

Application for an unlisted exemption 2021

*CILEX will consider applications for exemption based on completion of qualifications that are* ***not*** *listed in the CILEX Exemptions table but are set at the same or a higher level and with substantially similar content to that of CILEX unit(s).*

***Please read through all guidance below and complete all sections of this application form****.* ***Incomplete applications will be returned****.*

**Checklist -**

|  |  |
| --- | --- |
|  | Completed Form |
|  | Payment |
|  | Certified Copy of Certificate |
|  | Transcript |
|  | Syllabus |

**Your contact details:**

CILEX Membership Number (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_

Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forenames:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B \_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred daytime telephone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of your qualification**

Qualification full title (as shown on your certificate):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualification awarded by (Institution):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date qualification awarded:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please read carefully through the guidance before making your application***

**Criteria for unlisted exemptions**

Applicants must meet the following criteria:

1. Applicants must have fully completed the qualification.
2. Applicants must have completed the qualification at an appropriate place of learning.
3. Applicants must submit a certified certificate showing they have achieved the qualification.
4. Applicants must submit a transcript showing they have achieved the relevant modules/units (see Note 5 in the Guidance for applicants).
5. The level of the modules or units achieved must be at the same level or above as the units for which exemption is sought.
6. Each of the modules/units achieved must show substantial coverage of the English Legal system.
7. The content/syllabus of the modules/units achieved must each cover at least 75% of the relevant CILEX unit content.
8. The qualification assessment methods must be appropriate (see Note 1 in the Guidance for applicants).
9. A period of work experience will not be considered for exemption.

**Guidance for applicants applying for unlisted exemptions.**

Applicants must submit all relevant documentation:

1. Applicants must submit a detailed syllabus/course specification and details of how they were assessed. This information must be obtained from the institution at which the qualification was achieved. This should include:

- Content of Units- This needs to match to 75% of the comparable CILEX unit. eg, what aspects of Contract Law have been studied. What acts/concepts were covered?

- method of assessment – eg, were the modules/units assessed by examination, assignment or some other means?

- duration of assessment – eg, if the modules/units were assessed by examination, how long were these examinations? Were there any other time factors in the way in which the modules/units were assessed?

- conditions of assessment – eg, were the examinations closed or open book? If assignments were used in the assessment, how were these organised? How long are learners given to undertake them? Did learners complete them in supervised conditions?

- details of grade boundaries applied – eg, what marking/grading system was used by the institution? Are there any special circumstances (eg re-sits) relevant to the marks/grades that you achieved?

The above examples are illustrative and are not an exhaustive list. Each of these points should be addressed in a way that is relevant to the course/programme and institution at which you studied. CILEX will consider these factors when considering the appropriateness of assessment. **Please be advised that exemptions can only be granted on the basis of information provided with the application. If there is insufficient evidence for a particular unit, exemptions for that unit cannot be granted.**

1. Where applicants have been working towards a qualifying law degree but have not achieved this, they must submit a statement explaining how their qualification differs from a qualifying law degree. CILEX reserves the right to request from the applicant further information in relation to this which may require the applicant to seek further information from their institution of study.
2. Practice unit exemptions must only be applied for if the module/unit achieved shows substantial coverage of practice elements through the syllabus content and assessment methods.
3. Applicants must submit a certified copy of their certificate which has been appropriately signed and certified before submission. The person certifying your certificate must be a practising or retired professional registered with the appropriate professional body, for example, a Chartered Legal Executive, solicitor, barrister or licensed conveyancer. Please note that CILEX will carry out spot checks to confirm the authenticity of documents. CILEX will not accept original certificates.
4. CILEX will only consider as eligible for exemption those modules/units which set a grade/mark comparable to CILEX’s pass standard.
5. Applicants who wish to appeal exemptions decisions must acknowledge this formally with the Exemptions Administrator within 10 working days from date of the decision letter. Appeals received after this time will not be considered.

**Unit Selection**

Applications for exemption may be made from one or more units of the CILEX professional qualifications. Please ensure that only the units relevant to your qualification are marked.

**CILEX Level 3 units**

|  |  |  |
| --- | --- | --- |
| **Unit** | **Title** | **Select** |
| Unit 1 | Introduction to Law and Practice |  |
| Unit 2 | Contract Law |  |
| Unit 3 | Criminal Law |  |
| Unit 4 | Land Law |  |
| Unit 5 | Law of Tort |  |
| Unit 6 | Employment Law |  |
| Unit 7 | Family Law |  |
| Unit 8 | Law of Wills and Succession |  |
| Unit 9 | Civil Litigation |  |
| Unit 10 | Conveyancing |  |
| Unit 11 | Criminal Litigation |  |
| Unit 12 | The Practice of Family Law |  |
| Unit 13 | The Practice of Employment Law |  |
| Unit 14 | Probate Practice |  |
| Unit 15 | The Practice of Law for the Elderly Client |  |
| Unit 16 | Client Care Skills |  |
| Unit 17 | Legal Research Skills |  |
| Unit 18 | The Practice of Childcare Law |  |
| Unit 19 | Residential and Commercial Leasehold Conveyancing |  |

**CILEX Level 6 units**

|  |  |  |
| --- | --- | --- |
| **Unit** | **Title** | **Select** |
| Unit 1 | Company and Partnership Law |  |
| Unit 2 | Contract Law |  |
| Unit 3 | Criminal Law |  |
| Unit 4 | Employment Law |  |
| Unit 5 | Equity and Trusts |  |
| Unit 6 | European Union Law |  |
| Unit 7 | Family Law |  |
| Unit 8 | Immigration Law |  |
| Unit 9 | Land Law |  |
| Unit 10 | Landlord and Tenant Law |  |
| Unit 11 | Planning Law |  |
| Unit 12 | Public Law |  |
| Unit 13 | Law of Tort |  |
| Unit 14 | Law of Wills and Succession |  |
| Unit 15 | Civil Litigation |  |
| Unit 16 | The Practice of Company and Partnership Law |  |
| Unit 17 | Conveyancing |  |
| Unit 18 | Criminal Litigation |  |
| Unit 19 | The Practice of Employment Law |  |
| Unit 20 | The Practice of Family Law |  |
| Unit 21 | Probate Practice |  |
| Unit 22 | Client Care Skills |  |
| Unit 23 | Legal Research Skills |  |

**Please ensure that you have completed all sections of this application form, as incomplete applications will be returned.**

Please return your completed application form and supporting documents via the [general enquiry form](https://cilexportal.cilexgroup.org.uk/General-Enquiries) which you can access through your myCILEX portal.

Posted applications can be sent to:

Exemptions

The Chartered Institute of Legal Executives

Kempston Manor  
Bedford  
MK42 7AB

DX 124780 Kempston 2

*Please note that our offices are currently closed and post is not being regularly collected, this may cause delays in your application process.*