

# CILEx Level 3 Paralegal Apprenticeship End-Point Assessment

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SPECIFICATION

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## **About CILEx**

The Chartered Institute of Legal Executives (CILEx) is the professional association for 20,000 Chartered Legal Executive lawyers, paralegals and other legal practitioners in England and Wales. For more than 50 years, we have been offering unparalleled access to a flexible career in law. We work closely with Government and the Ministry of Justice and are recognised in England and Wales as one of the three core approved regulators of the legal profession alongside barristers and solicitors. Find out more about CILEx and how we can help you in your legal career by visiting [www.cilex.org.uk](http://www.cilex.org.uk)

## **CILEx and Apprenticeships**

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 we are now an approved assessment organisation for End-Point Assessment for the Paralegal and Chartered Legal Executive standards.

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.

For further information, please visit our website [www.cilex.org.uk](http://www.cilex.org.uk) or alternatively contact us via our Membership Contact Centre.

## **Membership Contact Centre Details**

Opening Hours: Monday – Thursday 9am to 5pm, Friday 9am to 4pm.

Telephone: 01234 845777

Email: [paralegalepa@cilex.org.uk](mailto:paralegalepa@cilex.org.uk)

The latest issue of this specification can be found on our [website](#)

# Overview of Standards Based Apprenticeships

## What is an Apprenticeship?

An Apprenticeship is a job that combines practical training in the workplace along with study. Apprentices are employed to do a real job while studying for a formal qualification.

## What is an Apprenticeship Standard?

Apprenticeship standards describe the occupational profile linked to the knowledge, skills and behaviours (KSBs) that bring full competence in a particular occupation. They describe how an Apprentice can demonstrate mastery of this occupation by the end of the Apprenticeship.

The standard itself is a short, concise document containing a clear occupational profile setting out the responsibilities of the occupation linked to the knowledge, skills and behaviours which will be applied in the workplace.

The standards are proposed, designed and delivered by employers to equip apprentices with the knowledge, skills and behaviours they need to succeed in their occupation.

A list of approved Standards can be found on the [Institute of Apprenticeships website](#).

## What is an Assessment Plan?

The Assessment Plan sets out the structure for an End-Point Assessment (also known as an EPA) and lists the competencies that will be tested. It does so by:

- Explaining what will be assessed (i.e. which skills, knowledge and behaviour listed on the standard, giving detail if needed)
- Explaining how the Apprentice will be assessed (i.e. which method or range of methods will be used at the end of the apprenticeship to judge competency).
- Indicating who will carry out the assessment (i.e. who will be the assessor(s) for each aspect of the EPA) and who will make the final decision on competency and grading.
- Proposing quality assurance arrangements to make sure that the assessment is reliable and consistent across different locations, employers and training and assessment organisations.

End-Point Assessment Organisations, such as CILEx, are required to follow the Assessment Plan when conducting the EPA.

A list of approved Assessment Plans can be found on the [Institute of Apprenticeships website](#).

## What is an End-Point Assessment?

An End-Point Assessment (EPA) is a summative, synoptic assessment that is taken at the end of an Apprentice's programme of learning. All Apprentices need to take an independent EPA at the end of their apprenticeship. This will take place when your Employer is satisfied that you are competent in your role. EPAs are marked by an independent End-Point Assessment Organisation, such as CILEx. Apprenticeship certificates are only awarded after EPA is successfully completed and a minimum of a pass is achieved. The purpose of the EPA is to:

- ensure that knowledge, skills and behaviours acquired during the apprenticeship meet the standards set out for the specific apprenticeship and occupation;
- certify competence in the job role;
- safeguard that standards are consistently applied throughout.

EPA can take a wide range of forms – it can include assessment methods such as an observation in the workplace, written tests and Interviews. It must include a minimum of two separate assessment methods.

## What role does CILEx play in the legal Apprenticeships?

CILEx has been approved as an End-Point Assessment Organisation (EPAO) to deliver the EPAs for both the Paralegal Standard and for the Chartered Legal Executive Standard, and is listed on the government's [Register of End-Point Assessment Organisations](#).

As an EPAO, CILEx is responsible for:

- The creation and continuous development of valid and appropriate assessment material that assesses competence in the legal sector.
- The effective and efficient delivery of EPAs in a way that is fair to all Apprentices and minimises disruption to the Apprentice and their Employer.
- The independent assessment of an Apprentice and release of results to the Apprentice and their Employer.
- Requesting apprenticeship completion certificates, on behalf of the Apprentice and their Employer, from ESFA.

This specification contains the information needed to prepare Apprentices for the Level 3 EPA for the Paralegal Standard.

# The Paralegal Apprenticeship

## Overview

The EPA in this specification relates to the Paralegal Apprenticeship. It is set at Level 3 and is for Apprentices that are working as a Paralegal within the legal sector. 'Paralegal' is the title given to a wide range of job roles operating across different areas of law and practice.

The Paralegal Standard has identified, and sets out, a common core of competencies, which can be applied to all paralegals. However, the knowledge requirements (law and practice) for paralegals are different, dependent on the area of legal practice in which the paralegal works. Paralegals provide legal support whilst working under supervision. Typical activities that may be carried out, but are not exclusive to this role, include:

- Managing data/records
- Reviewing documents
- Drafting and producing legal documents and standard forms
- Assisting with the inception, progress and completion of client files
- Carrying out research
- Handling confidential and sensitive information
- Understand and utilise basic financial information
- Communicating (written and oral) with internal and external clients

As a result, EPA's are contextualised based on the area of practice in which the paralegal works. The EPA is designed to enable Apprentices to meet the Paralegal Standard within their own area of practice and demonstrate the required competencies and skills set by Employers.

The minimum time taken to enter for an EPA is 12 months and the maximum is 20 months. To achieve the apprenticeship certificate, the Apprentices are required to successfully complete the EPA as well as their on-programme learning. The overall apprenticeship is graded as Pass/Distinction – the grading criteria required for each component can be found in *Appendix 1* and *Appendix 2*.

Training Providers and Employers should familiarise themselves with the requirements of the apprenticeship and communicate these clearly to Apprentices. Further information can be requested from CILEx once an EPA Service Agreement is in place.

The most recent issue of the Assessment Plan and Standard can be found on the [IfA website](#).

## Preparing Apprentices for the End-Point Assessment

The Apprentice is required to follow a structured programme of training based on the standard to allow them to pass the EPA. The on-programme training should take a minimum of 12 months. The training can be conducted remotely (via distance learning), off site or while in the Employer's office but they must be given 20% of their work time for purely study.

It is important that Employers, Training Providers and Apprentices all have a good understanding of what is required from the Apprentice as part of the apprenticeship. This includes knowledge of what the EPA consists of and how it takes place.

# The CILEx Level 3 Paralegal Apprenticeship End-Point Assessment

## Structure

The EPA is comprised of the following assessment components:

Component	Duration
Two Timed Assessments	Each Timed Assessment is 90 minutes in length
An Interview based on a Portfolio	45 minutes – 1 hour

Further information on each component can be found on pages 13 and 15.

## Timeframes

Apprentices are expected to complete all components of the EPA so that results can be released within 16 weeks from the Gateway date. The components can be sat in any order but they both must be completed to achieve the apprenticeship.

## Availability

The EPA for the Paralegal Standard Apprenticeship is available to Apprentices from May 2018.

Sample EPA Timed Assessments are available on request– they have been created to show the style and layout of the assessments rather than to show the content. Sample Interview questions can be found in the *Apprentice Guide to the EPA*.

## Entry Requirements

Apprentices should only be recommended for their EPA by their Employer when the Employer, Training Provider and apprentice feel confident that the Apprentice is ready. Once they are ready to take the EPA, the Apprentice must pass through the 'Gateway'. The Gateway review can only take place after a minimum of 12 month on-programme training.

To successfully pass the Gateway, the Apprentice must upload the following to their OneFile account:

- The signed Gateway Declaration form
- Copies of their Level 2 Maths and English certificates (or equivalent)
- Their completed Portfolio

All Apprentices must be signed-off by their Employer and Training Provider, as they pass through the 'Gateway'. The Training Provider is responsible for providing a Gateway Declaration form, signed by the Training Provider, Employer and Apprentice, that confirms that Apprentices have the level of occupational knowledge, skills and behaviours required to achieve the apprenticeship and is therefore 'ready'. A copy of the Gateway Declaration can be found in *Appendix 3*.

The assessments will not take place unless the relevant information and evidence is available.

## EPA Scheduling

CILEx will liaise with the Employer, Training Provider and Apprentice in order to arrange the schedule for each assessment activity to ensure that all assessment components can be completed within the EPA timeframe.

Training Providers must be approved by ESfA, and be on the [Register of Apprenticeship Training Providers](#), before they can offer this EPA. Apprentices must be registered with CILEx at the start of their on-programme training and booked onto their EPA with enough time to allow adequate development and scheduling of the assessments.

## Outcomes Assessed

The table below illustrates the assessment method used to test achievement of each outcome in the Paralegal Apprenticeship Standard.

Paralegal Standard Outcome		Assessment Component
<b>Ethics, professionalism and judgement</b>		
<b>1.1</b>	Have an understanding of the legal and regulatory requirements relevant to the role.	Interview and Timed Assessment
<b>1.2</b>	Maintain sufficient competence and legal knowledge to work effectively – Relevant law and research	Interview and Timed Assessment
<b>1.3</b>	Avoid working outside their areas of knowledge and competence, seek guidance and support where needed	Interview only
<b>1.4</b>	Use understanding and analysis to solve problems	Interview and Timed Assessment
<b>Technical Legal Practice</b>		
<b>2.1</b>	Undertake legal and factual research and present the findings accurately and clearly.	Interview and Timed Assessment
<b>2.2</b>	Use precedents and draft documents, using plain and succinct language.	Interview and Timed Assessment
<b>2.3</b>	Assist with legal matters and transactions	Interview and Timed Assessment
<b>Managing themselves and their work</b>		
<b>3.1</b>	Manage work activities to ensure that they are completed on time and to an appropriate standard, including: a) Keep others informed of progress b) Ability to work under pressure and willingness to accept changing priorities when new jobs need to be done c) Paying appropriate attention to detail	Interview only
<b>3.2</b>	Practice good file management – prepare and collate bundles, take and file accurate notes, close and review files, maintain databases, version control	Interview only
<b>3.3</b>	Work in according with good business practice – maintain an understanding of the basic financial drivers, time recording and billing processes relevant to the role and firm	Interview and Timed Assessment
<b>Working with other people</b>		



<b>4.1</b>	Communicate clearly and effectively, both orally and in writing	Interview and Timed Assessment
<b>4.2</b>	Establish and maintain effective and professional relations with others, including an ability to work with people at all levels towards achieving internal and external client's and team objectives	Interview only

## Grading

The Paralegal Apprenticeship is graded Fail, Pass or Distinction. The overall grade for the EPA is based on the Apprentice's achievement across both the Timed Assessments and the Interview.

The table below shows how the grade for each of the EPA components is determined:

	Interview	Timed Assessment
Pass	The Apprentice must achieve all the Pass grade criteria for the Interview.	The Apprentice must achieve all the Pass grade criteria for the Timed Assessment.
Distinction	The Apprentice must achieve all the Pass grade criteria <b>AND</b> all of the Distinction grade criteria for the Interview.	The Apprentice must achieve all the Pass grade criteria <b>AND</b> all the Distinction grade criteria for the Timed Assessments.
Fail	The Apprentice does not achieve all the Pass grade criteria for the Interview.	The Apprentice does not achieve all the Pass grade criteria for the Timed Assessment.

Further information on the specific grading criteria for both Timed Assessments and the Interview can be found in *Appendix 1* and *Appendix 2* respectively.

The table below shows the grade combinations required for each overall grade available.

Timed Assessment Grade	Interview Grade	Overall Grade
Fail	Fail	Fail
Fail	Pass	Fail
Pass	Fail	Fail
Fail	Distinction	Fail
Distinction	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Pass
Distinction	Pass	Pass
Distinction	Distinction	Distinction

## Certification

The certificate for completing the apprenticeship is awarded by the Institute for Apprenticeships (IfA), through a process administered by the Education and Skills Funding Agency (ESfA). Grades are reported to ESfA for each assessment component but only the overall grade will appear on the apprenticeship certificate. All certificates will be sent from ESfA to the registered Employer of the Apprentice - a certificate is not issued directly from CILEx and cannot be sent directly to the Apprentice.

## Resits and Retakes

If an Apprentice fails any component part of the EPA they can re-sit that component. A re-sit does not require further learning. The Apprentice will not be allowed to add any further evidence to their portfolio and will be able to re-use the same Advance Material from their first attempt.

If they fail all parts of the EPA (e.g., Timed Assessment 1 & 2 and the Interview), then further development must be provided prior to a re-take. A re-take requires the Apprentice to undertake further learning and so they would have to go through the Gateway review again. New advance materials will be issued to the Apprentice for their Timed Assessments and they will be allowed to submit further work as part of their portfolio.

For both a re-sit and a re-take, the Apprentice will be re-assessed on all the Standard Outcomes (not just those the Apprentice failed). All re-sits/re-takes must be taken within 12 months of the results being released and there is no limit to the number of re-sits or re-takes within this period.

The maximum grade awarded to a re-sit/re-take will be a pass, unless CILEx identifies exceptional circumstances accounting for the original fail. An Apprentice cannot retake any part of the EPA in order to increase their grade from a Pass to a Distinction.

Further charges will apply to any resit undertaken and must be paid in addition to the initial EPA charge.

# Timed Assessments

## Purpose

The Timed Assessments are scenario-based tasks undertaken in controlled conditions. They will assess the ability of the Apprentice to apply their legal knowledge, skills and behaviours to write a report, draft a document and solve a problem. This simulates the work likely to be asked of a paralegal in the workplace, testing the knowledge, skills and behaviours in an integrated way, to demonstrate full competence against the standard.

The Timed Assessments are drafted to demonstrate the following learning outcomes in the Apprentice's area of practice:

- knowledge and understanding of law and practice;
- application of knowledge and understanding of law in relevant area of practice to solve a problem;
- ability to draft a document;
- ability to produce accurate written work;
- ability to work to deadlines (time management).

## Format and content

Advance materials will be issued to the Apprentice three weeks before the date of their Timed Assessments. Both Timed Assessments will be based around practical tasks reflecting work that would be undertaken by the Apprentice in their relevant roles and based on one set of advance materials.

Timed Assessment 1 will comprise a single, scenario-based, practical task in which the Apprentice must prepare a draft report, which will demonstrate the Apprentice's competence in report writing

Timed Assessment 2 will comprise two scenario-based, practical tasks.

- Part 1 will require Apprentices to draft an email to a client.
- Part 2 will require Apprentices to carry out a smaller activity specific to their area of practice. For example, preparing a checklist for conveyancing.

Apprentices must pass both Timed Assessments to pass this assessment method. If they fail one of the Timed Assessments, they can re-sit the part they have failed using the same advance materials, but the task(s) used must be different to the one(s) they faced originally. If they fail both they must re-sit both parts with new advance materials.

## Delivery

The Timed Assessments are taken via E-assessment using the Surpass software and each Timed Assessment is 90 minutes in duration.

Training Providers will need to ensure that Apprentices are aware of when their Timed Assessments are due to take place and that they have all the relevant equipment ready on the day. The Training Provider will also need to ensure that the Apprentice has read and understood the CILEx *EPA Apprentice Assessment Regulations* and that there is always an independent invigilator present during the Timed Assessment. Further information on how to deliver the Timed Assessments can be found in the *Instructions for EPA Preparation and Delivery*. Further information for invigilators can be found in the *Instructions for Invigilators*. Both documents are available on our [website](#) or by request.

Apprentices are expected to complete all components of the EPA so that results can be released within 16 weeks from the Gateway date. It is anticipated that both timed scenario assessments will take place on the same day, however this is not a requirement. The components can be sat in any order, but they must all be completed to achieve the apprenticeship. This allows flexibility in scheduling and cost-effective allocation of resources.

## Grading

Apprentices will be graded per Timed Assessment, based on the Outcomes in the Assessment Plan. An overall grade for the Timed Assessments as a component will then be produced in line with the Assessment Plan. Apprentices must pass both Timed Assessments individually in order to be able to pass the Timed Assessment as a component.

Further information on the specific grading criteria for Timed Assessments can be found in *Appendix I*.

# Interview

## Purpose

CILEx will conduct an Interview with the Apprentice, supported by the portfolio of the Apprentice's work, to test that the Apprentice has a full understanding of the Paralegal Standard. The questions assess competence evidenced through the portfolio and depth of understanding against the grading criteria. The portfolio itself will not be assessed during the EPA.

## Format and content

The Interview will take place on a one-to-one basis between an independent assessor and the Apprentice. Apprentices will be asked a series of questions by the independent end-point assessor. The questions are based on the standard outcomes above and are targeted to elicit the evidence to meet the Pass and Distinction grade criteria and related evidence requirements.

To be ready to support an Interview the portfolio should demonstrate the following:

- evidence of using knowledge and understanding of relevant law and practice\* to solve problems;
- evidence of undertaking appropriate legal research;
- evidence of assisting with a legal matter/transaction;
- evidence of balancing competing priorities;
- evidence of good file management;
- evidence of ability to work with others;
- evidence of ability to work to deadlines.

*\*The law and practice demonstrated through the portfolio should cover knowledge and understanding of the English Legal System as well as knowledge and understanding of the relevant area of law and practice.*

The evidence could come from a variety of sources, including evidence taken from the Apprentice's workload and third-party statements. The Employer, in consultation with the Training Provider, will determine when the portfolio is ready to submit to the gateway for the EPA.

Apprentices need to be mindful of issues of confidentiality and data protection when providing real work examples.

## Delivery

The Interview is conducted via online video software - CILEx are currently using Zoom to provide this service. All Interviews are conducted as video calls and are recorded. Interviews should take between 45 minutes and one hour to complete.

Training Providers will need to ensure that Apprentices are aware of when their Interview is due to take place and that they have all the relevant equipment ready on the day. The Training Provider will also need to ensure that the Apprentice has read and understood the *CILEx EPA Apprentice Assessment Regulations* and, where necessary, that there is an independent invigilator present during the Interview. CILEx reserve the right to determine whether an invigilator is necessary for an interview or not. Further information on how to deliver the Interview can be found in the *Instructions for EPA Preparation and Delivery*. Further

information for invigilators can be found in the *Instructions for Invigilators*. Both documents are available on our [website](#) or by request.

## Grading

Apprentices must pass all 12 Outcomes in the Interview in order to achieve the apprenticeship overall. To get a distinction in the Interview, the Apprentice must achieve all the Pass criteria and the Distinction criteria listed in the Assessment Plan.

Further information on the specific grading criteria for the Interview can be found in *Appendix 2*.

## Appendix I – Grading Criteria (Timed Assessments)

Ref	Paralegal Standard	Distinction - the Apprentice must display all of the pass criteria and all of the following	Pass - the Apprentice must display all of the following	Fail
1.1	<b>Have an understanding of the legal and regulatory requirements relevant to the role</b>		<ul style="list-style-type: none"> <li>Shows knowledge and understanding of the legal and regulatory framework by demonstrating compliance with the key principles and outcomes of the SRA Code of Conduct</li> </ul>	The Apprentice does not provide sufficient evidence to demonstrate that their performance meets the requirements of the pass criteria.
1.2	<b>Maintain sufficient competence and legal knowledge to work effectively – relevant law, research</b>	<ul style="list-style-type: none"> <li>Is able to use a range of cases accurately, in order to support legal arguments</li> <li>Is able to explain how legislation interacts with common law accurately and using language that would be understood by different audiences</li> </ul>	<ul style="list-style-type: none"> <li>Shows knowledge and understanding of legal principles, and/or rules of practice</li> <li>Shows accurate knowledge and application of principal pieces of relevant legislation with knowledge of interaction with common law</li> <li>Absence of legal errors</li> <li>Presentation errors do not amount to a misrepresentation of legal matters</li> </ul>	



1.4	<b>Use understanding and analysis to solve problems</b>	<ul style="list-style-type: none"> <li>• Correctly identifies all of the legal/relevant issues</li> <li>• Shows breadth and depth in applying a relevant range of cases and legislation to the given situation</li> <li>• Shows application of comprehensive and relevant research to workload/facts to identify the full range of issues relevant to the task.</li> <li>• Demonstrates critical analysis and evaluation of problems with comprehensive identification and differentiation of issues, strengths and weaknesses to generate plausible solutions and make recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Correctly identifies the majority of the legal issues</li> <li>• Is able to apply the relevant law and practice to the facts of a case accurately</li> <li>• Shows an ability to apply a relevant case and legislation in the given situation</li> <li>• Shows an application of research which is accurate and relevant to workload/facts to identify all the main issues involved. Demonstrates analysis of problems to generate and identify a plausible solution.</li> </ul>
2.1	<b>Undertake legal and factual research and present the findings accurately and clearly</b>	<ul style="list-style-type: none"> <li>• Applies research findings in an effective manner</li> <li>• Presents arguments supported by a range of evidence</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates investigative skills by evidencing relevant legal research</li> <li>• Presents logical and structured arguments</li> <li>• Uses legal terms accurately</li> <li>• Provides explanations for the rationale of cases and effect of legislation</li> </ul>
2.2	<b>Use precedents and draft documents, using plain and succinct language</b>	<ul style="list-style-type: none"> <li>• Uses a range of relevant precedents when drafting to produce documents which are appropriate for purpose and context</li> </ul>	<p>Uses clear, concise and appropriate language when drafting which applies a relevant precedent, and is free from colloquialism and jargon to produce documents which are appropriate for purpose and context</p>

2.3	<b>Assist with legal matters and transactions</b>	<ul style="list-style-type: none"> <li>• Demonstrates independent thinking in fulfilling the requirements of the task.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to assist with legal matters and transactions, producing work that fulfils the requirement of the task</li> </ul>
3.3	<b>Work in accordance with good business practice – maintain an understanding of the basic financial drivers, time recording and billing processes relevant to the role and firm</b>	<ul style="list-style-type: none"> <li>• Communicates timing considerations with the client</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates an appreciation of client billing requirements through appropriate records</li> </ul>
4.1	<b>Communicate clearly and effectively, both orally and in writing</b>	<ul style="list-style-type: none"> <li>• Uses persuasive and evaluative language</li> </ul>	<ul style="list-style-type: none"> <li>• Uses language which is appropriate in tone and style for the context and recipient</li> </ul>

## Appendix 2 – Grading Criteria (Interview)

Ref	Paralegal Standard	Distinction - the Apprentice must display all of the pass criteria and all of the following	Pass - the Apprentice must display all of the following	Fail
1.1	<b>Have an understanding of the legal and regulatory requirements relevant to the role</b>	<ul style="list-style-type: none"> <li>Shows understanding of the importance of legal and regulatory requirements by providing more than one example of key regulatory expectations of professional conduct</li> <li>Understands the consequences of a failure to keep client money safe</li> <li>Understands the benefits of respecting equality and diversity and the consequences of a failure to do so</li> </ul>	<ul style="list-style-type: none"> <li>Shows understanding of the importance of legal and regulatory requirements by providing one example of key regulatory expectations of professional conduct</li> <li>Shows awareness of the need to keep client money safe</li> <li>Shows awareness of the need to respect equality and diversity and to act fairly and inclusively</li> </ul>	The Apprentice does not provide sufficient evidence to demonstrate that their performance meets the requirements of the pass criteria.
1.2	<b>Maintain sufficient competence and legal knowledge to work effectively – relevant law, research</b>	<ul style="list-style-type: none"> <li>Provides more than one example of benefits of CPD and importance of sharing knowledge with colleagues.</li> <li>Provides more than one example of reflecting on and learning from work practice and colleagues</li> <li>Provides more than one example of new skills acquisition</li> <li>Provides more than one example of application of new skills in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>Provides one example of benefits of CPD and importance of sharing knowledge with colleagues.</li> <li>Provides one example of reflecting on and learning from work practice and colleagues</li> <li>Provides one example of new skills acquisition</li> <li>Provides one example of application of new skills in the workplace</li> </ul>	

1.3	<b>Avoid working outside their areas of knowledge and competence, seek guidance and support where needed</b>	<ul style="list-style-type: none"> <li>• Shows understanding why an individual should not work outside their areas of knowledge and competence by providing more than one example of either disclosing when work has been beyond their personal capability or of seeking guidance and support where needed</li> <li>• Provides more than one example of making effective use of feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Shows understanding why an individual should not work outside their areas of knowledge and competence by providing one example of either disclosing when work has been beyond their personal capability or of seeking guidance and support where needed</li> <li>• Provides one example of making effective use of feedback</li> </ul>
1.4	<b>Use understanding and analysis to solve problems</b>	<ul style="list-style-type: none"> <li>• Provides more than one example of problem-solving in the workplace describing: <ul style="list-style-type: none"> <li>• the problem,</li> <li>• any relevant law or practical point</li> <li>• the solution and</li> <li>• any decisions taken</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provides one example of problem solving in the workplace describing: <ul style="list-style-type: none"> <li>• the problem,</li> <li>• any relevant law or practical point</li> <li>• the solution and</li> <li>• any decisions taken</li> </ul> </li> </ul>
2.1	<b>Undertake legal and factual research and present the findings accurately and clearly</b>	<ul style="list-style-type: none"> <li>• Provides more than one example of carrying out legal or factual research in practice</li> <li>• Provides one example of carrying out legal or factual research in practice identifying: <ul style="list-style-type: none"> <li>• the issue</li> <li>• the objective</li> <li>• the sources used</li> <li>• the outcome of the research and</li> <li>• how the findings were presented</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provides one example of carrying out legal or factual research in practice</li> <li>• Provides one example of carrying out legal or factual research in practice identifying: <ul style="list-style-type: none"> <li>• the issue</li> <li>• the objective</li> <li>• the sources used</li> <li>• the outcome of the research and</li> <li>• how the findings were presented</li> </ul> </li> </ul>

2.2	<b>Use precedents and draft documents, using plain and succinct language</b>	<ul style="list-style-type: none"> <li>• Provides more than one example of using precedents or of drafting documents using plain and succinct language</li> <li>• provides supporting explanation as to the purpose of the document</li> </ul>	<ul style="list-style-type: none"> <li>• Provides one example of using precedents or of drafting documents using plain and succinct language</li> <li>• provides supporting explanation as to the purpose of the document</li> </ul>
2.3	<b>Assist with legal matters and transactions</b>	<ul style="list-style-type: none"> <li>• Provides more than one example of assisting in a legal matter and transaction describing: <ul style="list-style-type: none"> <li>• their role</li> <li>• their contribution to</li> <li>• in the management and progression of the matter</li> <li>• the outcome</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provides one example of assisting in a legal matter and transaction describing: <ul style="list-style-type: none"> <li>• their role</li> <li>• their contribution to</li> <li>• in the management and progression of the matter</li> <li>• the outcome</li> </ul> </li> </ul>

3.1	<p><b>Manage work activities to ensure that they are completed on time and to an appropriate standard, including:</b></p> <p><b>A. Keep others informed of progress</b></p> <p><b>B. Ability to work under pressure and willingness to accept changing priorities when new jobs need to be done</b></p> <p><b>C. Paying appropriate attention to detail</b></p>	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of why the work activities A-C are important through providing more than one example of each of the following: <ul style="list-style-type: none"> <li>A. Keep others informed of progress</li> <li>B. Ability to work under pressure and willingness to accept changing priorities when new jobs need to be done</li> <li>C. Paying appropriate attention to detail</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of why the work activities A-C are important through providing one example of each of the following: <ul style="list-style-type: none"> <li>A. Keep others informed of progress</li> <li>B. Ability to work under pressure and willingness to accept changing priorities when new jobs need to be done</li> <li>C. Paying appropriate attention to detail</li> </ul> </li> </ul>
3.2	<p><b>Practise good file management – prepare and collate bundles, take and file accurate notes, close and review files, maintain databases, version control</b></p>	<ul style="list-style-type: none"> <li>• Provides more than one example of preparing and collating bundles, taking and filing accurate notes, closing and reviewing files, maintain databases and version control</li> </ul>	<ul style="list-style-type: none"> <li>• Provides one example of preparing and collating bundles, taking and filing accurate notes, closing and reviewing files, maintain databases and version control</li> </ul>

3.3	<b>Work in accordance with good business practice – maintain an understanding of the basic financial drivers, time recording and billing processes relevant to the role and firm</b>	<ul style="list-style-type: none"> <li>Provides more than one example of workload management in which they have balanced priorities appropriately, organised and managed time effectively and efficiently and shown an appreciation of client billing requirements</li> </ul>	<ul style="list-style-type: none"> <li>Provides an example of workload management in which they have balanced priorities appropriately, organised and managed time effectively and efficiently and shown an appreciation of client billing requirements</li> </ul>
4.1	<b>Communicate clearly and effectively, both orally and in writing</b>		<ul style="list-style-type: none"> <li>Uses language which is clear, accurate and appropriate in tone and style for the context and recipient and is coherent</li> </ul>
4.2	<b>Establish and maintain effective and professional relations with others, including an ability to work with people at all levels towards achieving internal and external clients' and team objectives</b>	<ul style="list-style-type: none"> <li>Shows understanding of the need to establish and maintain effective and professional relations with others by providing more than one example of working effectively and proactively with others and assisting their supervisor in achieving client and team</li> </ul>	<ul style="list-style-type: none"> <li>Shows understanding of the need to establish and maintain effective and professional relations with others by providing one example of working effectively and proactively with others and assisting their supervisor in achieving client and team</li> </ul>

## Appendix 3 – Gateway Declaration Form



### **EPA Gateway Declaration**

By signing this declaration, you are agreeing that the following Apprentice is ready for EPA and that all relevant documentation has been submitted to CILEx.

<b>Apprentice Name</b>	
<b>Membership Number (if applicable)</b>	
<b>Pathway</b>	
<b>Student Signature</b>	
<b>Date</b>	

<b>Line Manager Name</b>	
<b>Employer</b>	
<b>Signature</b>	
<b>Date</b>	

<b>Tutor Name</b>	
<b>Training Provider</b>	
<b>Signature</b>	
<b>Date</b>	