

Qualifications Handbook

CILEx Level 3 Certificate in Law and
Practice

CILEx Level 3 Professional Diploma
in Law and Practice

Customer Service Statement

Delivering Customer Service

CILEx aims to support, educate and represent its members throughout their legal career. CILEx is committed to providing the highest standards of customer service.

CILEx Assessment team Customer Service Statement

- To provide comprehensive legal education
- To develop relationships with all members
- To communicate with all customers in a clear and effective manner
- To ensure that all CILEx services are subject to quality assurance
- To aim to deliver the highest level of customer satisfaction and meet customer needs in the most effective way
- All stakeholders will be treated with dignity and respect
- CILEx will comply at all times with its Equality and Diversity Policy

CILEx Assessment team will:

- Provide clear information to all prospective learners about educational opportunities
- Acknowledge enquiries within 1 working day
- Ensure all customers are aware of the complaints procedure through regularly updated information on www.cilex.org.uk. Complaints will be acknowledged within 3 working days and answered within 10 working days
- Ensure all learners know the examination results enquiries and appeals procedure through regularly updated information on www.cilex.org.uk
- Results enquiries will be acknowledged within 5 working days and answered within 6 weeks, where re-marking or a QA review is required
- Make every effort to ensure all documents and guidance given to learners, centres and employers is clear and relevant and available on www.cilex.org.uk
- Listen to customers and monitor changing needs
- Monitor needs of employers to ensure the CILEx qualification remains relevant
- Produce examination certificates within 25 working days of results notification
- Review the unit specifications each year
- Deal with your queries promptly and courteously
- Provide accurate and timely information to help you make decisions
- Respond promptly to any issues that you may raise

Our Assessment Administrators will:

- Be comprehensively trained to provide advice on the CILEx qualifications and examination and professional skills assessment regulations and processes
- Provide accurate and reliable information
- Arrange to return your call at an agreed time, if your enquiry requires in depth research
- Be available from 8.45am - 5pm (Monday, Tuesday, Wednesday & Thursday) and 9am - 4pm (Friday), excluding Bank Holidays and the period from Christmas Eve to New Year's Day.

There are several ways in which you can help us to meet the standards:

- When you call or email us, please have your membership number available so that we can clearly identify you
- Tell us when we are getting it right, so that we can do more of it
- Tell us when we are getting it wrong, so that we can resolve the issue, learn from our experience and improve the service for all our members
- Talk to us rationally, calmly and respectfully, so that we can work together to resolve your enquiry as soon as possible.

Complaints

If you wish to register a complaint regarding standards of service for Assessments, please contact us via email at assessment@cilex.org.uk or write to Assessment Customer Service, CILEx, Kempston Manor, Kempston, Bedford, MK42 7AB.

Complaints about an Accredited Centre

Learners who are not satisfied with the service which has been provided by a CILEx accredited centre should first seek to resolve any issues with the tutor or other individual/s at the centre. If a learner is unable to discuss any issues with their tutor or remains dissatisfied after doing so they should then follow the centre's formal complaints procedure.

After the centre's formal complaints procedures have been completed, should a learner remain dissatisfied with the centre's response to their formal complaint, the learner is entitled to contact CILEx in writing. You should address any complaints about a CILEx accredited centre to The Membership Team, Centre at CILEx either by email (membership@cilex.org.uk) or by a letter detailing the complaint and including any other relevant information. Complaints from learners concerning CILEx accredited centres are recorded and managed through CILEx's accredited centre risk management procedures. CILEx will carry out an investigation into the complaint which will involve contact with the centre concerned. Please note that CILEx is unable to seek refunds from CILEx accredited centres on behalf of learners.

CILEx will acknowledge your complaint within **5 working days** of its receipt and will investigate the circumstances associated with it. A written response will be sent to you once the investigation has been concluded, normally within **20 working days**. Depending on the nature of the complaint, CILEx reserves the right to extend this timescale depending on the nature/complexity of the complaint being investigated.

If you are not satisfied with how your complaint has been dealt with, please visit the Customer Service Feedback page on www.cilex.org.uk where the Customer Feedback form, policy and procedure is available. Alternatively, you can email membership@cilex.org.uk

Introduction

This handbook is for CILEx Learners studying the CILEx Level 3 Certificate in Law and Practice or the Level 3 Professional Diploma in Law and Practice. It is also for tutors and centres delivering these qualifications.

CILEx is an awarding organisation recognised by Ofqual, Qualification Wales and CCEA. The Level 3 Certificate in Law and Practice and Level 3 Professional Diploma in Law and Practice are regulated qualifications.

The unit specifications for the Level 3 qualifications are set out separately on the website. The unit specifications are reviewed annually. The most up to date versions are available on the CILEx website, here:

http://www.cilex.org.uk/study/information_for_students/unit_specifications

How to use this Handbook

The handbook has a comprehensive contents page designed to help learners and tutors locate the relevant information they require. The main changes to this handbook, with the exception of the appendices, are highlighted in yellow.

It is important that both learners and tutors familiarise themselves with the information provided in **Section 4: Qualification Administration**. This section sets out CILEx policies and procedures which all learners and centres must follow.

Section 5: CILEx Contacts sets out the key areas of work undertaken by different departments at CILEx. This information is provided to help learners and centres direct their enquiries to the relevant department in order that enquiries can be addressed efficiently and effectively.

It is strongly recommended that learners and tutors regularly refer to the **CILEx website** (www.cilex.org.uk). The website is frequently updated and is used to communicate key information to learners and tutors.

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Section 1: Studying with CILEx – an overview

1.1 The route to becoming a Chartered Legal Executive

The CILEx Level 3 Professional Diploma in Law and Practice represents the first stage on the route to becoming a Chartered Legal Executive.

To qualify as a Chartered Legal Executive and, hence, become a Fellow of CILEx, Learners must satisfy the following requirements:

- (i) Achieve the Level 3 Professional Diploma in Law and Practice
- (ii) Achieve the Level 6 Professional Higher Diploma in Law and Practice
- (iii) Complete 3 years of Qualifying Employment and evidence their competence through submission of a logbook and portfolio of evidence, which is assessed against 27 learning outcomes.

Note: At least 2 years of your Qualifying Employment must be served consecutively, immediately preceding the application for Fellowship and 1 year must be served in the Graduate grade of Membership. Graduate membership is achieved after completing elements (i) and (ii) set out above.

1.2 CILEx membership

All Learners undertaking courses towards the achievement of the CILEx Level 3 Certificate or Diploma in Law and Practice **must** be registered as CILEx members.

Registration with CILEx as a member must take place prior to the learner starting to study for any specific qualification units. **Key Dates and Deadlines** can be found here http://www.cilex.org.uk/study/information_for_students/key_dates_and_deadlines. This process is separate from enrolling with a centre on a course of study. Registration is available online by visiting the website www.cilex.org.uk.

Membership grades

Student member - for those with no relevant legal qualification and less than three years fee-earning work.

Affiliate member - for those with at least one CILEx Level 3 unit qualification, or who have completed a relevant legal qualification or who have completed a relevant legal qualification at Level 2 or gained at least three years' experience doing predominantly legal work.

Associate member - for those who have completed their Level 3 Professional Diploma in Law and Practice or who are graduates with Qualifying Law Degrees. Associate members are entitled to the designatory letters, ACILEx after their name, and are required to take 8 hours Continuing Professional Development (CPD) and at least 1 entry in professionalism.

Graduate member - for those who have completed both their Level 3 Professional Diploma in Law and Practice and Level 6 Professional Higher Diploma in Law and Practice (or equivalent), or who are Legal Practice Course (LPC) or Bar Vocational Course (BVC) graduates. Graduate members are entitled to designatory letters, GCILEx, after their name, and are required to undertake 12 hours CPD and at least 1 entry in professionalism.

Fellowship – When Graduate Members have completed the period of Qualifying Employment and the work based learning outcomes, they may apply to become Fellows of CILEx and are eligible to use the term “Chartered Legal Executive” and the designatory letters FCILEx. Fellows are required to undertake 9 CPD outcomes each including at least 1 entry in professionalism.

Information about the membership grades and the application process is available from the Membership Contact Centre membership@cilex.org.uk.

1.3 Qualifying Employment – what is it?

A person is in Qualifying Employment if he/she is employed either:

- Under the supervision of an authorised person in private practice;
- In an organisation where the employment is subject to supervision by an authorised person employed in duties of a legal nature by that firm, corporation, undertaking, department or office; and

in each case, you must undertake work that is **wholly of a legal nature** for at least 20 hours per week.

Further information about Qualifying Employment is available from the Membership Contact Centre and via the CILEx website, here:

https://www.cilex.org.uk/study/lawyer_qualifications/qualifying_employment.

1.4 Accredited centres and courses

All Learners registering for any unit examination/assessment towards the CILEx Level 3 Certificate in Law and Practice and the CILEx Level 3 Professional Diploma in Law and Practice must have undertaken and completed an accredited course of study for the unit or units they wish to take.

Accredited courses are offered at colleges of Further Education and by several private training providers throughout England and Wales. Courses are also available in a limited number of overseas centres. Most courses start in September and take place in the evening or on a day release basis, although there are also some accredited full-time courses. Distance learning courses are also available. Details of course providers are available from CILEx's website (www.cilex.org.uk). Learners are advised to contact their local centre to obtain further information.

1.5 CILEx Code of Conduct

Everyone who registers as a member with CILEx is bound by its rules and regulations, which include the CILEx Code of Conduct and the Investigation, Disciplinary and Appeal Rules. The Rules establish three panels which are the Professional Conduct Panel (PCP), The Disciplinary Tribunal (DT) and the Appeals Panel (AP).

The PCP has the power to consider the conduct of anyone who wishes to become a member of CILEx and the conduct of anyone who is already an existing member of CILEx. If a person has declared, at membership application stage, a Prior Conduct (for example a bankruptcy judgement or a criminal conviction) the matter may be put to the PCP to consider. The PCP will then decide if that person has the suitable character to become a member. The PCP may refuse or approve a person's application to become a member.

The PCP will also deal with Prior Conduct declarations made by anyone who is an existing member (of any grade) or authorised person of CILEx in addition to any complaints made against them.

The DT considers matters referred to it by the PCP and there is an Appeals Panel which deals with all matters that are being appealed from the PCP and the DT.

The PCP and the DT consider a member's conduct against the standards set out in the CILEx Code of Conduct. They decide if allegations of misconduct are found proved and therefore, breach the CILEx Code of Conduct and is unbecoming to the profession. The PCP and the DT have the power to sanction an existing member for any misconduct that

is found proved. If the PCP does not refer the member's conduct matter to the DT, they have the power to require a member to give undertakings as to their future conduct, impose conditions in regard to their employment, reprimand and/or warn a member. The DT has the same powers as the PCP, but they also have the power to fine or exclude members from CILEx membership.

The AP will consider any appeals, for example, where a person has been refused membership of CILEx or where a member is fined.

A person may also be ordered to pay the costs of any investigation into their conduct if the matter is found proved.

The standards which all members are required to observe are set out in the CILEx Code of Conduct. It sets out nine principles CILEx members must follow. It is our core guidance on the conduct, practice and professional performance expected of you and is sent to all learners on enrolment and also to newly admitted Fellows. A copy of the Code is available at: <http://www.cilex.org.uk/about-cilex-lawyers/what-cilex-lawyers-do/code-of-conduct>

All conduct matters including any that are declared at membership application stage are dealt with by CILEx Regulation Ltd.

Section 2: Overview of CILEx Level 3 Qualifications

2.1 Introduction to the Level 3 Professional Diploma in Law and Practice

The Level 3 Professional Diploma in Law and Practice is the CILEx Level 3 academic stage qualification. Learners wishing to become Chartered Legal Executives and proceed to Fellowship of CILEx must achieve the Level 3 Professional Diploma in Law and Practice and the CILEx Level 6 Professional Higher Diploma in Law and Practice.

The Level 3 Professional Diploma in Law and Practice is a broad-based, practical introduction to Law and Legal Practice. It requires that Learners achieve across key areas of Law and Legal Practice (i.e. mandatory Law units consist of: Contract Law, Criminal Law, Land Law and Law of Tort).

The Level 3 Professional Diploma in Law and Practice has been developed as a unitised qualification which permits Learners and centres to adopt a flexible and tailor made approach to learning. Whilst all Learners undertake a certain amount of core study, there is also room for centres to deliver units that better reflect individual or group interests.

CILEx has included a practical legal skills component within its Level 3 Professional qualification. The Professional Skills units (units 16 and 17) require that Learners demonstrate key transferable legal skills in practical situations. The mandatory inclusion of these units in the Level 3 Professional Diploma in Law and Practice ensures both that the qualification reflects the pace of change in the legal sector and that CILEx Learners are well-prepared to embrace this change.

The qualification consists of 10 units in total which are each assessed by CILEx and accumulated by the learner. Each unit is regarded as a worthwhile achievement in its own right and certification is available at unit level.

CILEx anticipates that the vast majority of Learners intending to study the CILEx Level 3 Professional Diploma in Law and Practice will, firstly, achieve the CILEx Level 3 Certificate in Law and Practice (see below). As the qualifications draw from the same choice of units and are both cumulatively achieved, this is the best way to ensure that Learners are progressively rewarded for their achievements.

2.2 Introduction to the CILEx Level 3 Certificate in Law and Practice

The Level 3 Certificate in Law and Practice has been developed to recognise the growing number of Learners who are either interested in a short but rounded introduction to Law and Practice or have a specific learning need within an area of Law and Legal Practice. The Level 3 Certificate in Law and Practice has been developed to meet the needs of a number of quite diverse learner groups (see 2.4 Target Groups for details).

The CILEx Level 3 Certificate in Law and Practice, whilst still retaining a set of core units, can be achieved in a number of ways. To enhance this variety, CILEx is offering this qualification with an **endorsement**. This means that each CILEx Level 3 Certificate in Law and Practice will be endorsed with the Legal Practice area in which it has been achieved, e.g. CILEx Level 3 Certificate in Law and Practice (*Civil Litigation*). In all, there are 9 different variations of endorsement to ensure that Learners' achievements in the respective Legal Practice areas are recognised appropriately.

This qualification consists of 5 units in total which are individually accumulated. Again, each unit is regarded as a worthwhile achievement in its own right, and certification is available at unit level.

CILEx anticipates that the vast majority of Learners intending to move on to study the CILEx Level 3 Professional Diploma in Law and Practice will, firstly, achieve the CILEx Level 3 Certificate in Law and Practice. As the qualifications draw from the same choice of units and are both cumulatively achieved, this is the best way to ensure that Learners are progressively rewarded for their achievements.

2.3 Target groups: CILEx Level 3 Professional Diploma in Law and Practice

The CILEx Level 3 Professional Diploma in Law and Practice is the first stage of professional training. It is designed for Learners who want to progress to the Level 6 Professional Higher qualification and who want to ultimately become Chartered Legal Executives and Fellows of CILEx.

The qualification is especially suitable for those who are already at work in legal roles and who are looking to develop their knowledge and skills in order to progress.

The qualification is also suitable for those who have little or no experience of the Law and Legal Practice and who are interested in developing a practical and broad understanding of the Law and Legal Practice with a view to future legal employment.

The qualification can be studied part-time or full-time.

2.4 Target groups: CILEx Level 3 Certificate in Law and Practice

The CILEx Level 3 Certificate in Law and Practice comprises a flexible introduction to a specific area of Law and Legal practice. It requires that Learners understand the professional legal skills necessary to begin to research the Law and work with clients.

This qualification has three main target groups.

(i) Learners seeking to become Fellows of CILEx

The CILEx Level 3 Certificate in Law and Practice is the first step on the road to Fellowship of CILEx. Learners who clearly know that they want to be a Chartered Legal Executive, and have their sights set on the CILEx Level 3 Professional Diploma in Law and Practice, can complete the Level 3 Certificate en route to completing the Level 3 Diploma.

The achievement gained towards the Level 3 Certificate in Law and Practice can be used towards the achievement of the Level 3 Professional Diploma in Law and Practice. The CILEx Level 3 Certificate in Law and Practice is a way of rewarding ongoing achievement on the road to the larger, broader qualification.

(ii) Learners seeking an introduction to Law and Legal practice

The CILEx Level 3 Certificate in Law and Practice is suitable for Learners just embarking on a career in Law who require a short but rounded introduction to the Law and Legal Practice. Again, because all achievements are individually accumulated, this qualification can then offer an ideal springboard into the broader studies required for the CILEx Level 3 Professional Diploma in Law and Practice (should the learner wish to progress).

(iii) Learners working in the legal field

The CILEx Level 3 Certificate in Law and Practice is a way of fast improving understanding and skills in a specific area of Law and Legal Practice. For those Learners working in a new or ever-changing area of Law, the CILEx Level 3 Certificate in Law and Practice is an ideal way of supporting professional development.

The qualification can be studied part-time or full-time.

2.5 The Level of the qualifications

The CILEx Certificate in Law and Practice and the CILEx Professional Diploma in Law and Practice have been designed to assess knowledge, understanding and skills at Level 3 of the Regulated Qualifications Framework (RQF)*. Both qualifications have been designed to be comparable in level of difficulty to GCE A Levels and NVQs at Level 3.

* see section 2.9 below for information on the Regulated Qualifications Framework.

2.6 Entry requirements

There are no formal entry requirements for either qualification. However, the qualifications are at Level 3 of the Regulated Qualifications Framework (RQF) (see 2.9 below), and CILEx does recommend that Learners embarking on a programme of study towards either qualification have a minimum of four GCSEs at grades C or above (including English Language or Literature) or equivalent qualifications.*

* Please note that a full list of equivalent qualifications is posted on the CILEx website (www.cilex.org.uk)

2.7 Exemptions

CILEx offers exemptions from parts of the CILEx Level 3 Certificate in Law and Practice and the CILEx Level 3 Professional Diploma in Law and Practice, for Learners with a range of qualifications. Please see full details of CILEx's current exemption arrangements by visiting the CILEx website (<http://www.cilex.org.uk/study/exemptions.aspx>).

CILEx will consider granting exemptions to candidates from units of the CILEx Level 3 Certificate in Law and Practice and the CILEx Level 3 Professional Diploma in Law and Practice where they can demonstrate that they have passed examinations in Law and/or Practice at a comparable standard and with substantially similar subject content. Exemptions cannot be granted from part of a unit.

Eligibility for exemptions can be checked by viewing the exemption criteria on <http://www.cilex.org.uk/study/exemptions.aspx>. A fee equivalent to the unit examination/assessment registration fee is charged for exemption applications.

2.8 Relationship with National Occupational Standards (NOS) and Functional/Essential Skills

Signposting to the National Occupational Standards for Legal Advice is provided in the specification for each individual unit.

Programmes of study leading towards these qualifications will provide candidates with the opportunities to develop the skills and knowledge relevant to a number of Functional/Essential Skills areas. These relevant areas are identified in each individual unit specification.

2.9 The Regulated Qualifications Framework

The Level 3 Professional Certificate and Diploma in Law and Practice are on the Regulated Qualifications Framework (RQF).

2.9.1 Total Qualification Time (TQT) and Guided Learning Hours

Total Qualification Time (TQT)

TQT is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification. TQT comprises two components:

- Guided Learning
- All Other Learning – examples of this type of learning are:
 - independent and unsupervised research/learning
 - unsupervised compilation of a portfolio of work experience
 - unsupervised e-learning
 - unsupervised e-assessment
 - unsupervised coursework
 - watching a pre-recorded podcast or webinar
 - unsupervised work-based learning

Guided Learning

Guided Learning is made up of activities completed by the learner under the direct instruction or supervision of a lecturer, supervisor or tutor. This can be either through physical presence or electronic means.

Qualification	Recommended TQT values (hours)	Guided learning hours
CILEx Level 3 Certificate in Law and Practice	350	125
CILEx Level 3 Diploma in Law and Practice (referred to as the CILEx Level 3 Professional Diploma in Law and Practice)	700	250

Credit

Each of the unit specifications has a credit value. To achieve the:

- CILEx Level 3 Certificate in Law and Practice - the learner is required to achieve 35 credits (i.e. 5 units x 7 credits per unit).
- CILEx Level 3 Professional Diploma in Law and Practice - the learner is required to achieve 70 credits (i.e. 10 x 7 credits per unit).

2.10 Changes in the Law

CILEx will review its unit specifications annually to identify and advise on any aspects of Law and Practice which are going to be amended or introduced during the course of the upcoming academic year.

As a rule, CILEx will **not** expect Level 3 learners to show knowledge in assessment of a change in the Law or Practice of the Law which has been implemented 6 months or less prior to the date of the assessment.

Up to date unit specifications will be posted on the CILEx website
www.cilex.org.uk/study/information_for_students/unit_specifications

2.11 Qualification and unit reference numbers

Qualification title	Ofqual/CCEA Qualification number	Qualifications Wales Qualification number
CILEx Level 3 Certificate in Law and Practice	601/3407/0	C00/0633/7
CILEx Level 3 Professional Diploma in Law and Practice	601/3417/3	C00/0633/8

Unit title	Unit reference number
Unit 1 Introduction to Law and Practice	H/504/7041
Unit 2 Contract Law	H/505/1834
Unit 3 Criminal Law	L/504/7051
Unit 4 Land Law	R/504/7049
Unit 5 Law of Tort	D/504/6177
Unit 6 Employment Law	F/506/2405
Unit 7 Family Law	D/504/7037
Unit 8 Law of Wills and Succession	K/504/7042
Unit 9 Civil Litigation	H/504/7038
Unit 10 Conveyancing	A/504/7045
Unit 11 Criminal Litigation	K/506/2401
Unit 12 The Practice of Family Law	K/504/7039
Unit 13 The Practice of Employment Law	J/504/7050
Unit 14 Probate Practice	Y/504/7036
Unit 15 The Practice of Law for the Elderly Client	L/504/7048
Unit 16 Client Care Skills	L/504/6174
Unit 17 Legal Research Skills	Y/504/6176
Unit 18 The Practice of Child Care Law	K/505/2483
Unit 19 Residential and Commercial Leasehold Conveyancing	D/505/2478

Section 3: Qualification Structure and Unit Content

3.1 The suite of units for the CILEx Level 3 Certificate in Law and Practice and the CILEx Level 3 Professional Diploma in Law and Practice

The units in **Table 1** below describe the units available for the CILEx Level 3 Certificate in Law and Practice and the CILEx Level 3 Professional Diploma in Law and Practice. These units are the building blocks towards each qualification.

A key difference between the two qualifications is that more units must be achieved for a learner to be awarded the CILEx Level 3 Professional Diploma in Law and Practice. There are specific qualification rules which govern the structure of each qualification and describe how each qualification must be built.

Each of the units in **Table 1** has been designed to be delivered by tutors in approximately 25 hours. Tutors will use a variety of styles to deliver the units and it is likely that each unit will be delivered through a combination of lectures, tutorials and supervised study or other appropriate modes of delivery.

3.1.1 Table 1: Suite of Level 3 Units

Unit	Title	Type of unit
Unit 1	Introduction to Law and Practice	Foundation Law unit: mandatory to both qualifications
Unit 2	Contract Law	Law
Unit 3	Criminal Law	Law
Unit 4	Land Law	Law
Unit 5	Law of Tort	Law
Unit 6	Employment Law	Law
Unit 7	Family Law	Law
Unit 8	Law of Wills and Succession	Law
Unit 9	Civil Litigation	Practice
Unit 10	Conveyancing	Practice
Unit 11	Criminal Litigation	Practice
Unit 12	The Practice of Family Law	Practice
Unit 13	The Practice of Employment Law	Practice
Unit 14	Probate Practice	Practice
Unit 15	The Practice of Law for the Elderly Client	Practice
Unit 18	The Practice of Child Care Law	Practice
Unit 19	Residential and Commercial Leasehold Conveyancing	Practice
Unit 16	Client Care Skills	Professional Skills: mandatory to both qualifications
Unit 17	Legal Research Skills	Professional Skills: mandatory to both qualifications

3.2 The structure of the CILEx Level 3 Certificate in Law and Practice

The units are the building blocks towards the qualification. To achieve the CILEx Level 3 Certificate in Law and Practice, Learners must achieve five units from **Table 1** in accordance with the rules of the qualification as follows:

3.2.1 Qualification rules: CILEx Level 3 Certificate in Law and Practice

Unit 1 (Introduction to Law & Practice)	Unit 16 (Client Care Skills)	Unit 17 (Legal Research Skills)	1 Law Unit	1 Practice Unit (must be linked to the Law unit)
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No Practice unit can be counted as achievement towards a qualification without the linked Law unit being taken also.* **Table 2** sets out the linked Practice and Law units.

* Where a learner simply wants to take a single unit not as a part of an overall qualification, then this is permitted. CILEx will certificate Learners for each unit they achieve.

Therefore, Learners cannot do the following Practice units towards a qualification without also doing the linked Law unit:

3.2.2 Table 2: Linked Practice and Law Units

Practice Unit	Linked Law Unit
Unit 9 Civil Litigation	Unit 2 Contract Law OR Unit 5 Law of Tort
Unit 10 Conveyancing	Unit 4 Land Law
Unit 11 Criminal Litigation	Unit 3 Criminal Law
Unit 12 The Practice of Family Law	Unit 7 Family Law
Unit 13 The Practice of Employment Law	Unit 6 Employment Law
Unit 14 Probate Practice	Unit 8 Law of Wills and Succession
Unit 15 The Practice of Law for the Elderly Client	Unit 8 Law of Wills and Succession
Unit 18 The Practice of Child Care Law	Unit 7 Family Law
Unit 19 Residential and Commercial Leasehold Conveyancing	Unit 4 Land Law

Where Learners are studying a Practice unit and its linked Law unit, CILEx strongly recommends that the learner studies the Law unit, where possible, before studying the linked Practice unit. In this way, the learner understands the legal foundation upon which rests the practical application of the Law.

3.2.3 CILEx Level 3 Certificate in Law and Practice – Endorsed Certificates

To reflect these different combinations of Law and Practice units, CILEx has decided to **endorse** each CILEx Level 3 Certificate in Law and Practice. An endorsement means that no CILEx Level 3 Certificate in Law and Practice will be issued without the qualification recognising the legal area in which the qualification was achieved, e.g. CILEx Level 3 Certificate in Law and Practice (**Conveyancing**).

Table 3 sets out the units which must be achieved in order to be awarded each endorsed Certificate.

3.2.4 Table 3: CILEx Level 3 Certificate in Law and Practice – required combinations for endorsements

CILEx Level 3 Certificate in Law and Practice ...	Units which have to be achieved				
... (Conveyancing)	Unit 4 - Land Law	Unit 10 - Conveyancing	Unit 1 - Introduction to Law & Practice (mandatory unit)	Unit 16 - Client Care Skills (mandatory unit)	Unit 17 - Legal Research Skills (mandatory unit)
... (Civil Litigation)	Unit 2 - Contract Law OR Unit 5 - Law of Tort	Unit 9 - Civil Litigation			
... (Criminal Litigation)	Unit 3 - Criminal Law	Unit 11 - Criminal Litigation			
... (Family Practice)	Unit 7 - Family Law	Unit 12 - The Practice of Family Law			
... (Employment Practice)	Unit 6 - Employment Law	Unit 13 - The Practice of Employment Law			
... (Probate Practice)	Unit 8 - Law of Wills and Succession	Unit 14 - Probate Practice			
... (Elderly Client Practice)	Unit 8 - Law of Wills and Succession	Unit 15 - The Practice of Law for the Elderly Client			
... (Child Care Practice)	Unit 7 Family Law	Unit 18 - The Practice of Child Care Law			
... (Residential and Commercial Leasehold Conveyancing)	Unit 4 Land Law	Unit 19 - Residential and Commercial Leasehold Conveyancing			

*Some Learners working towards the CILEx Level 3 Professional Diploma in Law and Practice will meet the qualification rules for more than one of CILEx's Level 3 endorsed certificates. A qualification certificate will only be automatically supplied for the first CILEx Level 3 endorsed certificate which is achieved.

3.3 The structure of the CILEx Level 3 Professional Diploma in Law and Practice

The units (set out in **Table 1**) are the building blocks of the CILEx Level 3 Professional Diploma in Law and Practice. Learners must achieve a total of 10 units to complete the CILEx Level 3 Professional Diploma in Law and Practice. However, many Learners will have completed the CILEx Level 3 Certificate in Law and Practice working towards the Diploma and, therefore, will have already taken 5 units, so will only have a further 5 units to take, subject to the rules of the qualification.

To achieve the CILEx Level 3 Professional Diploma in Law and Practice Learners must ensure that their choice of units complies with the following qualification rules:

3.3.1 Qualification rules: CILEx Level 3 Professional Diploma in Law and Practice

- Learners must take the 7 mandatory units marked in **3.3.2 Table 4**.
- Learners must then take 3 other units of which at least 2 units must be Practice units from different legal practice areas*.

- The third unit can be **either** a Law unit **or** a Practice unit
- No Practice unit can be counted as achievement towards a qualification without the linked Law unit being taken also. See **3.2.2: Table 2** for details of the linked Practice and Law units.**
- Learners who have completed the CILEx Level 3 Certificate in Law and Practice should refer to the key points in the **3.3.2: Table 4** below for further guidance.

* CILEx Regulation requires Learners to do the required number of Practice units from **2 different legal practice areas**.

Whilst it is permissible for Learners to take both Unit 12 The Practice of Family Law and Unit 18 The Practice of Child Care Law, Learners should be aware that this combination does **not** count as 2 different Practice areas and Learners doing this combination will be required to take another unit from a different legal practice area to achieve their Level 3 Professional Diploma in Law and Practice. These Learners should be aware that if they still wish to take both these units, this will mean that the Level 3 Professional Diploma cannot be completed in less than 11 units.

Also, whilst it is permissible for Learners to take both Unit 10 Conveyancing and Unit 19 Residential and Commercial Leasehold Conveyancing, Learners should be aware that this combination does **not** count as 2 different Practice areas and Learners doing this combination will be required to take another unit from a different legal practice area to achieve their Level 3 Professional Diploma in Law and Practice.

Whilst it is permissible for Learners to take both Unit 14 Probate Practice and Unit 15 The Practice of Law for the Elderly Client, Learners should be aware that this combination does **not** count as 2 different Practice areas and Learners doing this combination will be required to take another unit from a different legal practice area to achieve their Level 3 Professional Diploma in Law and Practice. Again, these Learners should be aware that if they still wish to take both these units, this will mean that the Level 3 Professional Diploma cannot be completed in less than 11 units.

** Where a learner simply wants to take a single unit not as a part of an overall qualification, then this is permitted. CILEx will certificate Learners for each unit they achieve.

An overview of the structure of the CILEx Level 3 Professional Diploma in Law and Practice is set out in **Table 4** below:

3.3.2 Table 4: Overview of the structure of the CILEx Level 3 Professional Diploma in Law and Practice

Unit Number	Unit Title	Qualification Rules	Key Points for Learners who have completed the Level 3 Certificate
Unit 1	Introduction to Law and Practice	Mandatory unit	Learners who have completed the Certificate will have already taken Unit 1 and so will not have to take it again.
Unit 2	Contract Law	Mandatory unit	Learners may have taken one of these units towards the Certificate. If so, they can use this unit towards the Diploma and will not have to retake it for the Diploma.
Unit 3	Criminal Law	Mandatory unit	
Unit 4	Land Law	Mandatory unit	
Unit 5	Law of Tort	Mandatory unit	
Unit 6	Employment Law	Optional Law units	
Unit 7	Family Law		Learners may have taken one of these units on the Certificate. The unit achieved on the Certificate can be used towards the Diploma.
Unit 8	Law of Wills and Succession		A minimum of 2 practice units from different legal practice areas must be taken. Learners must take the linked Law unit for each of the Practice units they take. (see Table 2 for details of the linked Law and Practice units and 3.3.1 for specific rules surrounding combinations of practice units)
Unit 9	Civil Litigation		
Unit 10	Conveyancing		
Unit 11	Criminal Litigation		
Unit 12	The Practice of Family Law		
Unit 13	The Practice of Employment Law		
Unit 14	Probate Practice		
Unit 15	The Practice of Law for the Elderly Client		
Unit 18	The Practice of Child Care Law		
Unit 19	Residential and Commercial Leasehold Conveyancing		
Unit 16	Client Care Skills	Mandatory unit	Learners who have completed the Certificate will have already taken Unit 16 and so will not have to take it again.
Unit 17	Legal Research Skills	Mandatory unit	Learners who have completed the Certificate will have already taken Unit 17 and so will not have to take it again.

3.3.3 Some examples of the different routes Learners can take to achieve the Level 3 Professional Diploma in Law and Practice

(i) The most Practice-based variation of the Level 3 Diploma in Law and Practice

A learner looking to achieve the most Practice-based variation of the CILEx Level 3 Diploma in Law and Practice will always ensure that Unit 9 (Civil Litigation), Unit 10 (Conveyancing) and Unit 11 (Criminal Litigation) are the three other units. This is the maximum number of Practice units permitted by the qualification rules. This is a sound and broad combination of Practice units which complements the breadth of the mandatory Law units.

(ii) Learner with an interest in a specific area of Law

A learner with a specific interest in an area of Law and Practice, e.g. Family, will ensure that two of their other three units are, say, Unit 7 Family Law and Unit 12 The Practice of Family Law. This combination shows that the learner has already begun to develop a specific interest and build upon the core Law units.

Learners can, in the areas of Probate, Conveyancing and Family, specialise still further and take additional practice units. For example, there is nothing to stop a Family Law learner opting to take Unit 18 The Practice of Child Care Law in addition to Unit 7 Family Law and Unit 12 The Practice of Family Law. However, you should note that opting for this kind of combination does not satisfy the qualification requirements as these state (see 3.3.1) that practice units in at least 2 different legal practice areas must be achieved. In this kind of situation, the learner will be required to take an additional practice unit and will not complete the qualification in less than 11 units.

There are a number of possible combinations of the three other units one could choose. These combinations give Learners and centres the ability to create more flexible qualifications that are more attuned to individual circumstances and requirements.

3.4 Assessment pattern

The units and their methods of assessment can be categorised as follows:

Unit 1 Introduction to Law and Practice

Unit 1 is a broad introduction to the English legal context. Covering generic topics such as the sources and structure of the English legal system, it is an important underpinning foundation to the study of all specific areas of Law that make up the qualification. For this reason, Unit 1 is mandatory and is assessed through a 1 hour multiple choice test. Results for this unit are graded Pass, Merit and Distinction.

Notional* grade boundaries are set as follows:

Pass grade – 60% of total available marks
Merit grade – 75% of total available marks
Distinction grade – 85% of total available marks

The Law Units (Units 2 - 8)

Law Units 2, 3, 4 and 5 are core introductions to the main legal subjects and mandatory units for the CILEx Level 3 Professional Diploma in Law and Practice. These units are the linchpin of the CILEx Level 3 Professional Diploma in Law and Practice and vital to ensuring that all potential CILEx Fellows have a sound basis in the essentials of Law.

Law Units 6, 7 and 8 are popular and accessible Level 3 areas of Law in which CILEx Level 3 Learners often require a solid introduction. Whilst not core to the CILEx Level 3 Professional Diploma in Law and Practice, these units offer Learners the ability to build their knowledge and understanding in what are mainstream areas from an early stage.

All Law units are assessed by a 1½ hour examination (plus 15 minutes reading time). Results for these units are graded Pass, Merit and Distinction.

Notional* grade boundaries are set as follows:

Pass grade – 50% of total available marks
Merit grade – 65% of total available marks
Distinction – 75% of total available marks

The Practice Units (Units 9 - 19) build on the foundations of the Law units and address the key aspects of successful legal practice in each of the designated areas. To ensure greater realism, each of the Practice units is assessed by a 1½ hour examination (plus 15 minutes reading time) based on a case study which is released to Learners approximately 6 weeks in advance of the examination. Results for these units are graded Pass, Merit and Distinction.

Notional* grade boundaries are set as follows:

Pass grade – 50% of total available marks
Merit grade – 65% of total available marks
Distinction – 75% of total available marks

*Notional grade boundaries offer tutors and Learners the opportunity to understand approximately the level of achievement necessary to pass and achieve certain grades of success in an assessment. Notional grade boundaries, however, are not fixed boundaries, and, as a part of its ongoing quality assurance of the assessment process, CILEx reserves the right to amend its notional grade boundaries for individual examination sessions.

The Professional Skills Units (Units 16 and 17) offer Learners the opportunity to demonstrate proficiency and understanding in key transferable skills within a legal context. Employers prioritise the development of skills among legal employees, and CILEx has responded to this by developing these two mandatory skills-based units in the following key areas of legal practice: the ability to research the law reliably and accurately, and the ability to develop relationships with clients seeking legal assistance. Because these units are skills-based, they are assessed by CILEx-written, centre-delivered materials, marked by tutors and quality assured by CILEx. Results for these units are graded Pass or Fail.

3.4.1 Table 5: Summary of the different methods of assessment

Unit	Title	Assessment method for each unit and its availability	Notional Grade Boundaries
Unit 1	Introduction to Law and Practice	1 hour multiple choice test – twice a year in January and June	Pass: 60% Merit: 75% Distinction: 85%
Unit 2	Contract Law	1½ hour closed book exam (and 15 minutes reading time) – twice a year in January and June	Pass: 50% Merit: 65% Distinction: 75%
Unit 3	Criminal Law		
Unit 4	Land Law		
Unit 5	Law of Tort		
Unit 6	Employment Law		
Unit 7	Family Law		
Unit 8	Law of Wills and Succession		
Unit 9	Civil Litigation	1½ hour closed book exam (and 15 minutes reading time) based on pre-released case study – twice a year in January and June	Pass: 50% Merit: 65% Distinction: 75%
Unit 10	Conveyancing		
Unit 11	Criminal Litigation		
Unit 12	The Practice of Family Law		
Unit 13	The Practice of Employment Law		
Unit 14	Probate Practice		
Unit 15	The Practice of Law for the Elderly Client		
Unit 18	The Practice of Child Care Law *		
Unit 19	Residential and Commercial Leasehold Conveyancing *		
Unit 16	Client Care Skills	Series of skills-based tasks set by CILEx, undertaken with centre and quality assured by CILEx	Pass or Fail grades only
Unit 17	Legal Research Skills		

3.5 Qualification outcomes

Overall results for both the CILEx Level 3 Certificate in Law and Practice and the CILEx Level 3 Professional Diploma in Law and Practice are not graded. Learners, who achieve those units which meet the rules of a qualification, will be issued with a certificate confirming achievement of the qualification.

3.6 Presentation of qualification units

A unit specification is available for each of the units for the Level 3 Certificate in Law and Practice and the Level 3 Professional Diploma in Law and Practice. The unit specifications are reviewed annually. The most up to date versions will be available on the CILEx website.

www.cilex.org.uk/study/information_for_students/unit_specifications

Section 4: Qualification Administration

4.1 Introduction

The suite of Level 3 units consists of Law units (Units 1-8), Practice units (Units 9-15, 18 and 19) and Professional Skills units (Units 16 and 17).

The Law and Practice units are assessed by examinations and section 4.2 sets out CILEx procedures for examination registration for both the Law and Practice units.

The Professional Skills units are assessed through the completion of a number of skills tasks, which Learners undertake during their course of study with their accredited centres (colleges). These units are quality assured by CILEx and centres are required to submit the Learners' successfully completed assessments for these tasks to CILEx for quality assurance checks before results are certificated. Learners must register directly with CILEx in order that their Professional Skills assessments can be considered. The procedures for registration for Professional Skills assessments are set out in section 4.3.

CILEx also has in place procedures for supporting Learners who have difficulties attempting CILEx assessments due to disability or other factors. An overview of the reasonable adjustment policy and procedures is set out in section 4.7 and an overview of the access arrangements policy and procedures is set out in section 4.8.

The special consideration policy and procedures are set out in section 4.9 for Learners who experience difficulties or illness during their examinations or near to the time of their examinations.

This section of the handbook also addresses the rules and regulations which govern CILEx Level 3 qualifications including:

- the results enquiries and appeals policy (section 4.10) which sets out how learners can challenge the results of their examinations or assessments
- the examination regulations (section 4.2.5)
- the examination and professional skills registration regulations (section 4.2.2)
- the malpractice policy (section 4.14)
- the missing script policy (section 4.15)

4.2 Registering for examinations - all Law and Practice units

4.2.1 When are the examinations for the Law and Practice units?

- The examinations for the Law and Practice units take place in January and June of each year.
- Learners should refer to the **Key Dates and Deadlines** for the actual dates of each examination session:
www.cilex.org.uk/study/information_for_students/key_dates_and_deadlines
- Learners should also refer to the **Examination Timetable**:
www.cilex.org.uk/study/information_for_students/exams/exam_timetables

4.2.2 The examination registration process for Law and Practice examinations

- All Learners must be registered as members of CILEx (and have their subscriptions and any other related fees paid up to date) in order to take the Level 3 examinations.
- Learners must register and pay to sit their examinations with CILEx online by visiting www.cilex.org.uk and logging onto their myCILEx account. Learners should refer to the **Key Dates and Deadlines** table for the actual dates of each examination and assessment session intake. No entries will be accepted or amended after the late closing date:
www.cilex.org.uk/study/information_for_students/key_dates_and_deadlines

- The fees for examination registration can be found here: www.cilex.org.uk/study/information_for_students/exams/examination_assessment_fees
- An electronic pdf version of the examination and assessment registration form is available for group registrations of 5 candidates or more with one payment for all entries and for learners with credits on their CILEx Account. Learners must ensure that they request the form in sufficient time to be returned by the session intake closing date by emailing assessment@cilex.org.uk. Learners must sign the examination and assessment entry form even if their entry is being administered or submitted by another party. Applications not signed by learners are invalid and will be returned as null and void. Offline paper forms are not issued.
- Learners **must** select the correct accredited centre (your course/learning provider), examination venue and examination unit when entering examinations. Learners **must** check their acknowledgement emails received from CILEx immediately and contact assessment@cilex.org.uk without delay if there are any queries regarding their entry. These emails are generated automatically and confirm details of your entry. Any changes to the original entry are subject to an administration fee **per** amendment.
- It is essential that learners' taking resits first check with their accredited centre that these can be accommodated, and examinations can be sat with them. Learners will be required to gain written confirmation from their centre to be sent to CILEx assessment@cilex.org.uk before the session intake closing date, confirming that resit examinations can be accommodated by them. Where an accredited centre cannot accommodate the learner's resit, the learner must select an external centre on the form and pay the external centre fee before the session intake closing date. No change request to centres will be accepted after the session intake closing date and each change is subject to an administration fee.
- Learners sitting/submitting at more than one centre will need to complete a separate entry for each centre they are sitting at or submitting work through.
- Where learners wish to enter more than one examination scheduled at the same time, please be aware that examinations will be rescheduled to take place back to back on the same day with minimal breaks. Learners will be supervised at all times. Learners must be in a position to accommodate any examination clashes and once registered, no credits will be given where learners are unable to sit exams due to the clash.
- Learners must ensure that their valid examination and assessment entry and payment are received by CILEx by the deadlines set out in the **Key Dates and Deadlines**, here: www.cilex.org.uk/study/information_for_students/key_dates_and_deadlines
- No entries will be accepted after the late entry closing date.
- All learners must comply with the **Examination and Professional Skills Registration Regulations**. Please read these carefully as they form the rules of entry for examinations and assessments. www.cilex.org.uk/study/information_for_students/exams/examination_regulations
- No amendments will be made after the late entry closing date and learners will be unable to sit examinations where incorrect information has been provided to CILEx. Refunds and credits are not given.

4.2.3 Examination admission permits

- Examination admission permits are available online before the examination session. The published dates are set out in the **Key Dates and Deadlines** table, here: www.cilex.org.uk/study/information_for_students/key_dates_and_deadlines
- Permits can be accessed by visiting www.cilex.org.uk and logging onto the myCILEx area of the site. Permits are distributed by post where requested by the learner and these are sent to each learner who has registered to take an examination, in advance of the examination session.
- The permits set out:
 - the address of the examination centre
 - the date and time of the examination/s the learner is sitting
 - the learner's candidate number/s for the examination/s

- Learners must present their admission permit at each examination for checking by the invigilator/s.
- For those taking exams, it is important that you take a **paper copy** of your examination admission permit to your exam in order that you have the necessary information in the exam room as mobile telephones **must be switched off before** entering the exam room. Therefore, learners will not be able to access an electronic version of their permit via their mobile telephones after entering the exam room.
- You can download and print your examination admission permit online at: www.cilex.org.uk/mycilex/members/exam_permits
- If you have any queries concerning your admission permit, please email assessment@cilex.org.uk or call the CILEx Contact Centre on 01234 845777.
- Please note that while the permit will list details of Professional Skills assessment submissions, these are not live examinations. These assessments are submitted through your centre.

4.2.4 Proof of identity

- Learners are required to present proof of identity at the examination centre in addition to their examination admission permit.
- A list of the various forms of ID is sent to the learners with their examination admission permit and can also be found, here: www.cilex.org.uk/study/information_for_students/exams/examination_regulations
- Learners with queries about the identity checks should contact the Membership Team (see section 5).

4.2.5 Examination regulations

- The Examination Regulations are posted on the CILEx website and are made available to learners with their admission permits.
- All learners are required to comply with the Examination Regulations.
- The Examination Regulations are available at www.cilex.org.uk.
- Alleged breaches of the examination regulations may result in a malpractice investigation.

4.2.6 Examination centres

- Learners who are attending an accredited centre (college or private training provider) will normally take their examinations at their accredited centre.
- Learners studying with distance learning accredited centre (for example Cardiff College Online or CILEx Law School) take their examinations at a CILEx external examination centre.
- Learners taking examinations at an external examination centre must pay the external examination centre fee for each examination.
- The list of external examination centres appears on the online and offline examination registration form and is also available by visiting the study area of www.cilex.org.uk

4.3 Undertaking the Professional Skills assessments – Client Care Skills (Unit 16) and Legal Research (Unit 17)

Learners are required to complete a number of tasks as part of their studies towards these two Professional Skills units. These tasks are undertaken over a period of time with the learner's accredited centre (college). The learner's accredited centre determines the time and the way in which these units are delivered to the learner. The tasks are then assessed by the learner's accredited centre, and all the work for each learner, which must be of a Pass standard, is then forwarded to CILEx for quality assurance checks by a CILEx-appointed moderator. It is imperative that centres **only** forward work to CILEx that is of a Pass standard. CILEx cannot quality assure work which has not reached a Pass standard.

There are submission windows for learner's work each year in January and June. Centres must submit learner work for quality assurance checks at these points and at no other point during the year. See the **Key Dates and Deadlines** table for further details: [www.cilex.org.uk/study/information for students/key dates and deadlines](http://www.cilex.org.uk/study/information%20for%20students/key%20dates%20and%20deadlines)

Learners register for the Professional Skills units in the same way as registering for a Law and Practice examination. **When a learner registers with CILEx for the Professional Skills units, they register to have work submitted for them by their centre at the next submission window.**

4.3.1 The registration and submission process for the Professional Skills assessments

- All Learners must be registered as members of CILEx (and have their subscription fees paid up to date) in order to submit their Level 3 Professional Skills assessments to CILEx.
- Learners must register and pay online by visiting www.cilex.org.uk and logging onto their myCILEx account to have the Professional Skills assessments submitted to and quality assured by CILEx at a specific submission window.
- Learners should refer to the **Key Dates and Deadlines** table for the actual dates of each assessment session intake. No registrations will be accepted or amended after the closing date. The table can be found, here: [www.cilex.org.uk/study/information for students/key dates and deadlines](http://www.cilex.org.uk/study/information%20for%20students/key%20dates%20and%20deadlines)
- The Professional Skills registration fee is set out here: [www.cilex.org.uk/study/information for students/exams/examination assessment fees](http://www.cilex.org.uk/study/information%20for%20students/exams/examination%20assessment%20fees)
- An electronic pdf version of the examination and assessment registration form is available for group registrations of 5 learners or more with one payment for all entries and for learners with credits on their CILEx Account. Learners must ensure that they request the form in sufficient time to be returned by the session intake closing date by emailing assessment@cilex.org.uk. Learners must sign the examination and assessment entry form even if their entry is being administered or submitted by another party. Applications not signed by learners are invalid and will be returned as null and void. Offline paper forms are not issued.
- Learners **must** select the correct accredited centre (your course/learning provider), and Professional Skills unit when registering to have Professional Skills assessments submitted to CILEx. Learners **must** check their acknowledgement emails received from CILEx immediately and contact assessment@cilex.org.uk without delay if there are any queries regarding their entry. These emails are generated automatically and confirm details of your entry. Any changes to the original entry are subject to an administration fee **per** amendment.
- Learners must ensure that their valid examination and assessment entry and payment are received by CILEx by the deadlines set out in the **Key Dates and Deadlines** table: [www.cilex.org.uk/study/information for students/key dates and deadlines](http://www.cilex.org.uk/study/information%20for%20students/key%20dates%20and%20deadlines)
- Entries after the closing date will be subject to a late entry fee.
- All learners must comply with the **Examination and Professional Skills Registration Regulations**. Please read these carefully as they form the rules of entry for examinations and Professional Skills assessments. [www.cilex.org.uk/study/information for students/exams/examination regulations](http://www.cilex.org.uk/study/information%20for%20students/exams/examination%20regulations)
- No amendments will be made after the session closing date and learners will be unable to submit Professional Skills assessments where incorrect information has been provided to CILEx. Refunds and credits are not given. When deciding whether to register for a specific submission window, it is important that learners and tutors understand that they are registering with CILEx to send all the work in relation to a specific unit to CILEx at a specific time in the year. This work must be of a Pass standard, and any failure to submit the relevant work at the specified submission window cannot be carried over until the next submission window without the learner registering and paying to have the work submitted again.
- As a consequence, learners and tutors must be confident that, at the point at which a learner has to register for a Professional Skills assessment submission, they are clearly going to be in a position to submit Pass standard work at the time of the

submission window. Where learners and tutors are not confident that this will happen by the specified date, they should refrain from registering for that specific submission window.

- CILEx produces a list for each centre of all learners who are registered to submit Professional Skills assessments for a specific submission window.
- In January and June, CILEx contacts all centres to request that the Professional Skills assessments, for learners who are on the CILEx list and who the centres consider to have passed the Professional Skills assessment/s, are submitted to CILEx.
- It is essential that learners keep a copy of their Professional Skills assessment/s because CILEx will **not** return assessments which are submitted to CILEx.
- If a learner has registered to have their Professional Skills assessment submitted to CILEx, but the centre does not consider that the learner has met the criteria for the Pass standard, the work must **not** be submitted to CILEx and 'DNS' (did not submit) will be recorded on the learner's CILEx record.
- If a centre considers that a learner has met CILEx's Pass criteria for one of the Professional Skills assessments, but the learner is not on the CILEx list, the centre is **not** permitted to submit the assessment to CILEx and the learner must register to have the assessment submitted to CILEx at the next opportunity, usually approximately 6 months later.
- **IMPORTANT: It is essential that learners discuss their Professional Skills assessments with their tutors before deciding whether to register to have their assessment/s submitted for a specific submission window.**
- **CILEx will not refund or credit the Professional Skills registration fee if a learner's Professional Skills assessment is NOT submitted to CILEx by the centre because the centre does not consider it meets the criteria for the Pass standard.**

4.3.2 Centres' responsibilities for the submission of Learners' work for quality assurance by the CILEx-appointed moderator

- Centres are responsible for submitting Learners' work for the Professional Skills units to CILEx.
- Centres must ensure that all work is submitted in accordance with the guidelines published in the Guidance for Tutors document that accompanies the delivery of units 16 and 17.
- Where a centre fails to submit candidate's work within the Professional Skills Window, centres may be able to make an application for late submission. A late submission fee will be applied.

4.3.3 Professional Skills Regulations

All Professional Skills Learners are required to comply with the Professional Skills regulations. The Professional Skills regulations are available on the CILEx website (www.cilex.org.uk) and copies are provided to CILEx Accredited Centres. Learners must sign the Candidate Submission Checklist to confirm compliance with the Professional Skills regulations.

4.4 Setting and agreeing grade boundaries for the Law and Practice units

The Law and Practice units are graded Pass, Merit, Distinction and Fail.

In section 3.4: Assessment Pattern, guidance is given on the notional grade boundaries for the Law and Practice units. Notional grade boundaries offer tutors and Learners the opportunity to understand the approximate level of achievement necessary to pass and achieve certain grades of success in an assessment. Notional grade boundaries, however, are not fixed boundaries, and, as a part of its ongoing quality assurance of the assessment process, CILEx reserves the right to amend its notional grade boundaries for individual examination sessions.

CILEx takes every precaution to ensure that the level and quality of each of its examination papers is appropriate for Learners. As a part of its commitment to robust quality assurance at every stage of the examination, CILEx also scrutinises learner performance before final results are determined. In this way, CILEx can identify and address any issues with the performance of specific examination papers and specific questions on examination papers, and where there are issues that are known to have affected candidate performance adversely, reflect this in the way in which the final grade boundaries for the examination results are set.

CILEx releases the examination pass rates on the CILEx website shortly after the examination results have been released to Learners.

4.5 examination and assessment results

4.5.1 All Law and Practice examinations results

- The results notifications for the Law and Practice units are published online via myCILEx and sent out by first class post by the deadlines set out in the **Key Dates and Deadlines**.
www.cilex.org.uk/study/information_for_students/key_dates_and_deadlines
- Examination results are **NOT** sent out by fax or email.
- The results notifications for the Law and Practice units set out the grade and mark percentage the learner achieved for each examination.
- The results notification **must** be retained by the learner until qualification certificate is received.

4.5.2 Professional Skills results

- The results notifications for the Professional Skills units are published online via myCILEx and sent out by first class post by the deadlines set out in the **Key Dates and Deadlines**.
www.cilex.org.uk/study/information_for_students/key_dates_and_deadlines
- The results notifications are **NOT** sent out by fax or email.
- The results notifications for the Professional Skills assessments set out the grade (Pass or Fail) the learner achieved for the assessment.
- Prior to the submission of the learner's Professional Skills assessments to CILEx, centres will have decided whether the learner's work has met the CILEx Pass standard. It is important that all work that has been assessed as reaching a Pass standard by the centre is reported to the learner as "having passed subject to CILEx moderation". Learners must not think that the centre's decision of Pass on the work towards a unit is the final grade for that unit. The final grade for a learner's Professional Skills assessment is decided by CILEx.
- CILEx, through the moderation process, will seek to confirm the grade awarded by the centre. CILEx will feed back its views on the centre-based decisions in its Centre Feedback Form. Centres must implement the advice and guidance given in the Centre Feedback Form for subsequent submissions of work.

4.6 Re-attempting units

Examinations

- Learners who have failed the examinations for the Law and Practice units can resit the examinations.
- There is no limit to the number of re-sit attempts that are permitted.
- Learners re-sitting examinations take their re-sit examinations at the January and June examination sessions.
- Learners re-sitting examinations must follow the guidance in sections 4.2.1 to 4.2.6 above.
- The examination fees apply to re-sit examinations as well as learners sitting examinations for the first time.
www.cilex.org.uk/study/information_for_students/exams/examination_assessment_fees

Professional Skills

- Where learners' assessments have been failed during the CILEx quality assurance phase of the assessment for the Professional Skills units, they will need to attempt again any work that has been considered deficient in their initial attempt and re-submit all work again (fully marked and agreed as Pass standard by the centre) to CILEx at the next or most convenient Professional Skills submission window. To have their work considered again by CILEx, learners will need to register (see section 4.3.1) and pay the appropriate registration fee for the submission window when they intend to re-submit their work.
www.cilex.org.uk/study/information_for_students/exams/examination_assessment_fees
- Where a learner fails a Professional Skills unit, the learner is not required to take a wholly different assignment or start the entire assessment again from the start. The learner is simply required to remedy those issues that meant that the CILEx appointed moderator could not pass the work when they reviewed it. In some cases, where there are many issues identified with a learner's work, then it may be more appropriate for the learner to start the work again. This is a decision though for the learner and tutor. Where work is of this nature, CILEx will attempt to identify in its feedback to centres, where it may be beneficial to the learner's learning experience that the task/assignment is started again.
- Learners and tutors are reminded of the importance of a) addressing **all** identified issues regarding any work that has to be re-done and re-submitted, and b) including **all** tasks of the assessment within the re-submission. CILEx cannot accept partial re-submissions of work, and where this is submitted, it will not be quality assured. It is imperative then that all learners' work is copied and stored by the centre prior to submission to CILEx. In the eventuality that a learner's work is not passed by CILEx, and the learner has to re-submit some work, the centre can then re-use those aspects of the learner's submission that were in fact successful first-time round.

4.7 Reasonable Adjustments

Reasonable adjustments can be made for Learners taking examinations or assessments to alleviate or remove the effect of a disability which places Learners at a substantial disadvantage, to enable them to demonstrate their knowledge, skills and understanding to the levels of attainment required by the specification for that unit.

Reasonable adjustments must not affect the validity or reliability of the assessment outcomes. They may involve but not be limited to:

- changing standard assessment arrangements, for example allowing learners extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in Braille
- providing access facilitators during assessment, such as a reader
- re-organising the assessment room, such as removing visual stimuli for an autistic learner.

The **CILEx Reasonable Adjustment Policy and Procedures – Level 3 and Level 6 Professional Qualifications and Level 3 Legal Services Knowledge Qualifications** is available on the CILEx website, here:

www.cilex.org.uk/study/information_for_students

Queries about reasonable adjustments can be raised with the Membership Team at CILEx (see section 5).

4.8 Access Arrangements

Access arrangements are for learners who have temporary injuries, temporary illness or other indisposition and/or protected characteristics under the Equality Act 2010 (with the exception of disability which is addressed in the Reasonable Adjustments policy) which present a barrier to accessing the examination/assessment. The additional protected characteristics for access arrangements are: age, gender reassignment, race, religion

and belief (including philosophy), gender, sexual orientation, pregnancy and maternity, marriage and civil partnership.

Access arrangements are intended to assist learners to demonstrate their attainment without affecting or circumventing the assessment requirements.

Access arrangements must not affect the validity or reliability of the assessment outcomes. They may involve but are not limited to:

- changing standard assessment arrangements, for example allowing learners to have supervised rest breaks ("stopping the clock") if they have a temporary back injury, to ensure they have the full examination time;
- providing access facilitators during assessment, such as a scribe for a learner with a recently broken arm (writing hand);
- re-organising the assessment room, such as allowing a pregnant learner to be seated near the exit.

The **CILEx Access Arrangements Policy and Procedures – Level 3 and Level 6 Professional Qualifications and Level 3 Legal Services Knowledge Qualifications** is available on the CILEx website, here: www.cilex.org.uk/study/information_for_students

Queries about access arrangements can be raised with the Membership Team at CILEx (see section 5).

4.9 Special Consideration

Special consideration may be given, **following** an examination, to learners who were disadvantaged when they took the examination by illness, injury or adverse circumstances. Special consideration cannot remove the difficulty which was faced but instead attempts to go some way to assist the learner affected.

Special consideration may result in a **small** adjustment to the mark of the candidate. The size of the adjustment depends on the individual learner's circumstances and the evidence presented. In accordance with CILEx policy, **the maximum adjustment permitted is 5%.**

A special consideration application does not automatically lead to a mark adjustment. Each application is considered on its merits.

Learners undertaking the tasks for the Professional Skills assessments can arrange with their centre to re-do any tasks, if they consider that they have been unsuccessful due to illness, injury or adverse circumstances.

The **CILEx Special Consideration Policy and Procedures – Level 3 and Level 6 Professional Qualifications and Level 3 Legal Services Knowledge Qualifications** is available on the CILEx website, here: www.cilex.org.uk/study/information_for_students

Queries about special consideration can be raised with the Membership Team at CILEx (see section 5).

4.10 Results enquiries and appeals process

Enquiries about results

CILEx has in place a wide range of checks and quality assurance procedures to ensure that every learner who takes an assessment receives a result which accurately reflects their performance in the assessment.

However, on occasion, a learner may consider that their assessment result is not an accurate reflection of their performance. In such cases a learner may challenge the mark/grade they have received. Learners can request enquiries about results

irrespective of the grade they have received. For Law and Practice, learners can opt to request a clerical check of their result **AND/OR** a re-mark of their answer script.

The tasks for the Professional Skills assessments are initially marked by the learner's accredited centre before being quality assured by CILEx assessment personnel. It is only when a centre considers that a learner has met the criteria for a pass that the learner's assessments can be submitted to CILEx for consideration.

Learners who wish to challenge their accredited centre's assessor's decision that their work has not met the pass criteria must raise their concerns with their tutor/s. If a learner is not satisfied that their concerns have been addressed by their centre, they are advised to write to the Membership Team at CILEx (see section 5).

Following CILEx's quality assurance checks of the learner's Professional Skills assessments, CILEx releases results notifications awarding either a Pass or Fail. CILEx also writes to each centre to inform the centre of its decisions and the reasons for those decisions. Learners receiving a Fail result are entitled to challenge this decision, but are advised to speak to their centre in the first instance as CILEx will have forwarded to the centre the rationale for the Fail result. Where a learner considers the reasons forwarded to the centre insufficient or unfounded, the learner can request a clerical check **AND/OR** a quality assurance review.

The **CILEx Enquiries about Results Policy and Procedures – Professional and Legal Services Knowledge Qualifications** is available on the CILEx website, here: www.cilex.org.uk/study/information_for_students

Queries about enquiries about results can be raised with the Membership Team at CILEx (see section 5).

Appeals

Learners are permitted to appeal the outcome of enquiries subject to the requirements set out in the CILEx Qualifications Appeals Policy and Procedures which is available on the CILEx website: www.cilex.org.uk/study/information_for_students

Learners are also permitted to appeal CILEx decisions in relation to reasonable adjustments, access arrangements or special consideration applications subject to the requirements set out in the CILEx Qualifications Appeals Policy and Procedures: www.cilex.org.uk/study/information_for_students

4.11 Certification –qualification certificates

After the January and June assessment sessions, CILEx produces certificates for learners who have successfully completed the required combination of units within the qualification structure.

Qualification certificates* are produced for Learners who have successfully completed either the CILEx Level 3 Certificate in Law and Practice or the CILEx Level 3 Professional Diploma in Law and Practice. Again, following the January and June assessment sessions and the release of the examination and Professional Skills assessment results, the qualification certificates are produced. Qualification certificates are sent out to Learners within 25 working days of the release of the results notifications. The Professional Diploma in Law and Practice qualification is formally awarded as the CILEx Level 3 Diploma in Law and Practice. This means that Learners who successfully complete the Professional Diploma in Law and Practice will receive a certificate confirming they have successfully completed the CILEx Level 3 Diploma in Law and Practice. This title appears on the learner's certificate because it is the qualification title agreed by the Regulators.

*Some Learners working towards the CILEx Level 3 Professional Diploma in Law and Practice will meet the qualification rules for more than one of CILEx's Level 3 endorsed certificates. A qualification certificate will only be automatically supplied for the **first** CILEx Level 3 endorsed certificate which is achieved. If more than one endorsed certificate is achieved in the same session, all certificates will be dispatched by CILEx for that session.

4.12 Recommended reading lists, past question papers, examiner's reports and suggested answers

Recommended reading lists for each unit are provided on the CILEx website (www.cilex.org.uk/study/information_for_students/statute_book_and_recommended_reading_info)

CILEx usually posts question papers on the website approximately one week after the end of the examination session for Law and Practice Units.

(www.cilex.org.uk/study/information_for_students/exams/past_papers)

Accredited centres are supplied with the live materials for the Professional Skills assessments. As these materials are for use with learners until CILEx informs centres of their withdrawal as live materials, these materials must be kept safely and **not** used as practice materials after a particular learner group has used them.

Examiners' Reports and Suggested Answers for Law and Practice Units are posted on the website shortly after the release of the examination results.

(www.cilex.org.uk/study/information_for_students/chief_examiners_reports/ce_reports)

4.13 Retention of materials

CILEx retains Learners' examination answers and Professional Skills assessments for 6 months after the examination and assessment sessions. After 6 months CILEx retains a sample of Learners' work and securely destroys all scripts and Professional Skills assessments which are no longer required.

4.14 Learner Malpractice

CILEx has in place policies and procedures for dealing with cases of alleged learner malpractice. Learners are referred to CILEx Malpractice Policy and Procedures – CILEx Learners; and CILEx Malpractice and Maladministration Policy and Procedures – CILEx Accredited Centres, on the CILEx website, here:

www.cilex.org.uk/study/information_for_students

4.15 Missing/lost/damaged scripts

CILEx has in place a policy in the unlikely event that learners' examination answer scripts are lost, damaged or destroyed. Centres and learners are referred to 'The Security of Examination Scripts Policy' on the CILEx website, here:

www.cilex.org.uk/study/information_for_students

4.16 Release of examination answer scripts

Learners' examination scripts for all the Law and Practice units are the property of CILEx and are not released to learners' or tutors.

Section 5: CILEx Contacts

CILEx Address:

CILEx
Kempston Manor
Kempston
Bedford
MK42 7AB

CILEx Website: www.cilex.org.uk

Main switchboard telephone number: 01234 841000

The following table identifies the key responsibilities of different CILEx departments, to help Learners and tutors direct their enquiries to the relevant department. All information is available and regularly updated on the website.

Department/Team	Key Responsibilities
<p>Membership Contact Centre</p> <p>Email: membership@cillex.org.uk</p> <p>Telephone: 01234 845777</p>	<ul style="list-style-type: none"> ▪ Learner/Member/Fellow applications and fees ▪ Advice on qualifications ▪ CPD advice ▪ Qualifying Employment enquiries ▪ Subscriptions ▪ Work-based learning queries ▪ Membership upgrades ▪ General advice on Practice Rights ▪ Examination and assessment registration, regulations & fees ▪ Examination centres ▪ Examination admission permits ▪ Examination notifications and results ▪ Advice on qualifications ▪ Centre accreditation ▪ CILEx qualification rules & regulations ▪ Reasonable adjustments/access arrangements ▪ Special consideration ▪ Enquiries about Results and appeals: clerical checks and re-marks, and quality assurance reviews ▪ Exemptions ▪ ID requirements for examinations ▪ Complaints
<p>CILEx Regulation</p> <p>Email: info@cillexregulation.org.uk</p> <p>Telephone: 01234 845770</p>	<ul style="list-style-type: none"> ▪ Code of Conduct ▪ Membership application matters ▪ Membership disciplinary matters ▪ Complaints against CILEx members
<p>Policy and Governance</p> <p>Email: corporateaffairs@cillex.org.uk</p> <p>Telephone: 01234 841000</p>	<ul style="list-style-type: none"> ▪ Corporate governance ▪ Equality and Diversity