



Using the

**CILEX Professional Qualification (CPQ)**

**to support the delivery of Paralegal Apprenticeships**

CILEX is the only Independent End-Point Assessment Organisation (EPAO) approved by the Education and Skills Funding Agency (ESFA) to deliver EPA for the Paralegal and Chartered Legal Executive apprenticeships.

As your EPAO, CILEX will not only design, develop and deliver quality robust assessments, which fit with the specific needs of the legal sector, but can also support your training and delivery of the On-Programme learning.

This guide outlines how the new CILEX Professional Qualification (CPQ) can be used to delivery On-Programme learning to meet the requirements of apprenticeships.

### **Meeting the Paralegal apprenticeship standard**

The [Paralegal apprenticeship standard](#) does not mandate any specific on-programme learning. However, many training providers have used the CILEX *Level 3 Certificate in Law and Practice* to deliver the necessary training.

Since May 2021 new learners may no longer register for Level 3 Certificate exams. However, CILEX has created a series of Support Packages consisting of materials taken from the CILEX Professional Qualification (CPQ) that you may choose to use with your new Paralegal Apprentices. Use of these packages by Apprentices is not mandatory, and Apprentices are not obliged to sit CPQ assessments. However, any that they do sit will create exemptions if they transition to CPQ.

### **What packages are available?**

There is a package to support each of the most popular Paralegal Apprenticeship pathways. Each one consists of the appropriate law and practice modules taken from CPQ Foundation and Advanced stages, plus the *Ethics and Professional Responsibility*<sup>1</sup> e-learning module.

The packages available are:

- Dispute Resolution/civil litigation
- Property and Conveyancing
- Criminal Law and Litigation
- Wills, Probate and Private client
- Family Law and Practice
- Employment law and practice

### **How much does each package cost?**

Each Support Package costs £600. The packages include access to an e-bookshelf with learning materials to support each module, the Ethics and Professional Responsibility e-learning module, as well as the right to sit a CPQ assessment if that is desired. The packages may be purchased by the provider out of the apprenticeship levy. Please see below for how this will be put into action.

### **How does your Apprentice access the packages available?**

If you choose to use the Support Packages with your Paralegal Apprentices, you need to direct them to the CILEX website. At this point they will need to

- Enrol as a CILEX member
- Identify themselves as a Paralegal Apprentice
- Select the support package relevant to their chosen pathway

- Select "Organisation Pays" as payment option
- Complete the details of their training provider

At this point, you will be invoiced by CILEX.

### Can Paralegal Apprentices complete CPQ after finishing their apprenticeship?

The paralegal EPA will entitle Apprentices to certain exemptions from CPQ Foundation stage exams. Some may wish to complete the remaining modules in the CPQ Foundation stage and achieve CILEX Paralegal membership status.

The Foundation stage modules are:

Foundation stage module	EPA exemption granted
F1 Legal Systems	Exemption
F2 The Law of Tort	
F3 Contract Law	
F4 Introduction to Property and Private Client	
F5/F6 Professional and Legal skills.	Exemption
Ethics and Professional Responsibility 1	Exemption

Subject pathway exemptions available are as follows:

Paralegal Apprenticeship Pathway	CPQ Foundation exemptions
Contract Law/Civil Litigation	Contract Law
Tort/Civil Litigation	Law of Tort
Property	Introduction to Property and Private Client
Family	None
Private Client	None
Employment	None
Criminal	None

We have created Bridging Products, consisting of bundles of outstanding modules, to make this transition clearer for your Paralegal apprentices who have completed their programme.

Apprentices transitioning to CPQ and progressing to CPQ Advanced stage will also be exempt from the Advanced stage module assessment if they have passed the exam as part of their Paralegal Apprenticeship package.

### Progressing to the Chartered Legal Executive Apprenticeship

Paralegal Apprentices may also progress on to a Chartered Legal Executive Apprenticeship using the CPQ. These products will be available to purchase from 2022. Like the Paralegal Apprenticeship products available, the CLE products will also cover the most popular practice areas and will meet the requirements of the [current CLE apprenticeship standard](#).

## Contact us

If you would like to discuss the options for your Apprentices, please get in touch with your CILEX account manager. Our customer service team is also able to direct your [enquiry](#).