

Level 3 Apprenticeships



Competence Qualification – Level 4 Diploma in Providing Legal Services

2019 Fees

CILEx reviews its fees annually.

Learner Qualification Registration Fee		£61 per learner
Level	Unit	Unit Claim Fee
3	Plan, allocate and monitor work of a team	£8
3	Plan and manage your own workload	£8
3	Managing interviews with legal advice clients	£8
3	Providing legal advice to clients	£8
3	Work in a business environment	£8
4	Comply with legal, organisational and regulatory requirements in the provision of legal service	£8
4	Draft legal documents	£8
4	Equality and diversity	£8
4	Acting on behalf of clients in informal proceedings	£8
4	Conclude legal matters	£8
4	Develop specifications for legal work to be undertaken	£8
4	Manage financial considerations in relation to legal matters	£8
4	Prepare file submissions for legal matters	£8
4	Prepare for financial transactions in relation to legal matters	£8
4	Preparing cases for representation in formal proceedings	£8
4	Progress legal matters by conducting research	£8
4	Managing legal advice cases	£8
4	Managing personal legal advice caseload	£8
4	Manage resource planning and improvement of resource allocation in a contact centre	£8
4	Manage team and individual performance in contact centre operations	£8
4	Provide leadership and direction for own area of responsibility	£8
4	Negotiate in a business environment	£8
5	Develop, negotiate and agree proposals to offer services and products	£8
5	Contribute to the improvement of team working	£8
5	Maintain and develop your own knowledge, skills and competence	£8
5	Communicate effectively with people	£8
5	Acting on behalf of clients in formal proceedings	£8