

## Level 3 Apprenticeships



### Competence Qualification – Level 3 Diploma in Providing Legal Services

#### 2019 Fees

CILEx reviews its fees annually.

Learner Qualification Registration Fee		£61 per learner
Level	Unit	Unit Claim Fee
2	Receive, transmit, store and retrieve information	£8
2	Communicating with legal advice clients	£8
3	Business and ethics for the legal sector	£8
3	Comply with legal, organisational and regulatory requirements in the provision of legal services	£8
3	Provide documents for legal matters	£8
3	Draft legal documents using precedents	£8
3	Managr files for legal matters	£8
3	Communicate effectively with people maintaining the security of information	£8
3	Process clients' instructions and plan legal work	£8
3	Conclude legal matters	£8
3	Conduct research to progress legal matters	£8
3	Equality and diversity	£8
3	Maintain and develop your own knowledge, skills and competence	£8
3	Ensure your own actions reduce risks to health and safety	£8
3	Contribute to the quality of team working	£8
3	Providing legal advice to clients	£8
3	Managing interviews with legal advice clients	£8
3	Plan and manage your own workload	£8
4	Manage financial considerations in relation to legal matters	£8
4	Prepare for financial transactions in relation to legal matters	£8
4	Preparing cases for representation in formal proceedings	£8
4	Acting on behalf of clients in informal proceedings	£8