

Level 2 Legal Secretaries

Fees – Academic Year 2021 – 2022

[1 September 2021 – 31 August 2022]

CILEX reviews its fees annually.

Qualification	Standard Qualification Fee
Level 2 Certificate for Legal Secretaries <ul style="list-style-type: none"> • Registration (valid for 36 months) – £81.00 • External Assessment (Unit 223 Proofreading in the Legal Environment) – £12.40 	£93.40
Level 2 Diploma for Legal Secretaries – Legal Secretaries Route <ul style="list-style-type: none"> • Registration (valid for 36 months) – £112.00 • External Assessment (Unit 223 Proofreading in the Legal Environment) – £12.40 	£124.40
Level 2 Diploma for Legal Secretaries – Legal Studies Route <ul style="list-style-type: none"> • Registration (valid for 36 months) – £112.00 • External Assessment (Unit 223 Proofreading in the Legal Environment) – £12.40 • Online Assessment (Unit 201 The Legal Environment) – £12.40 	£136.80
Level 2 Award for Legal Secretaries – Proofreading in the Legal Environment <ul style="list-style-type: none"> • Registration (valid for 36 months) – £30.90 • External Assessment (Unit 223 Proofreading in the Legal Environment) – £12.40 	£43.30
Level 2 Certificate for Legal Text Production Skills <ul style="list-style-type: none"> • Registration (valid for 36 months) – £52.00 • External Assessment (Unit 223 Proofreading in the Legal Environment) – £12.40 	£64.40
Level 2 Award for Legal Secretaries – Legal Text Processing <ul style="list-style-type: none"> • Registration (valid for 36 months) 	£30.90
Level 2 Award for Legal Secretaries – Working in the Legal Environment <ul style="list-style-type: none"> • Registration (valid for 36 months) 	£30.90
Level 2 Award for Legal Secretaries – Legal Presentation Processing <ul style="list-style-type: none"> • Registration (valid for 36 months) 	£30.90
Level 2 Award for Legal Secretaries – Legal Information Processing <ul style="list-style-type: none"> • Registration (valid for 36 months) 	£30.90

Associated Learner Fees

To assist learners and training providers, CILEX has set out the associated learner fees payable for each qualification. The associated learner fees encompass all fees for optional services related to the delivery and award of a qualification.

Optional Services	Fees
Clerical Check	£15.00*
Review of Marking ¹	£50.00*
Quality Assurance Review ²	£50.00*
Stage 1 Appeal	£30.00
Stage 2 Appeal	£40.00
Appeal Against a Learner Malpractice Decision	£50.00

¹ A review of marking is available for external examinations marked by CILEX. A review of marking is not available for multiple choice tests or internal assessments.

² Quality assurance reviews are available for internal assessments i.e. assessments which are marked by the training provider and quality assured by CILEX.

* The clerical check fee, review of marking fee, quality assurance review fee is refunded if the check/review identifies an error in grade awarded. For example, if as a result of a clerical check the learner's result is revised from a FAIL to a PASS.