

Training Provider Delivery Guide for the CILEx End-Point Assessment

LEVEL 6 CHARTERED LEGAL EXECUTIVE APPRENTICESHIP

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Welcome letter from Linda Ford, Chief Executive of CILEx



Dear Colleague,

The Chartered Institute of Legal Executives (CILEx) is delighted to deliver the End-Point Assessment for your Chartered Legal Executive (CLE) Apprenticeship programme.

For over 50 years, CILEx has worked with organisations to help legal professionals develop appropriate competence and skills.

Government support of Apprenticeship delivery offers an exciting opportunity for the whole of the professional services sector. An opportunity which we are sure will further widen access to the legal profession, offering an increasing number of alternative pathways to qualify as lawyers or paralegals, something that CILEx has always strongly advocated.

The concept of Trailblazer Apprenticeships is built upon Employers being part of its design and delivery. The training standards, the delivery model, the choice of Training Provider and End-Point

Assessment Organisations have all been developed through the Employer Group.

As a result, we can be sure that together we are delivering a robust and quality assured Apprenticeship programme and are confident that the future of the legal profession is in safe hands.

CILEx has extensive experience of Apprenticeship development, delivery and assessment. We have worked with industry experts and Employers to design the first Legal Apprenticeships and are confident that choosing to develop and recognise your talent through Apprenticeships, will mean that your organisation will not only remain an Employer of choice, but will also become more efficient, more productive and more competitive.

We look forward to working with you.

A handwritten signature in black ink that reads "Linda Ford".

Linda Ford
Chief Executive Officer,
Chartered Institute of Legal Executives

Chartered Legal Executive (CLE) Apprenticeship Overview

The Assessment Plan

The CLE Apprenticeship and its assessments are determined by the Chartered Legal Executive Assessment Plan – this can be found on the [Institute for Apprenticeships and Technical Education \(IFATE\) website](#). The Assessment Plan specifies the qualifications required to complete the Apprenticeship as well as the behaviours, knowledge and skills that the Apprentice will develop throughout its duration. The Assessment Plan is supplemented by the Apprenticeship requirements which are set out on the IFATE webpage.

In order to complete the Apprenticeship, all Apprentices must successfully achieve the End-Point Assessment (EPA). The Assessment Plan identifies the approved assessment methods for the EPA and outlines further detail in relation to on-programme activities. Further information on what the EPA consists of can be found later in this guidance.

Notice of future changes to the CLE Assessment Plan

The CLE Apprenticeship Plan was due for review in 2018. However, this has been postponed until CILEx Regulation has completed its reviews of the education standards necessary to become a Chartered Legal Executive.

Training Providers will be kept informed of future developments.

On-Programme requirements

Qualifications

During the Apprenticeship, the Apprentice must achieve the following knowledge requirements:

- CILEx Level 3 Professional Diploma in Law and Practice
- CILEx Level 6 Professional Higher Diploma in Law and Practice

Apprentices may be eligible for exemptions if they hold other relevant qualifications such as a law degree. Applications for exemptions must be submitted in the usual way. Further information on exemptions can be found on our [CILEx Careers](https://www.cilexcareers.org.uk/) website (<https://www.cilexcareers.org.uk/>).

Please note that the Apprentice will need to evidence the above knowledge requirements before submitting the EPA.

Qualifying Employment

CLE Apprentices must also satisfy the Qualifying Employment (QE) requirements before completion of the Apprenticeship. Apprentices will need to upload a Chartered Legal Executive Apprentice Employer Declaration Form, signed by their employer, alongside their portfolio to OneFile.

The current QE requirements are:

- The Apprentice must be able to evidence at least 3 years of Qualifying Employment

- At least 1 year of Qualifying Employment must be served in the Graduate grade of membership, and
- At least 2 years of Qualifying Employment must be served immediately preceding the completion of the Apprenticeship

Apprentices can submit evidence towards the EPA no earlier than 16 weeks prior to the end of their Qualifying Employment. However, their results will not be released until the QE requirement has been fulfilled.

If you have any queries regarding the Qualifying Employment component, please contact the EPA team at charteredepa@cilex.org.uk or see the [CILEx Regulation Qualifying Employment Guidance](#) for further information.

Who does what?

	Summary of role
CILEx	Registered on Education and Skills Funding Agency's Register of Apprentice Assessment Organisations, delivers End-Point Assessments, applies to ESFA to issue Apprenticeship certificates
Apprentices	Meets the requirements of the Assessment Standard by completing the on-course requirements and End-Point Assessments
Employers	Employ and provide qualifying experience for Apprentice, undertakes regular progress reviews, appoint Training Provider, register Apprentices with CILEx, sign-off Apprentices at Gateway, pay Training Provider, signs Employer Declaration
Training Provider	Registered on the Education and Skills Funding Agency's Approved Register of Apprenticeship Training Providers, provides training for Apprentices and undertakes regular progress reviews, enters Service Agreement with CILEx, notifies CILEx of Apprentices and when they will need to be assessed, pays CILEx for assessment
Education and Skills Funding Agency (ESFA)	Funding, issues Apprenticeship certificates
CILEx Regulation	External Quality Assurer of End-Point Assessment Organisation, independent regulatory body of the Chartered Institute of Legal Executives, admits Apprentice as Chartered Legal Executive if all requirements are met
Institute for Apprenticeships and Technical Education	Approves and monitors Apprenticeship Standards and Plans

What will CILEx do?

CILEx is responsible for ensuring its EPAs consistently and reliably allow Apprentices to meet the approved standard for CLE Apprentices. We will therefore:

- Remain on the Register of End-Point Assessment Organisations (RoEPAO)
- Act independently of both the Employer and Training Provider
- Employ independent assessors to mark the EPA
- Carry out Internal Quality Assurance to validate the consistency and reliability of the EPA
- Work constructively with the External Quality Assurance body to address any concerns they may have
- Apply to the Education and Skills Funding Agency (ESFA) for the issue of Apprenticeship certificates.

What do Training Providers need to do?

Training Providers must be on the [Register of Apprenticeship Training Providers](#) (RoATP). You will also be required to enter into a service agreement with CILEx at the start of the Apprenticeship to ensure that funds are allocated properly. The service agreement will confirm that CILEx is delivering the EPA and the Training Provider is acting as the ESFA agent in providing payment to CILEx for the EPA.

You have a significant role at various stages during the Apprenticeship delivery, including:

- confirming the learning plan
- registering Apprentices with CILEx (if delegated to by the Employer)
- ensuring the on-programme requirements are met by the Apprentice
- regularly keeping CILEx up-to-date with the estimated date of submission of each Apprentice's EPA
- signing the Gateway Declaration (along with the Employer and Apprentice)
- channelling the funding from the Employer to CILEx for the assessment fee

Further information on what the Training Provider is required to do at each stage can be found within the Apprenticeship Timeline section of this guide.

What do Employers need to do?

Employers need to take the lead in driving the Apprenticeship through to completion. Employers need to:

- Ensure that the Apprentices' work meets the requirements for Qualifying Employment
- Register Apprentices with CILEx (or delegate this to the Training Provider)
- Assist Apprentices with the preparation of their Portfolio and Case Study
- Countersign the Portfolio and ensure that every outcome has been met
- Submit an Endorsement for the Case Study and ensure every outcome has been met
- Sign the Gateway Declaration
- Provide CILEx with feedback on the EPA process, as required by the ESFA
- Provide CILEx with an assurance that the Apprentice gives permission for CILEx to apply to the ESFA for the certificate on their behalf.
- Sign Employers Declaration

What do Apprentices need to do?

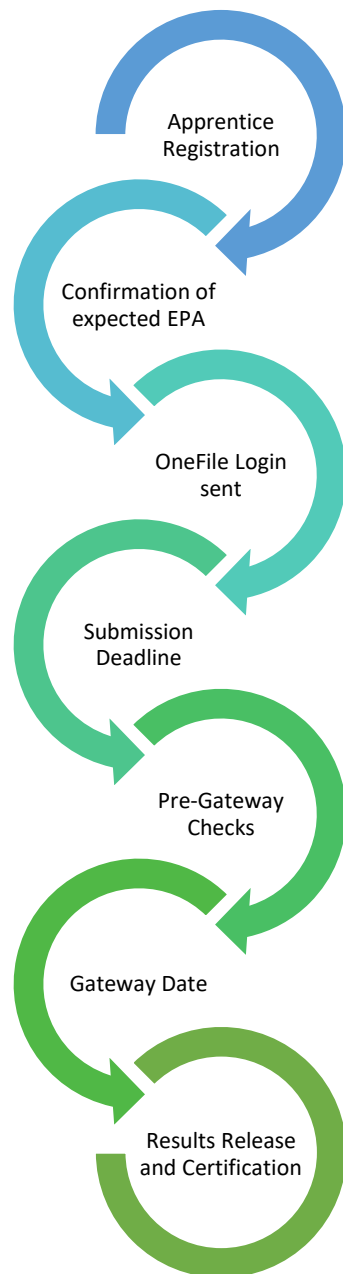
There is a separate Guide for Apprentices which you may wish to familiarise yourselves with. In the Guide Apprentices are told that the End-Point Assessment is the final milestone in their CLE Apprenticeship journey and that by the time they are ready for the End-Point Assessment, they will have gained the necessary competencies and been working and training as a CLE Apprentice, in most cases, for nearly five years.

They are told that the End-Point Assessment is their opportunity to show the Employer, Training Provider, End-Point Assessment organisation and future regulator, all that they have learned, and that it is important that they are familiar with the requirements of the EPA so that they have a clear idea of the competencies and outcomes that will be assessed.

They are advised to discuss the competencies with their Employer to ensure that their day to day work gives ample opportunity to develop the necessary skills, knowledge and behaviours.

Apprenticeship Timeline

There are key stages within the Apprenticeship where the Training Provider and CILEx will need to communicate in order to ensure a smooth EPA process for everyone involved. The diagram below provides an overview of the stages involved – with further detailed information provided for each stage below.



Apprentice Registration

It is important for Training Providers and Employers to register their Apprentices with CILEx. Registration forms are available from CILEx and must be completed electronically. All registration forms must be sent to eparegistration@cilex.org.uk. Apprentices should be registered with the EPAO shortly after they start their on-programme learning. A registration fee of £100 will also be billed at this stage. This will be deducted from the total EPA fee at the Gateway Date.

It is vital for CILEx to have the correct information at registration. The table below sets out the importance of each piece of information found on the registration form.

Information	Reason needed
Apprentice Name	The Apprentice name must match the one on the ILR and ULN. If it does not, we will not be able to request the completion certificate from ESFA.
ULN	Without this number, we are unable to request the completion certificate from ESFA. It must match the Apprentice details (such as name and start date) for it to be valid.
Estimated Submission date	<p>CILEx will use this date to provisionally schedule the Apprentice for their EPA. This will be confirmed towards the end of the Apprenticeship, but it will enable CILEx to anticipate required resources.</p> <p>If this date changes at any point, CILEx must be notified. If an Apprentice withdraws from the qualification, CILEx must be informed as soon as is practicable.</p>
Reasonable Adjustments	If the Apprentice requires Reasonable Adjustments for their EPA, the Training Provider must indicate this at registration. A full application for Reasonable Adjustments should be made later in the process.
Employer Name	<p>The registration must provide the name of the employer. All Apprentices must be employed to be eligible for the EPA.</p> <p>If the Apprentice changes Employer during the Apprenticeship, CILEx must be informed of the new details as soon as possible.</p>
Employer Contact and address	<p>The name of a direct supervisor to the Apprentice should be provided. CILEx will confirm all EPA details with the Employer directly, as well as with the Apprentice.</p> <p>The completion certificate from ESFA will be sent directly to the Employer.</p> <p>Please do not use the same address/contact name for all Apprentices under the same Employer. You may have multiple Apprentices employed by the same firm, but we will need separate addresses and supervisor names for certification.</p> <p>An incorrect name may lead to a missing certificate or a delay in the EPA process.</p>

Please contact CILEx if there any changes in circumstance or information as soon as possible, this includes withdrawing apprentices or changing the EPA date. Please contact the EPA team via charteredepa@cilex.org.uk.

Confirmation of EPA

CILEx will contact the Training Provider and Employer 6 months before the estimated submission date to confirm the following:

- Whether the Apprentice is still on the apprenticeship programme?
- Whether the estimated date for submission of EPA is still accurate or will it be postponed?
 - If it will be postponed, what is the new EPA date.

- Have there been any changes that may impact the EPA process?
 - For example, change of employment or working hours.

It is also important to note that the Apprenticeship cannot be completed prior to the end of the period of Qualifying Employment and the Apprentice will not be able to submit for EPA any earlier than 19 weeks prior to the end of their Qualifying Employment. This should be considered when confirming submission dates.

For example: if the Qualifying Employment would end on 1st June, the earliest they could submit for EPA would be 19 weeks prior to this (20th January). This date calculation is dependent on the Apprentice completing 20 hours of wholly legal work per week and the assumption that they will continue to work up until the results release date. Please contact us at charteredepa@cilex.org.uk if you have any queries calculating submission dates.

Submission

Prior to the EPA, CILEx will issue log in details for the E-Portfolio system OneFile. Please note that the submission date will have been confirmed at least 6 months prior and cannot be amended. The Apprentice can submit work early, but it will not be processed until the agreed date has been reached. This is to allow us to plan and arrange the appropriate resource throughout the year for all scheduled EPA's.

The following will need to be uploaded to OneFile by the Submission Deadline.

- Signed Gateway Declaration Form (Annex F)
- Signed Employer Declaration Form (Annex F)
- Evidence of required knowledge
 - CILEx Level 3 Professional Diploma in Law and Practice and
 - CILEx Level 6 Professional Higher Diploma in Law and Practice
 - Or equivalent exemption
- The completed Portfolio and Case Study (including Supervisor Endorsement Form – Annex F)
- Completed evidence checklists from Annex A (Portfolio) and Annex C (Case Study)

If the submission deadline is delayed (or incomplete), CILEx cannot guarantee the EPA arrangements and deadlines that were previously agreed.

The required Gateway Declaration form is provided at Annex F. All declaration forms, regulations and guidance material can also be found on the [Apprenticeship Resource Page](#).

Pre-Gateway Checks

Before the Apprentice passes through the Gateway, CILEx will conduct a review of the submitted materials to ensure everything is present. This includes checking:

- That the Apprentice has:
 - completed CILEx Level 3 Professional Diploma in Law and Practice and CILEx Level 6 Professional Higher Diploma in Law and Practice
 - completed (or is about to complete) the period of Qualifying Experience (evidenced by signed Qualifying Employment declaration form)
 - completed the Portfolio and Case Study with evidence to show that each of the outcomes has been met
 - current CILEx membership at the correct grade and duration.
 - Signatures from the Training Provider, Apprentice and Employer on the Gateway Declaration form.

It is important to note that passing through the review does not automatically mean the Apprentice will pass the EPA. The purpose of the review is to check if all the outcomes have evidence against them. The Apprentice and Training Provider will be contacted if it appears that something is missing. If something is missing/incorrect, the Apprentice will be allowed one week to submit the required documentation – any additional time will delay the Gateway date and the proposed Results Release date.

We will let you and the Apprentice know whether they have successfully passed through the Gateway within 15 working days of the submission date.

Gateway Date

Once the review of materials has been completed and there is no outstanding information required, the Apprentice will pass through Gateway. Both the Training Provider and the Apprentice will be notified at this stage and will be provided with the confirmed date for results release.

CILEx processes the assessment to ensure that results are issued 16 weeks from the Gateway date.

The remaining EPA fee (currently £1000) will be billed at this stage.

Results Release and Certification

Results will be emailed out to the Training Provider, Employer and Apprentice by the Results Release deadline. If the Apprentice is successful, CILEx will also notify ESFA for an Apprenticeship Completion Certificate to be generated and sent to the Employer.

If an Apprentice cannot meet the requirements of either the Portfolio or the Case Study due to the absence of evidence for one or more outcomes, or because the evidence is too similar to evidence already provided for the same outcome, they will be informed of the outcome(s) for which they have not yet provided sufficient or different evidence and will be requested without re-entering the Gateway. Please note that the request for additional information could extend the marking window and so results may be delayed.

If new evidence cannot be supplied within two months of the request, the Apprentice will be deemed to have missed the deadlines for assessment (i.e. the Portfolio, Case Study, or both). You, as the Training

Provider, will need to contact CILEx to request a resit for the relevant assessment and pay the requisite resit fee. This will allow the Apprentice to supply further evidence without re-entering Gateway.

If the Apprentice fails both the Portfolio and the Case Study, they will need to undertake further learning before resubmitting. The Apprentice will then be required to re-enter Gateway once they are in a position to submit the necessary evidence. The full fee for the assessment will need to be paid again for the second EPA attempt.

Chartered Legal Executive status

Once the Apprentice has successfully completed the EPA with CILEx, received their certificate from the ESFA and finished their period of Qualifying Employment, they can apply to the regulator, CILEx Regulation, for admission as a Chartered Legal Executive. CILEx Regulation will carry out its usual conduct checks before they will award the title of Chartered Legal Executive.

You can find the application form for admission on the [CILEx Regulation website](#).

Appeals

If you or the Apprentice wish to appeal the final decision, you should refer to the CILEx appeals procedure, which can be found on the [Apprenticeship Resource Page](#).

End-Point Assessment (EPA)

In order to complete the CLE Apprenticeship, all Apprentices must successfully pass the EPA. The CLE Apprenticeship EPA is assessed via two methods:

- Portfolio
- Case Study

Both assessment methods are graded Pass/Fail and the Apprentice must pass both to achieve the EPA.

CILEx currently use OneFile to facilitate the EPA process. It is an online system that enables Apprentices to upload evidence for their Portfolio and Case Study. OneFile is currently accessed via a web browser and does not require any downloads to function.

Portfolio

To meet the required standard for the Portfolio, the Apprentice is required to meet eight Competencies, which are broken down into 27 Outcomes. It is strongly recommended that you consult the guidance produced by CILEx Regulation on [their website](#) and in particular the very informative WBL [Week-by-Week](#) Schedule webpage to provide correct guidance to the Apprentice when completing this work. As the Employer or Training Provider, you should work with the Apprentice to discuss each of the Outcomes, to consider when they are able to demonstrate that they can meet the Outcomes and to determine what documentary evidence can be used to meet the outcomes. The Portfolio should be signed off by the apprentice and supervisor before submission.

The evidence relied on in the Portfolio can be dated up to two years before submission. CILEx have provided a checklist (Annex A) to help ensure that evidence has been provided for each outcome and to facilitate the assessment of the Portfolio. It is strongly recommended that the checklist is used during the compilation of the Portfolio to avoid missing any evidence.

The Apprentice must provide two examples of meeting each of the 27 Outcomes (except for Outcomes 4.2, 4.3, 5.1, 5.2, 6.3, 7.1 and 7.2 which only need to be met once). It is important to note that the Apprentice should provide two different examples of meeting an Outcome, rather than providing two examples of the same type. For example, the Apprentice should not provide two examples of applying the same piece of law for Outcome 1.1, otherwise different examples may be requested. The two example should come from two different files/matters

Each of the examples used must be set out in a logsheet with supporting evidence - there should be 47 logsheets in the Portfolio when it is uploaded to OneFile. The logsheet should fully explain how the Outcome has been met and how the evidence shows that you have met the Outcome. The evidence provided should support the logbook sheet.

The logbook sheet template is available on the [CILEx Regulation Resources webpage](#).

Further guidance as to what supporting evidence can be used for the Portfolio has been provided in Annex B of this guide – it can also be found in the Apprentice Guide to End-Point Assessment (Chartered Legal Executive) on the [CILEx Apprenticeship Resource Page](#).

Case Study

As the name suggests, the evidence should show involvement throughout one case or matter – the Apprentice may also use a case/matter that you have referred to in the Portfolio. In order to be a valid case study, the case or matter must:

- have taken place within the 12 months prior to Gateway
- have been worked on within 6 months of the Gateway.

The case/matter should enable the Apprentice to evidence how the Case Study outcomes have been met. For example, it may have been a case where the work was consistently of a particularly high standard or where the Apprentice was given responsibilities expected of a newly qualified Chartered Legal Executive. Outcomes only need to be evidenced once. No extra credit will be given if outcomes are evidenced multiple times however the Apprentice will not be penalised.

You are strongly advised to complete the checklist at Annex C to ensure that evidence has been provided for each outcome and to facilitate the assessment of the Case Study. It is recommended that where possible each Case Study follows the format set out in Annex D and that you consult the further guidance in Annex E..

If there are a few cases which might be suitable as a Case Study, it is recommended that you map each of these against the requirements and discuss them with the Apprentice. If there are no valid cases from the Apprentice's workload, apprentices are permitted to create their own simulated Case Study and submit it to CILEx for approval.

The Case Study must be endorsed by the Apprentice's Supervisor for the case and should be submitted with the Portfolio via the CILEx online portal, OneFile.

Further guidance as to what evidence can be used for the Case Study has been provided in Annex E of this guide – it can also be found in the Apprentice Guide to End-Point Assessment (Chartered Legal Executive) on the [CILEx Apprenticeship Resource Page](#).

Need help? Have a query?

Contact our Contact Centre team today!

01234 845727

charteredepa@cilex.org.uk

or on Twitter: #CILExHelp

Annex A – Portfolio Evidence Checklist

OUTCOMES – Grouped by Competency		Date Achieved		Page Ref	
		Ex 1	Ex 2	Ex 1	Ex 2
Competency 1: Practical application of the laws and legal practice					
1.1	Apply the law to the matter	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
1.2	Apply relevant legal procedure to a matter	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
1.3	Identify and deal with the issues arising in a matter	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
1.4	Undertake legal research	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
Competency 2: Communication Skills					
2.1	Communicate legal issues using appropriate methods	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
2.2	Use suitable language in communication	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
2.3	Address all issues in communication	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
2.4	Seek appropriate information through communication	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
2.5	Represent a client through effective communication and other skills	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
Competency 3: Client Relations					
3.1	Identify and understand a client's or service user's position	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
3.2	Take accurate instructions on legal matters from clients or service users	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
3.3	Provide clear legal advice to clients or service users	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
3.4	Evaluate the risk, costs and benefits of alternative courses of action	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
3.5	Take action to deal with instructions received	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
3.6	Manage a client's or service user's expectations	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
Competency 4: Management of Workload					

OUTCOMES – Grouped by Competency		Date Achieved		Page Ref	
		Ex 1	Ex 2	Ex 1	Ex 2
4.1	Progress matters expeditiously	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
4.2	Plan your workload to deliver a good legal service to clients or service users	Click here to enter a date.		Enter page no(s)	
4.3	Maintain files and records in accordance with procedures	Click here to enter a date.		Enter page no(s)	
Competency 5: Business Awareness					
5.1	Demonstrate an understanding of the business environment of a legal practice or organisation.	Click here to enter a date.		Enter page no(s)	
5.2	Evaluate the risks, costs and benefits of alternative courses of action to the business	Click here to enter a date.		Enter page no(s)	
Competency 6: Professional Conduct					
6.1	Apply the rules of professional conduct appropriately to relevant situations	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
6.2	Provide appropriate information to clients and service users	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
6.3	Understand the need to avoid discrimination and promote equality and diversity	Click here to enter a date.		Enter page no(s)	
Competency 7: Self Awareness and Development					
7.1	Evaluate your professional skills and legal knowledge	Click here to enter a date.		Enter page no(s)	
7.2	Understand the limitations of your professional skills and knowledge	Click here to enter a date.		Enter page no(s)	
Competency 8: Working with Others					
8.1	Establish effective working relationships with others involved in a legal matter	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)
8.2	Demonstrate ability to select and provide appropriate information to others as required by the law	Click here to enter a date.	Click here to enter a date.	Enter page no(s)	Enter page no(s)

Annex B – Types of Portfolio Evidence

What supporting evidence can you use?

- You should collect evidence from your work to demonstrate meeting the Outcomes.
- Evidence can come from a variety of sources, including: evidence taken from your workload.
- Internal file notes or notes prepared for your own purpose are not acceptable as evidence. Examples of acceptable evidence would be scanned copies of correspondence, telephone attendance notes, client attendance notes, statements of cases, case evaluation studies, and documents/reports you have prepared.
- The evidence must be uploaded originals of your work from your file and not copied (cut and pasted) from other documents.
- Copies of your firm's policies, or codes of practice, or blank/template forms and letters, or statutes (except for Outcome 1.4) are not acceptable, as these do not evidence how you have met the Outcome.
- The evidence must not be older than two years prior to the date that you submit your Gateway Declaration.
- The evidence that you provide must be your work. You must leave in the date, your name and reference where this appears within the evidence. If the evidence does not contain this information you should provide an explanation in the logbook sheet.
- You must redact from the evidence all personal information that would identify your client or any third party in order to comply with Data Protection obligations. Other non-identifying information should be left in to assist the assessor.
- You may use the same piece of evidence to demonstrate meeting more than one outcome within your Portfolio. For example, the evidence you submit for Outcome 1.1. could be used to demonstrate meeting Outcome(s) 2.1, 2.5 and 3.3, where it also demonstrates meeting these other outcome(s).
- However, where an Outcome requires two examples, you must use two different pieces of evidence ideally from different matters.

When can you use a personal statement?

- Where possible you should provide a logbook sheet with evidence. Where you do not have evidence on which to rely you must complete and submit a personal statement template. If you submit a personal statement:
- You must use the Personal Statement template available on the [CILEx Regulation Resources webpage](#).
- You must provide an explanation as to why you are unable to provide evidence from your file. For example, it was a verbal conversation or you no longer have access to the file.
- You must fully explain how you have met the Outcome, using a real, specific example from your workload, but without providing the evidence.
- You and your Employer must sign and date the personal statement to confirm that the example provided is your work.
- You may use a maximum of five personal statements in total in the Portfolio and no more than one per Outcome.
- The decision to accept the personal statement is at the discretion of CILEx.

Annex C – Case Study Evidence Checklist

Outcome Behaviours		Relevant Annex
Adaptability & Resilience	Ability to work under pressure and willingness to accept changing priorities and work patterns when new jobs need to be done, or requirements change.	
Honesty & Integrity	<p>Apply the rules of professional conduct appropriately to relevant situations. Demonstrate an understanding of the need to avoid discrimination and promote equality and diversity.</p> <p>Understand when work is beyond own capability; openly admits mistakes/difficulties and seeks guidance and support as appropriate.</p>	
Motivation & Enthusiasm	Demonstrate a positive and proactive approach to work. Take responsibility for own actions.	
Knowledge		
Business and Ethics in law	Understand the ethical issues and obligations applying to the provision of legal services, including the CILEx Regulation Code of Conduct requirements, other rules and regulatory requirements and how to act inclusively and respect diversity.	
IT	Use available technology to suit different purposes, and achieve the quality of outcomes required, and to store, retrieve and analyse information.	
Finance	Understand the basic financial methods and drivers of one's own organisation	
Technical	Has a broad base of legal knowledge to draw on, and a detailed understanding of the law, practice and procedures of own specialist area of practice	
Skills		
Communication Skills and Literacy	<p>(a) Use accurate and suitable language in communication – written and oral.</p> <p>(b) Represent and advise a client through effective communication, including negotiation and advocacy, where applicable and permitted.</p>	
Numeracy	Ability to read and understand numbers used in different ways, interpret results and present findings accurately.	
Planning & organising	Plan and meet deadlines expeditiously in order to deliver outcomes for the business.	
Working relationships	Ability to work co-operatively with others towards achieving internal and external clients' objectives.	

	Outcome	Relevant Annex
Client relationship management	Client focused with an ability to build strong relationships with client and third-party contacts at all levels. Provide clear advice to clients or service users.	
Research	Ability to identify, gather and present relevant information from appropriate sources to order this information in terms of importance, relevance and value and to use it to carry out required tasks. Ability to undertake legal research and produce research notes.	
Drafting and accuracy	Ability to draft and present legal documentation which is accurate and appropriate.	
Data & File management	Understand, implement and maintain filing and recording systems and procedures.	
Critical thinking and problem solving	Analyse, interpret, critically evaluate and synthesise information in order to apply the law appropriately to a client's situation and advise on solutions to legal problems.	
Providing legal advice	Give succinct and practical legal advice to clients in terms that they can easily understand.	
Risk and compliance	Is compliant with legal organisational and regulatory policies and procedures. Understands the risks	

Annex D - Structure of the Case Study

The Case Study should have two sections supported by the Supervisor's Endorsement:

Summary

The Summary should set out the context for the case or matter (i.e. what the case was about, who was/is involved, what is/was the time-frame, what happened in the case, what was your role/level of supervision). It is recommended that this section should be approximately 300-400 words. This should be a summary of the Apprentice's involvement in the case and not simply the Apprentice's initial instructions.

Narrative referencing evidence to show that the outcomes have been met in relation to:

This section should be approximately 900-1500 words and evidence how each of the outcomes has been met. The narrative should be in chronological order and enable the Assessor to understand how the case/matter progressed and the Apprentice's involvement. They should aim to stay within the word limit - the word limit is indicative of the level of detail required although Apprentices will not be penalised for exceeding the word count.

The Apprentice should clearly indicate how the narrative relates to each outcome and refer to supporting evidence. This could be by setting this out in brackets at the end of the relevant paragraph:

"I drafted a summary of the legal issues for the relevant form and the reason for taking this course of action."
(**Communication skills and literacy**, Use accurate and suitable language in communication (written) - Evidence X at page Y).

Please indicate clearly where the relevant evidence for a specific outcome can be found.

Use the further explanations on the outcomes provided above to identify the evidence that will need to be produced e.g. for Communication Skills and Literacy, you will need to evidence:

- Use of accurate and suitable language in communication – both written and oral.
- Represent and advise a client through effective communication, including negotiation and advocacy, where applicable and permitted.

It is important that each element of the outcomes is evidenced. There may be multiple examples for some of the outcomes within the case/matter and these can be included if all outcomes are covered, and it remains within the overall word count. The word count is indicative of the level of detail required. Multiple examples for the same outcome (as is the case with the Portfolio), are not needed. It should be clear from the response, what happened in the case and the level of involvement.

Supervisor's endorsement

The Apprentice's Supervisor will be asked to:

- Agree with the authenticity of the Case Study
- Comment on (a) the Apprentice's ability to work under pressure and adapt to change and (b) approach to work and ability to take responsibility for their own actions

The Supervisor's endorsement template must be used and is available on the [Apprenticeship Resource Page](#) and in Annex F of this guide.

Annex E – Case study further guidance

To provide further guidance on what is meant by each of the outcomes, CILEx has produced the table below to provide additional structure and highlight the supporting evidence the Apprentice could provide in support of the Case Study:

Competency	Evidence required	Further guidance	Suggested supporting documents
Adaptability & Resilience	Ability to work under pressure and willingness to accept changing priorities and work patterns when new jobs need to be done, or requirements change.	This could include describing how the matter fits with other matters in the Apprentices workload, the priority of the case in relation to other cases, issues arising that meant the Apprentice must seek advice from a more experienced colleague	E.g. an email to or from a colleague, appraisal/review/I:I documentation
Honesty & Integrity	<p>Apply the rules of professional conduct appropriately to relevant situations. Demonstrate an understanding of the need to avoid discrimination and promote equality and diversity.</p> <p>Understand when work is beyond own capability; openly admits mistakes/difficulties and seeks guidance and support as appropriate.</p>	This requires you to demonstrate an ability to thoughtfully reflect on your own work and behaviour, identify your limitations and areas of knowledge or skills which you could improve and formulate a plan to make this happen.	E.g. reflective log, appraisal/I:I documentation, correspondence with client/third parties or supervisor
Motivation & Enthusiasm	Demonstrate a positive and proactive approach to work. Take responsibility for own actions.	This could include an example when you proactively offered to carry out a task or when you took responsibility for planning and organising your own workload.	E.g. an email to or from a colleague, appraisal/review/I:I documentation
Business and Ethics in law	Understand the ethical issues and obligations applying to the provision of legal services, including the CILEx Regulation Code of Conduct requirements, other rules and regulatory requirements and how to act inclusively and respect diversity.	It is often the case that no issues of conduct or discrimination occur in a case, however you should show the Assessor that you are aware of issues that could arise in a case or matter of this sort e.g. client checks for money laundering, conflict of interest checks,	E.g. checks and enquiries made, notes of discussions with Supervisor

Competency	Evidence required	Further guidance	Suggested supporting documents
		undertakings. You should specifically refer to the relevant Code, regulation or legislation.	
IT	Use available technology to suit different purposes, and achieve the quality of outcomes required, and to store, retrieve and analyse information.	This is assessing your awareness of, and interest in, technology that enables you to provide a better level of service for your client. For example, it may relate to online research or software which your Employer is using.	E.g. a research note where online resources have been used or results of an official online calculator such as those provided by HMRC
Finance	Understand the basic financial methods and drivers of one's own organisation	This could include explaining your understanding of how the case was billed or an awareness of whether the case was cost effective from a business perspective. For in-house Apprentices it could include an awareness of the financial implications of outsourcing legal advice to external providers	E.g. calculations on which a fee estimate were based
Technical	Has a broad base of legal knowledge to draw on, and a detailed understanding of the law, practice and procedures of own specialist area of practice	This is assessing your technical legal knowledge in your specialist area of law. It is an opportunity to show how you can apply your technical knowledge in practice to the benefit of your client.	E.g. advice to client or third party, research note for a supervisor or file note justifying a point of law
Communication Skills and Literacy	<p>(a) Use accurate and suitable language in communication – written and oral.</p> <p>(b) Represent and advise a client through effective communication, including negotiation and advocacy, where applicable and permitted.</p>	This is assessing your ability to communicate with your client, and on behalf of your client to third parties. It could include communications with other lawyers, representing clients orally by putting their case across to someone else or writing to clients and third parties. It may include instances where the final correspondence was sent out in the name of someone more senior. Describe what actions were taken and any outcomes.	E.g. letters/emails which you drafted or contributed to, file/attendance note of a meeting in which you participated in
Numeracy	Ability to read and understand numbers used in different ways, interpret results and present findings accurately.	This is assessing your fluency with numbers. It may relate to fee estimates, billing targets, chargeable hours, calculating charges payable to third parties, estimating quantum or interest payments, understanding company accounts.	E.g. fee estimate and how it was arrived at

Competency	Evidence required	Further guidance	Suggested supporting documents
Planning & organising	Plan and meet deadlines expeditiously in order to deliver outcomes for the business.	This could include describing the timelines in a court case or transaction, and how you planned and organised your time around these dates.	E.g. note to supervisor or client, supervisor's endorsement, copy of Case Management System (showing planning and completion of work)
Working relationships	Ability to work co-operatively with others towards achieving internal and external clients' objectives.	This could be evidenced by showing how you delegated work effectively or liaised constructively with colleagues or third parties.	E.g. correspondence with any third parties (counsel, Land Registry, search providers)
Client relationship management	Client focused with an ability to build strong relationships with client and third-party contacts at all levels. Provide clear advice to clients or service users.	This could be evidenced by showing constructive engagement with the client and/or third parties.	E.g. correspondence or telephone attendance note, feedback provided to supervisor
Research	Ability to identify, gather and present relevant information from appropriate sources to order this information in terms of importance, relevance and value and to use it to carry out required tasks. Ability to undertake legal research and produce research notes.	This involved using the most appropriate resources to research a point of law or practice for the case and present the findings clearly.	E.g. research note to supervisor, letter of advice to client reflecting the legal research undertaken.
Drafting and accuracy	Ability to draft and present legal documentation which is accurate and appropriate.	This is assessing your ability to write more formal documentation e.g. for a court or the transfer of a property. You may have drafted all or part of the document. Where standard forms or templates are used, you should clearly demonstrate your contribution and that you have understood the relevant documentation. Mention could be made of how drafting was adapted to reflect the client's case.	E.g. court documents, property transfer documents, registration of charges, instructions to counsel, applications to government bodies
Data & File management	Understand, implement and maintain filing and recording systems and procedures.	Explaining your role and responsibilities in relation to data and file management e.g. version control	E.g. file reviews, completed file checklist.
Critical thinking and problem solving	Analyse, interpret, critically evaluate and synthesise information in order to apply the law appropriately to a client's situation and advise on solutions to legal problems.	This could be evidenced by reaching conclusions based on legal research in the context of the client's specific circumstances, and by evidencing that you have evaluated why some options would be better than others.	E.g. note to supervisor or correspondence with client or a third party.

Competency	Evidence required	Further guidance	Suggested supporting documents
Providing legal advice	Give succinct and practical legal advice to clients in terms that they can easily understand.	This could be advice in relation to substantive law or practice.	E.g. correspondence with client
Risk and compliance	Is compliant with legal organisational and regulatory policies and procedures. Understands the risks	This could involve evidencing your understanding of regulatory rules as they relate to financial services, money laundering or handling client complaints e.g. what you must not advise on, as positive requirements. It could also include evidencing your understanding of GDPR as it relates to your work. You should specifically refer to the relevant Code, regulation or legislation.	E.g. completed money laundering or client ID checks, conflict of interests check completed, documents that you have needed to redact, confidentiality issues

Annex F – Forms

Supervisor endorsement form

Apprentice Name		Membership No.	
Period of time when Apprentice worked on this case/matter			
Employer's name			
Please comment on the authenticity of the Case Study provided by the Apprentice			
Indicate whether you are in agreement with the description of events and their involvement.			
Please comment on the Apprentice's ability to work under pressure and adapt to change			
This evidence will supplement the Case Study narrative and enable the Assessor to determine whether the Apprentice has met the Adaptability and Resilience outcome: "Ability to work under pressure and willingness to accept changing priorities and work patterns when new jobs need to be done, or requirements change".			
Please comment on the Apprentice's approach to work and ability to take responsibility for their own actions			
This evidence will supplement the Case Study narrative and enable the Assessor to determine whether the Apprentice has met the Motivation and Enthusiasm outcome: "Demonstrate a positive and proactive approach to work. Take responsibility for own actions".			
Supervisor signature			
Supervisor name (PRINT)			
Date			
Apprentice signature			
Date			



EPA Gateway Declaration

By signing this declaration, you are agreeing that the following learner is ready for End-Point Assessment and that all relevant documentation has been submitted to CILEX.

Apprentice Name	
Membership Number (if applicable)	
Student Signature	
Date	

Employer Contact Name	
Signature	
Professional Membership Number	
Date	

Tutor Name	
Signature	
Date	

CHARTERED LEGAL EXECUTIVE APPRENTICE EMPLOYER DECLARATION

I confirm that, by the end of their Chartered Legal Executive apprenticeship, _____ will have been employed for a minimum of 3 years in a role which meets the definition of qualifying employment set out below and will have served at least 1 year in the Graduate grade of CILEx membership prior to application for admission as a Chartered Legal Executive. I also confirm that the apprentice will be able to demonstrate, through that employment, the learning outcomes set out in the Chartered Legal Executive Trailblazer Standard and Assessment Plan.

Signed: _____ Date: _____

Printed Name: _____ Position: _____

Professional Membership Number: _____

Qualifying Employment is defined as:

DEFINITION OF QUALIFYING EMPLOYMENT

A person is in qualifying employment if he is employed either:

- by an authorised person in private practice;
- by an organisation where the employment is subject to supervision by an authorised person employed in duties of a legal nature by that organisation; and in either case
- the work under the terms of his employment is, for at least 20 hours per week, wholly of a legal nature.

An applicant for Fellowship will be regarded as being employed if:

- he is employed under a contract of service and is engaged on his employer's business for specified hours; or
- he is a partner in any firm or is an owner of any company; or
- at the discretion of CILEx Regulation, he is employed under a contract for services, whether he works as an independent contractor or provides services through an intervening agent.

Part-time employment may be accepted as qualifying employment, if the work undertaken provides the opportunity for practical expertise to be developed. Part-time employment is employment for less than 20 hours per week. CILEx Regulation shall have the power to determine that employment for less than 20 hours per week shall be regarded as part-time qualifying employment, where it decides it is appropriate to do so.

Unpaid work may be regarded as 'employment' for the purposes of these rules.

Note: CILEx Regulation reserves the right to ask additional questions in relation to the qualifying employment status of a Chartered Legal Executive apprentice.