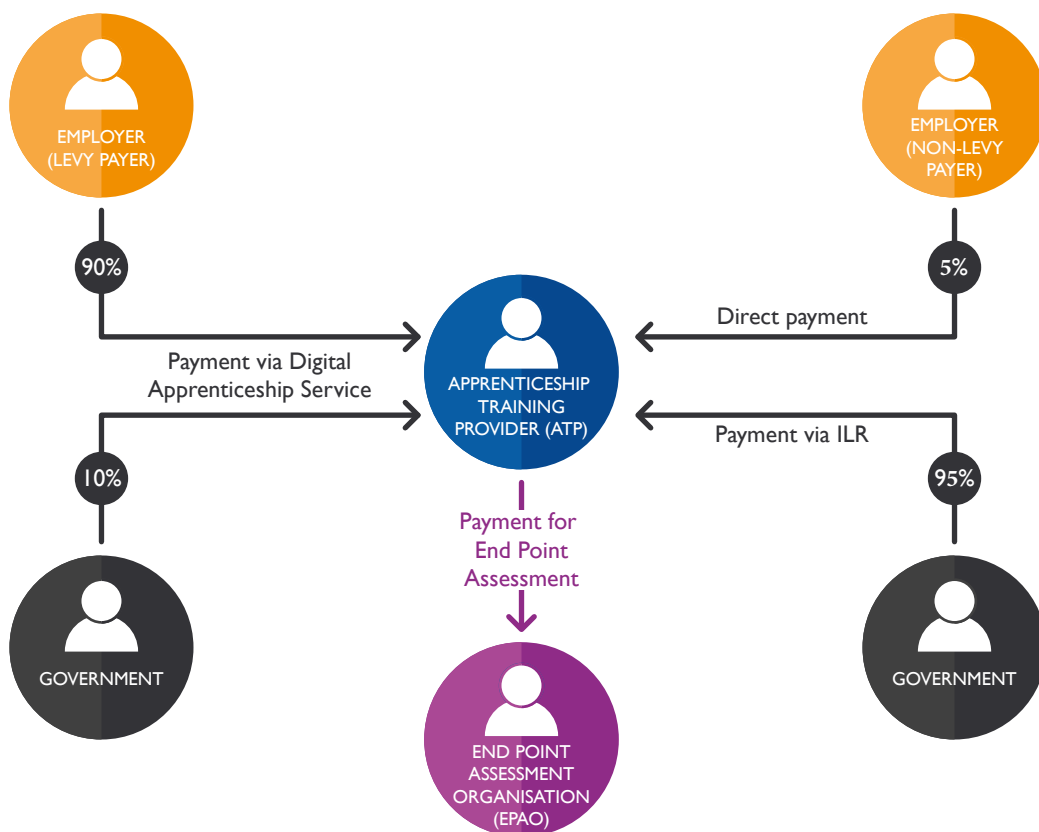
As part of the Government's commitment to increase Apprenticeships in England to 3 million by 2020, apprenticeship funding has been transformed. An Apprenticeship Levy has been introduced to encourage large businesses to embrace Apprenticeships, whilst an attractive co-investment framework has been introduced for small to medium size employers.

LARGE EMPLOYERS

Any employer with a payroll bill of over £3 million will pay a levy of 0.5 per cent of payroll, which will then be topped up by a further 10 per cent from the Government. Each employer will receive an allowance of £15,000 to offset against their levy payment.

SMALL TO MEDIUM EMPLOYERS

Employers with a payroll bill of less than £3 million will not pay the levy, but they can co-fund Apprenticeship training by paying 5 per cent and the Government will fund the remaining 95 per cent.



WHAT DOES APPRENTICESHIP FUNDING PAY FOR?

The levy or Government co-investment funds are dedicated to an Apprentice's training and assessment. To guarantee standards, funding can only be spent on Apprenticeship training and assessment with approved providers.

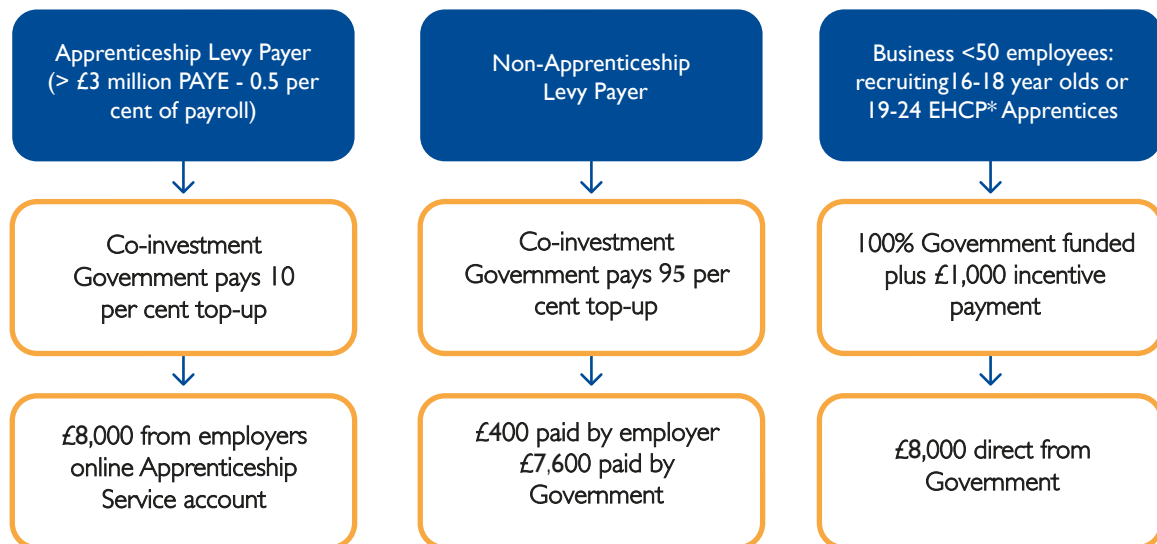
A few things to note:

- Levy funding cannot cover wages and additional costs.
- Monthly levy payment needs to be invested within 24 months of the initial payment date.
- Although co-investment is capped:
 - Employers are free to pay additional negotiated rates.
 - Levy payers benefit from 95 per cent government co-investment for additional Legal Apprenticeships over and above their levy funded apprenticeships.

CAPPED BANDS

All Legal Apprenticeships fit into capped bands: £8,000 for Paralegals and £12,000 for Chartered Legal Executives for training and assessment.

EXAMPLE: PARALEGAL AT LEVEL 3 = £8,000



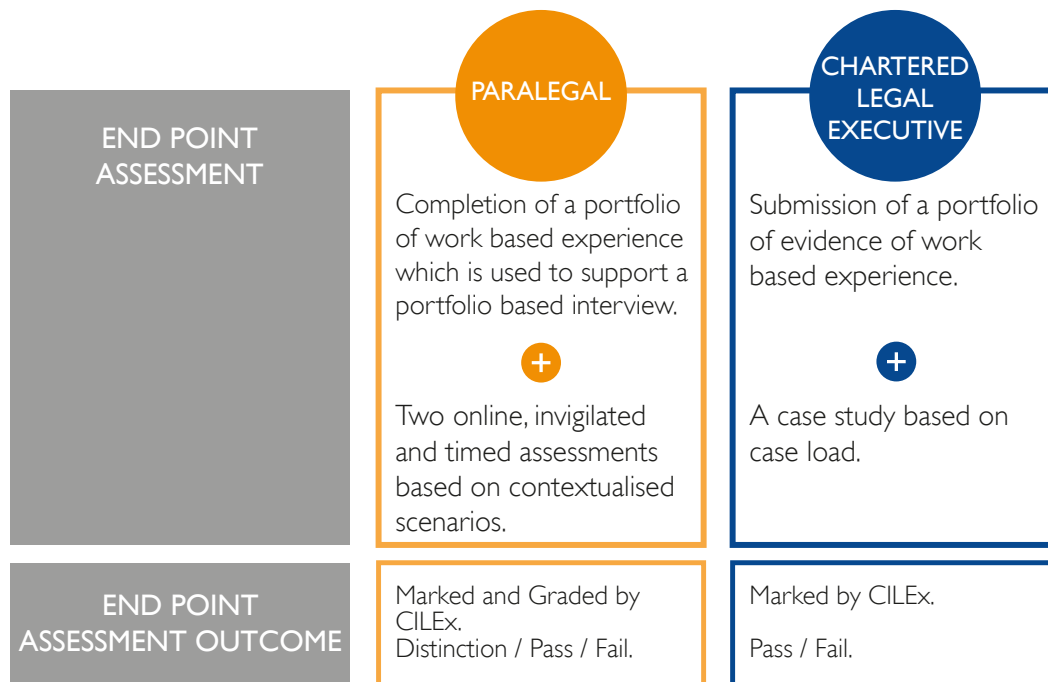
*Education Health and Care Plan.

END POINT ASSESSMENTS

Every Legal Apprenticeship finishes with an End Point Assessment, which must be carried out by an independent End Point Assessment Organisation (EPAO).

Independent End Point Assessment Organisations (EPAOs), such as CILEx, are responsible for the administration of these assessments to ensure consistent application of standards and competence of the Apprentice against the standards.

CILEx End Point Assessments in law consist of:



Portfolios of evidence are compiled by apprentices and should demonstrate competence in a chosen legal field. They are independently assessed to verify the Apprentice's understanding of their role and the standard.

Paralegal Timed Assessments are set by CILEx.

- Case studies are compiled by apprentices and should include evidence of their work on a particular case from start to finish.
- Apprentices are required to pass all of the End Point Assessment elements to be awarded their certificate.
- When the Apprentice passes all elements, CILEx will apply to the Education Skills and Funding Agency (ESFA) for the certificate, which will be sent directly to the employer.
- There are provisions for re-sits for all elements of the end point assessments if required.

CILEx is the only approved organisation offering End Point Assessments for Paralegals and Chartered Legal Executives.

END POINT ASSESSMENT CONTRACT

Employers, Apprenticeship Training Providers and End Point Assessment Organisations must all work together to ensure that standards are upheld.

There are two important steps for Training Providers in support of this:

1. End Point Assessment Contract.
2. Registering Apprenticeships.

1. END POINT ASSESSMENT CONTRACT

Whilst employers choose their Apprenticeship Training Provider and End Point Assessment Organisation and negotiates respective fees, it is the Apprenticeship Training Provider who has the contractual relationship with the End Point Assessment Organisation to make arrangements and payments for End Point Assessments on behalf of the employer.

The contract between the Apprenticeship Training Provider and CILEx agrees the arrangements, payments and communication lines for the delivery of approved End Point Assessments, including a process for potential re-takes.

Apprentice Training Provider - End Point Assessment Agreement

- Gateway check.
- End Point Assessment date confirmation.
- Learning plan and Job Role.
- Fees and invoices.
- Assessment delivery.



APPRENTICESHIP REGISTRATION

2. REGISTERING APPRENTICESHIPS

Apprenticeships are role specific, tailored to different areas of legal practice and developed in accordance with Paralegal or Chartered Legal Executives Apprenticeship Standards, with reference to both the role and employer's needs.

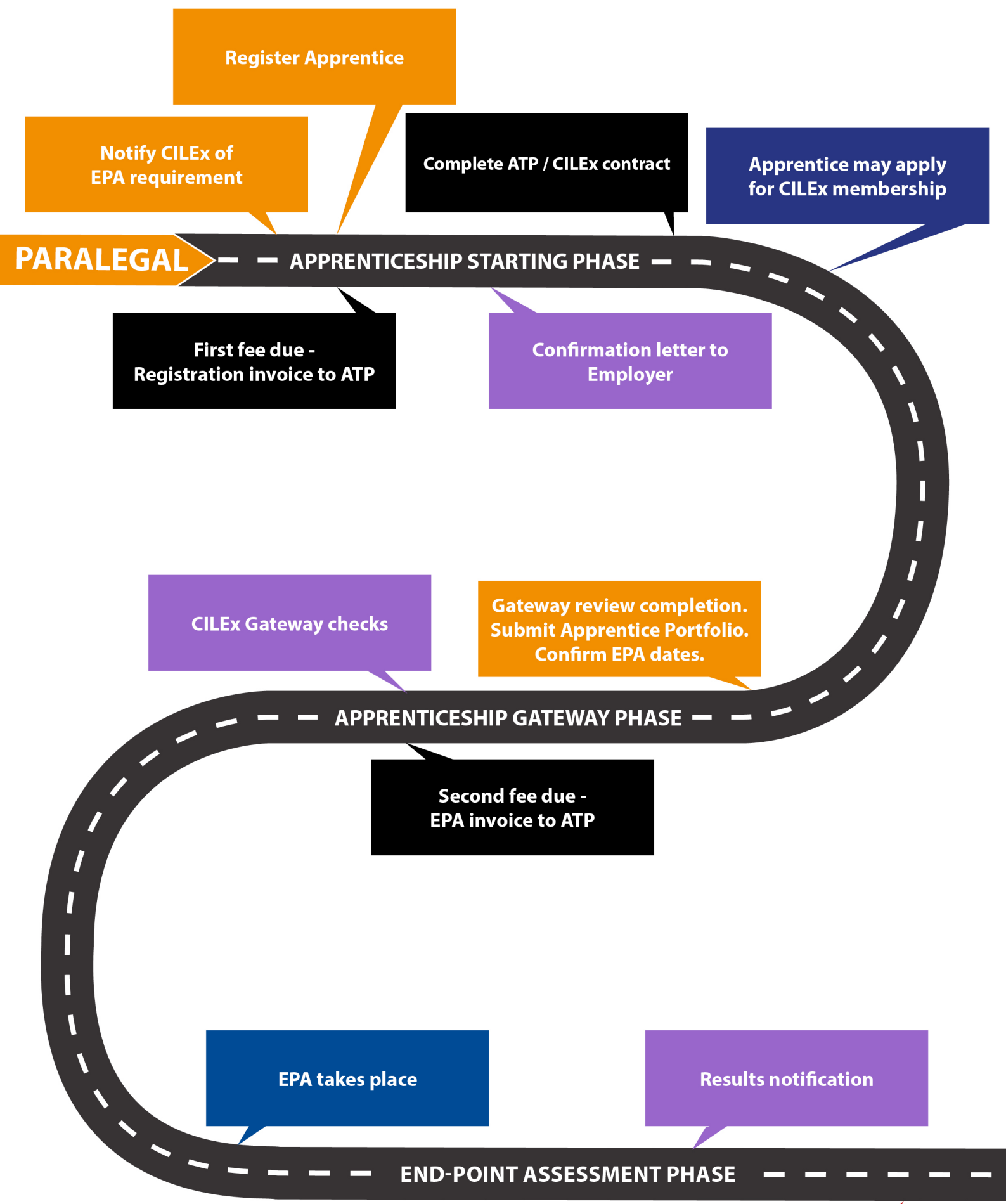
Apprenticeships can last between 18-24 months for Paralegals and up to 60 months for Chartered Legal Executives. To meet the variety of specific assessment needs, CILEx requires registration of all Apprenticeships and Apprenticeship cohorts at the start of the Apprenticeship.

By registering your Apprentices at the beginning of the Apprenticeship, CILEx will be in a position to ensure that all appropriate end point assessments and arrangements are in place and that individual requirements are met.

Registrations may be completed by the employer, or by the Apprenticeship Training Provider acting on behalf of the employer. Early registration safeguards a smooth and efficient End Point Assessment process.

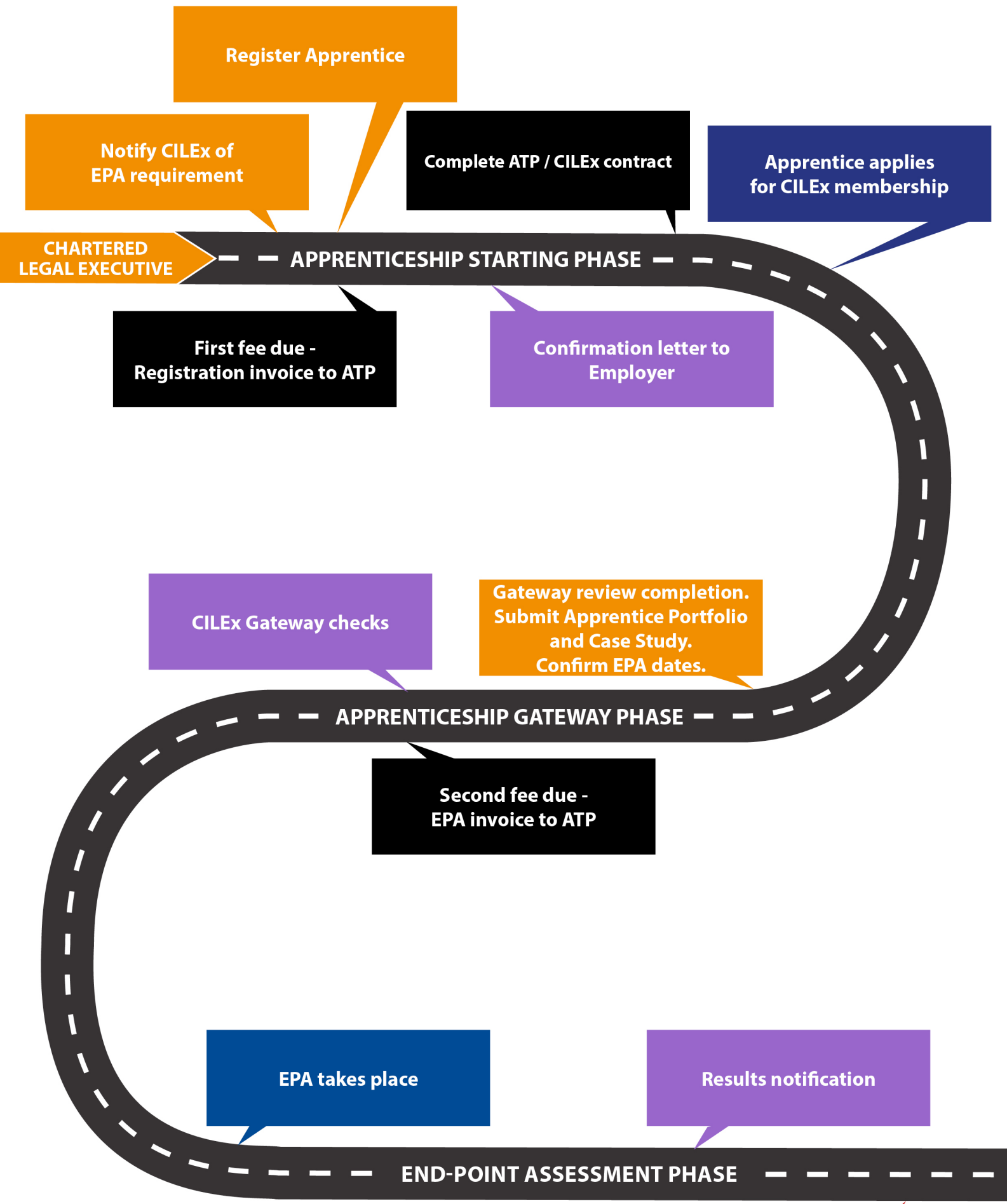
Register your Apprentices at the start to ensure that Apprentices are efficiently assessed on time.





Legend of responsibilities

- Employer / ATP
- CILEx
- ATP / CILEx
- Apprentice / CILEx
- CILEx / ESFA



Legend of responsibilities

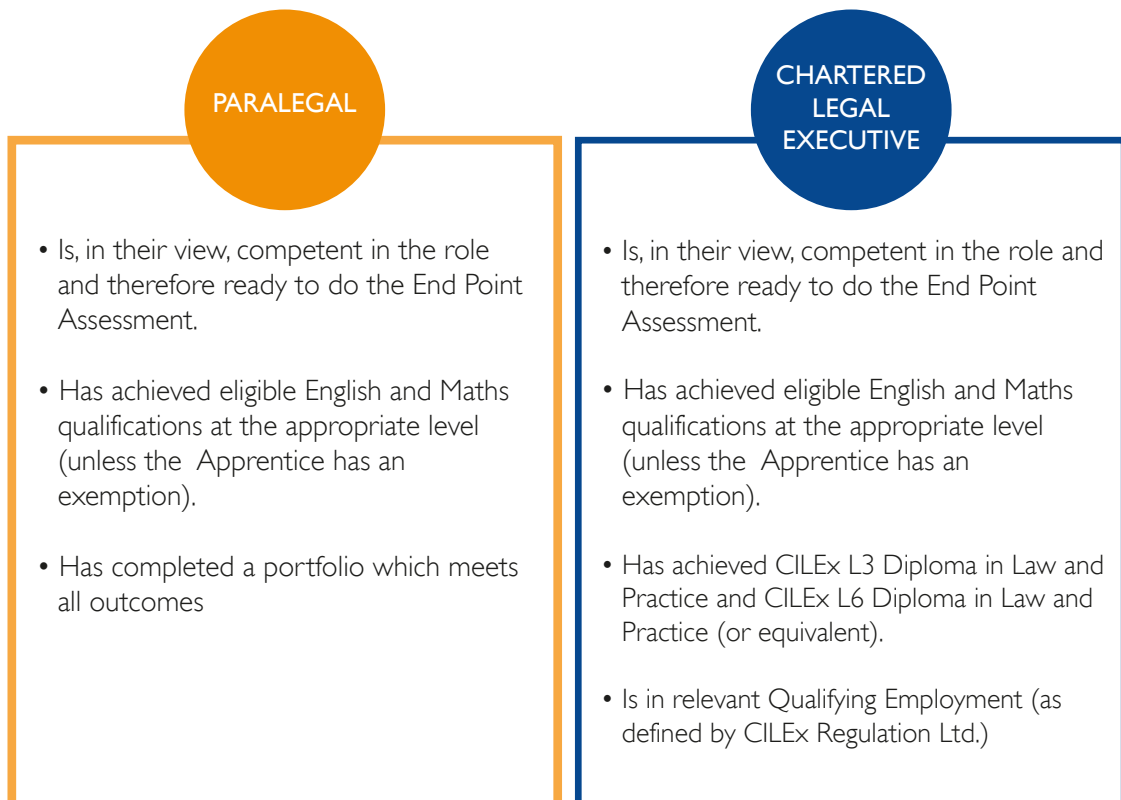
- Employer / ATP
- CILEx
- ATP / CILEx
- Apprentice / CILEx
- CILEx / ESFA

GATEWAY REVIEW

Before an Apprentice can undertake an End Point Assessment, they must have a Gateway Review.

The Gateway Review is the responsibility of the employer, supported by the Apprenticeship Training Provider.

As part of the Gateway Review, the employer should check that the Apprentice:



CILEx will check the Gateway review and confirm that all pre-requisites are in place and standards met, so that the final assessment phase can proceed as planned.

END POINT ASSESSMENT ASSOCIATED FEES

There are certain fees associated with Apprenticeships, namely a registration fee and a reservation fee.

- The registration fee is payable at the start of the Apprenticeship to register Apprentices.
- The reservation fee is payable when dates are reserved for an Apprentice's End Point Assessment.

Paralegal Apprentices who join CILEx as a member qualify for a reduction on the standard End Point Assessment reservation fee.

For the latest fee information, please visit www.cilex.org.uk/for-centres/apprenticeships.



BENEFITS OF CILEx END POINT ASSESSMENTS

CILEx is synonymous with Paralegals and Chartered Legal Executives. Our subject experts and experience of over 50 years' means that you are in safe hands when choosing CILEx as the End Point Assessment Organisation for your Apprentices:

- CILEx is the only End Point Assessment Organisation for Paralegals and Chartered Legal Executives.
- We have been involved from the beginning with the employer-led trailblazer groups, to help set the standards.
- We have extensive experience in delivering assessments for legal qualifications and Apprenticeships.
- We are approved by ESFA to deliver End Point Assessments.
- We are listed on the Register of End Point Assessment Organisations (RoEPAO).
- Our End Point Assessments are regulated by external organisations including Ofqual.

CILEx supports you every step of the way, from apprenticeship registration through to completion of the End Point Assessments. You can have confidence that, by working with CILEx, we continue to develop the next generations of legal professional and drive standards of the legal profession.

BENEFITS OF CILEx MEMBERSHIP TO AN APPRENTICE

If an Apprentice is a CILEx Member, they will receive a number of CILEx membership benefits, including:

- Access to CILEx's myCareer portal for online advice and support, self-development tools for skills and wellbeing, as well as career progression pathways.
- A dedicated support line that they can contact for advice at any time.
- Regulation under the CILEx Code of Conduct, which ensures professionalism at all times and gives employers complete peace of mind.
- A discount on the standard End Point Assessment fees.

To find out more about working with CILEx, please visit www.cilex.org.uk/for-centres/apprenticeships or email our experienced team of advisors on paralegalepa@cilex.org.uk.

Working with CILEx benefits everyone -
you, your Apprentices and employers.

ABOUT US

Founded in 1963, the Chartered Institute of Legal Executives is the professional association for more than 7,500 qualified Chartered Legal Executive lawyers and 12,500 paralegal and other legal practitioners in England and Wales. In the last 25 years, more than 100,000 individuals have chosen CILEx to pursue their legal career.

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