



CILEx Level 3 Diploma in Law and Legal Skills

Qualifications Handbook

Issued: August 2016

Qualification at a glance

CILEx Level 3 Diploma in Law and Legal Skills					
Ofqual Qualification Number	601/7248/4				
Operational Start Date	01-Jun-2016	Guided Learning Hours (GLH)	360	Total Qualification Time (TQT)	600
Regulation Start Date	18-Aug-2015	Credit Value	60	Qualification Available in:	England
Age Group	16-19 (Key Stage 5), 19+				
Entry Requirements	There are no formal entry requirements but CILEx recommends that learners embarking on the programme of study for this qualification have a minimum of four GCSEs at grade C or above, including English language/Literature, Maths and IT or equivalent qualifications.				
Formative Assessment	1 x Multiple Choice Test 4 x unseen examinations	Synoptic Assessment	Yes – This draws together learning and assesses learners’ ability to apply knowledge and skills in an integrated way The learners must have passed all formative examinations and completed their Meaningful Employer Engagement before taking the Assessment.		
Additional Requirements to gain this qualification	Learners must complete Meaningful Employer Engagement lasting a minimum of 10 full working days.				
Eligibility for Funding	Yes				
Mandatory Units	All units are mandatory in this qualification				
Grading	The Qualification is graded Fail, Pass, Merit and Distinction. The grade for the overall qualification is the grade achieved by combining the collective grade for the formative assessment with the grade for the synoptic assessment. The weighting for formative assessment is 50% with synoptic also being 50%.				
Approval to deliver the qualification	This qualification requires full centre accreditation, including approval of the centre’s Employer Engagement Strategy.				

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Section 1: Introduction

This handbook sets out the Qualification Specification and requirements for the Level 3 Diploma in Law and Legal Skills. It is for CILEx Centres and tutors delivering the qualification. It is also for learners studying the qualification. The Level 3 Diploma in Law and Legal Skills includes the following units:

- Unit 1 – Introduction to Law and the Legal System in England and Wales
- Unit 2 – Practical Legal Skills
- Unit 3 – Law of Contract
- Unit 4 – Tort Law
- Unit 5 – Law of Crime
- Unit 6 – Land and Property Law

CILEx is an Awarding Organisation recognised by the Office of Qualifications and Examinations Regulation (Ofqual).

The unit specifications for this qualification are set out separately in the following document: **Unit Specification Handbook - CILEx Level 3 Diploma in Law and Legal Skills**. The unit specifications will be reviewed biennially. The most up to date version of the [Unit Specification Handbook](#) will be available on the CILEx website.

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

1.1 Introduction to the legal sector

The legal sector in England and Wales is made up of a number of regulated professions including solicitors and Chartered Legal Executives. These individuals are qualified lawyers.

Job roles exist in the legal sector, to support the role of qualified lawyers within the profession and a range of titles are in use which describe this support role (these vary from employer to employer). These titles include Legal Assistant and Junior Paralegal. This qualification will provide entry point access to these job roles.

The job roles, for which this qualification has been designed, go beyond legal administration and require individuals to have technical legal knowledge in the range of subjects contained within this qualification as well as the key skills identified in unit 2, notably legal research and drafting. Individuals occupying such junior positions in the legal sector would not usually be required to advise clients.

Most law firms offer legal services in a range of areas of legal practice, defined through different aspects of the law. These include contract, tort, crime and property and conveyancing. In order to be effective as a legal assistant or similar, undertaking work for a qualified lawyer it is necessary to develop underpinning knowledge in each of these areas. Essential skills for a legal assistant include legal research and legal drafting. These skills have been incorporated into this qualification and the synoptic end point test will ensure that these skills can be put into practice using the necessary underpinning legal knowledge. In addition the meaningful employer engagement will enable learners to develop the key skills for the role through a work placement, experience or similar.

As the profession is regulated, at both law firm and individual level, all individuals working within the legal profession must know and understand the professional codes of conduct and development of this knowledge is also included within this qualification. This is further enhanced through the provision of free Junior membership to the Chartered

Institute of Legal Executives, an Approved Regulator under the Legal Services Act 2007, for the duration of the study period. On completion of this qualification, individuals may be eligible to join CILEx as affiliate members.

In order to access higher levels of the legal profession and become a qualified lawyer, individuals must undertake further legal education and training. This can be through:

- Continuing qualifications up to Level 6 available through the Chartered Institute of Legal Executives and work based experience
- A degree and further vocational qualifications and training
- Trailblazer apprenticeships at Levels 6 and 7 to become a Chartered Legal Executive or solicitor respectively

Therefore the options available to individuals who successfully complete this qualification are as follows:

- Employment as a Legal Assistant/Junior paralegal (or equivalent role)
- Continuing education whilst in work, to become a Chartered Legal Executive (a fully qualified lawyer)
- Undertake a Trailblazer Apprenticeship to become a solicitor or Chartered Legal Executive
- Continue to full time Higher Education

This qualification will provide exemption from some elements of the CILEx professional qualifications needed to qualify as a Chartered Legal Executive. The CILEx professional qualifications can be taken whilst in employment and therefore, could be undertaken whilst the individual is working. The qualification will enable individuals who successfully complete the qualification to gain regulated membership of the Chartered Institute of Legal Executives.

In addition this qualification is supported by the Solicitors Regulation Authority and CILEx Regulation as providing an appropriate grounding for individuals seeking to undertake the Chartered Legal Executive and solicitor Trailblazer Apprenticeships.

This qualification has also been supported by a range of Higher Education Institutions as providing the necessary underpinning knowledge and skills to enable entry to access higher education and continue with study to become a fully qualified lawyer.

1.2 About The Chartered Institute of Legal Executives

The Organisation

The Chartered Institute of Legal Executives (CILEx) is the professional body for Chartered Legal Executive lawyers and paralegals in the legal sector. CILEx is a membership organisation and represents around 20,000 members throughout England and Wales, of which approximately 7500 are Chartered Legal Executives with the remaining 12,500 classified as paralegals at all levels.

CILEx is an Approved Regulator under the Legal Services Act 2007 (LSA). CILEx is also an Awarding Organisation, which designs, delivers and certifies legal qualifications regulated by Ofqual, Qualifications Wales and CCEA.

Founded in 1892, the Institute of Legal Executives became a company limited by guarantee in 1963 and on 30 January 2012, it became incorporated by Royal Charter and is now known as the 'Chartered Institute of Legal Executives'.

CILEx publishes a monthly journal that provides insight for CILEx members into the latest changes and best practice in the legal sector. The CILEx Journal can be accessed via the dedicated website: <http://www.cilexjournal.org.uk/magazine>

CILEx work in the legal sector

CILEx has excellent links with legal employers and paralegals, Chartered Legal Executives and the wider legal sector. CILEx works closely with Government and the Ministry of Justice, and is recognised in England and Wales as one of the three core approved regulators of the legal profession alongside barristers and solicitors.

CILEx contributed to the Legal Education and Training Review (LETR), which constituted a fundamental, evidence-based review of education and training requirements across regulated and non-regulated legal services in England and Wales.

Occupational Competence in relation to paralegals and Chartered Legal Executives generally

As an Ofqual, Qualifications Wales and CCEA recognised Awarding Organisation, CILEx develops, quality assures and awards a range of qualifications in the legal sector. This includes professional qualifications supporting qualification as a Chartered Legal Executive at Levels 3 and 6 and other qualifications such as those aimed specifically at paralegals. Owing to the fact that the majority of CILEx current qualifications are Ofqual, Qualifications Wales and CCEA regulated, CILEx adheres to strict rules regarding assessment and quality assurance.

CILEx Regulation is the independent regulator for CILEx members. This includes thousands of paralegals in the legal sector. CILEx qualifications are quality assured by CILEx Regulation, which means CILEx works to a service level agreement and produces and submits reports about the work CILEx undertakes, as an Awarding Organisation, on an annual basis.

Work with employers

CILEx works closely with employers when developing new qualifications and training for the legal sector. This is evidenced through the [letters of support](#) received from employers in relation to this qualification. All CILEx qualifications are developed to meet the needs of employers.

Experience of assessment in the Paralegal sector

Over the past 3 years CILEx has been heavily involved in both developing the mechanisms for, and the assessment of, paralegals through the CILEx professional qualifications and the Legal Services Apprenticeships. We have also been working closely with the employer group which has developed the Trailblazers in Law.

The following examples highlight some of CILEx work in relation to the paralegal role:

i. Development of National Occupational Standards for Legal Services (Paralegal)

In 2012 CILEx fed in to the development of National Occupational Standards for Legal Services. CILEx was consulted as an expert in the paralegal field. This suite of standards was developed for Paralegals working in a range of contexts in the legal sector. As part of this process CILEx attended regular meetings with employers of paralegals in the sector and provided its own and collated feedback from its members.

ii. Level 4 Higher Apprenticeship in Legal Services (Paralegal)

In 2013 CILEx was part of a consortium that received funding from the Skills Funding Agency for development of a Higher Apprenticeship in Legal Services. This

Apprenticeship was aimed at senior paralegals across a range of organisations. CILEx is the only awarding organisation that awards the component qualifications of the Level 4 Legal Services Apprenticeship.

iii. Level 3 Apprenticeship in Legal Services (Paralegal)

CILEx commissioned the development of this SASE Apprenticeship framework in response to demand from the sector and to allow for a progression route into the Level 4 Higher Apprenticeship in Legal Services. CILEx worked together with the Sector Skills Council, Skills for Justice and a number of employers of paralegals in the development of the Apprenticeship.

CILEx has a unique place in the legal sector, both in terms of understanding the competences required of those working in legal practice, gained through extensive engagement with a wide range of stakeholders including employers and in terms of its occupational competence as an Ofqual, Qualifications Wales and CCEA regulated Awarding Organisation, designing and delivering paralegal and Chartered Legal Executive qualifications.

Section 2: Overview of CILEx Level 3 Diploma in Law and Legal Skills

2.1 About the qualification

This qualification is an advanced (Level 3) technical qualification, equivalent to an A' Level. It has been designed and developed in close collaboration with employers and the Chartered Institute of Legal Executives (CILEx), the professional body and Approved Regulator for Chartered Legal Executives and other members of CILEx to ensure that the qualification has value and is recognised.

The qualification is for learners aged 16 and over who want to specialise or progress into a legal career through employment, Higher/Degree Apprenticeships or further study.

Essential skills required for employment in the legal sector as a Legal Assistant/Junior Paralegal (or equivalent job title) have been included within this qualification. These skills are those identified as essential to be successful in a job role within the legal sector at this level, specifically legal research and legal drafting. These skills are embedded through the synoptic end point assessment and have been contextualised in the end point assessment in legal knowledge identified as necessary. Professional conduct is also essential to all employees working within the regulated legal sector and therefore essential knowledge of the codes of conduct is included within this qualification. A mandatory aspect of this qualification is Meaningful Employer Engagement in order that each learner can experience development of these and other essential skills in a practical context.

The purpose statement provides more detail on the possible progression routes after successful completion of this qualification.

2.2 Purpose of this qualification

Target group - Who the qualification is for?

The CILEx Level 3 Diploma in Law and Legal Skills qualification has been designed for learners aged 16 and over.

The CILEx Level 3 Diploma in Law and Legal Skills qualification is primarily aimed at younger people looking to work in the legal sector who have already completed GCSEs and who now want to move into a career within the legal sector.

What does the qualification cover?

This qualification will enable learners to gain an understanding of the law and develop the practical skills required of a Legal Assistant. Often referred to as paralegals, legal assistants work under the supervision of Solicitors and other fee earners and provide functions including drafting legal documents, performing legal research and legal problem solving.

There are six mandatory units:

- **Unit 1 – Introduction to Law and the Legal System in England and Wales**
- Unit 2 – Practical Legal Skills
- Unit 3 – Law of Contract
- Unit 4 – Tort Law
- Unit 5 – Law of Crime
- Unit 6 – Land and Property Law

In addition centres work with local employers to provide Meaningful Employer Engagement for learners. This will encourage the development of the knowledge and skills through experience required to work as a Legal Assistant/junior paralegal or similar.

What could the qualification lead to?

This qualification offers several possible routes of progression for learners and these include:

Employment - The qualification will equip learners with the necessary skills and knowledge to undertake technical legal work within different types of legal organisation, including High Street firms, in house legal departments and Alternative Business Structures. This type of job role could be the end in itself or could provide possible career progression to Chartered Legal Executive or solicitor.

Apprenticeship (Trailblazers) - The qualification aligns with the Trailblazer Apprenticeship for Chartered Legal Executives and for Solicitors. Learners who wish to go on to undertake an Apprenticeship will have already accrued some of the important knowledge and skills that will enable them to progress within the legal sector as an Apprentice.

Further learning - Upon successful completion of the qualification, learners will be able to apply for exemptions from the CILEx Level 3 Diploma in Law and Practice, which forms the first stage in the process of becoming a Chartered Legal Executive lawyer. Chartered Legal Executive Lawyers specialise in a particular area of the law and are able to undertake the same level of work as that of a solicitor. The Higher Education route is also an option as the CILEx Level 3 Diploma in Law and Legal Skills has UCAS points attached to it, which are a requirement for access to a wide range of University courses.

What are the benefits of this qualification?

This qualification brings a range of benefits to learners including:

- The opportunity to decide if law is the right career choice. The mandatory Meaningful Employer Engagement together with the programme of study will allow learners to experience the reality of working as a legal assistant and in the legal sector generally;
- Junior Membership of CILEx, a professional body – this in itself brings a range of benefits such as the chance to be part of a professional network engaging with CILEx employers through the branches (which are run by CILEx Members);
- The chance to develop links with and insight into the employment market through the Meaningful Employer Engagement and CILEx Junior membership;
- The qualification can lead to a recognised role but if the learner chooses a different path it provides important life and work skills;
- Wider access to a career in law including those from disadvantaged backgrounds who may not otherwise be able to access a career in the law.

Who Supports this Qualification?

This qualification has been developed in collaboration with employers and other stakeholders within the legal sector.

Letters of support from employers for this qualification can be found on the CILEx website via this link - [Employer Support](#).

CILEx also has recognition from the Solicitors Regulation Authority (SRA) – the regulator of many law firms and solicitors in England and Wales and CILEx Regulation which can also be found on the CILEx website - [Professional Body recognition](#).

Recognition from Higher Education Institutions (HEI) and their letters of support are also published on the on the CILEx Website – [HEI Recognition](#).

Section 3: Qualification Structure and Unit Content

3.1 Structure of the CILEx Level 3 Diploma in Law and Legal Skills

The CILEx Level 3 Diploma in Law and Legal Skills qualification consists of 6 units. All units are mandatory

CILEx Level 3 Diploma in Law and Legal Skills

Unit 1

Title	Introduction to Law and the Legal System in England and Wales
Unit Number	A/507/7050
Unit assessment type	Externally assessed
Guided Learning Hours	60
Credit Value	10
Formative Assessment	Yes – Multiple Choice Test (MCT)
Synoptic Assessment	Yes
Links with Other Units and Guidance for Delivery	Linked with units 2, 3, 4, 5 and 6. Unit 1 should be delivered as the first unit in the Qualification. Knowledge from this unit will provide a foundation for learners whilst studying all other units within the qualification.
Unit Purpose	This unit is designed to provide knowledge and understanding of the key concepts and terminology of the Law in England and Wales and how that fits within the Legal Sector.

Unit 2

Title	Practical Legal Skills
Unit Number	R/507/7054
Unit assessment type	Externally assessed through the Synoptic Assessment, in conjunction with Units 1, 3, 4, 5 and 6
Guided Learning Hours	60
Credit Value	10
Synoptic Assessment	Yes
Links with Other Units and Guidance for Delivery	Linked with units 1, 3, 4, 5 and 6. Unit 2 should be delivered alongside units 3, 4, 5 and 6, as knowledge and skills from this unit will be included in all other units.
Unit Purpose	This unit is designed to provide the development of the skills needed to work within the legal sector. It also focuses on the application of those skills in a legal assistant/junior paralegal role.

Unit 3

Title	Law of Contract
Unit Number	F/507/7051
Unit assessment type	Externally assessed
Guided Learning Hours	60
Credit Value	10
Formative Assessment	Yes – unseen external examination
Synoptic Assessment	Yes
Links with Other Units and Guidance for Delivery	<p>Linked with units 1 and 2.</p> <p>Unit 3 is focused on features of Contract Law in England and Wales. Links with unit 1 in concepts and terminology and links with unit 2 application of skills in a legal assistant/paralegal role.</p> <p>It is recommended that unit 3 should be delivered in the first academic year. Delivery of the knowledge in this unit should be contextualised through the skills set out in unit 2.</p>
Unit Purpose	This unit is designed to provide knowledge and understanding of the key concepts of the Contract Law in England and Wales.

Unit 4

Title	Tort Law
Unit Number	J/507/7052
Unit assessment type	Externally assessed
Guided Learning Hours	60
Credit Value	10
Formative Assessment	Yes – unseen external examination
Synoptic Assessment	Yes
Links with Other Units and Guidance for Delivery	<p>Linked with units 1 and 2.</p> <p>Unit 4 is focused on features of The Law of Tort in England and Wales. Links with unit 1 in concepts and terminology and links with unit 2 application of skills in a legal assistant/paralegal role.</p> <p>It is recommended that unit 4 should be delivered in the first academic year. Delivery of the knowledge in this unit should be contextualised through the skills set out in unit 2.</p>

Unit Purpose	This unit is designed to provide knowledge and understanding of the key concepts of the Law of Tort in England and Wales.
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Unit 5

Title	Law of Crime
Unit Number	Y/507/8125
Unit assessment type	Externally assessed
Guided Learning Hours	60
Credit Value	10
Formative Assessment	Yes – unseen external examination
Synoptic Assessment	Yes
Links with Other Units and Guidance for Delivery	<p>Linked with units 1 and 2.</p> <p>Unit 5 is focused on features of Criminal Law in England and Wales. Links with unit 1 in concepts and terminology and links with unit 2 application of skills in a legal assistant/paralegal role.</p> <p>It is recommended that unit 5 should be delivered in the second academic year. Delivery of the knowledge in this unit should be contextualised through the skills set out in unit 2.</p>
Unit Purpose	This unit is designed to provide knowledge and understanding of the key concepts of Criminal Law in England and Wales.

Unit 6

Title	Land and Property Law
Unit Number	L/507/7053
Unit assessment type	Externally assessed
Guided Learning Hours	60
Credit Value	10
Formative Assessment	Yes – unseen external examination
Synoptic Assessment	Yes
Links with Other Units and Guidance for Delivery	<p>Linked with units 1 and 2.</p> <p>Unit 6 is focused on features of Land and Property Law in England and Wales. Links with unit 1 in concepts and terminology and links with unit 2 application of skills in a legal assistant/paralegal role.</p>

	It is recommended that unit 6 should be delivered in the second academic year. Delivery of the knowledge in this unit should be contextualised through the skills set out in unit 2.
Unit Purpose	This unit is designed to provide knowledge and understanding of the key concepts of Land and Property Law in England and Wales.

3.2 Assessment pattern

All assessments will be conducted using CILEx's e-assessment system and will be created by CILEx. Each assessment session will be set up and invigilated by centres in line with CILEx requirements. Centres must meet the following requirements:

- The minimum IT requirements to allow for E-Assessment.
- IT support must be available at all times during the E-Assessments.
- The correct hardware must be available for the E-Assessments.
- A suitable room must be made available for the E-Assessment. This room must not have any external material visible or connection to the internet/email during the E-Assessment.

Further detail is available on the CILEx website (www.CILEx.org.uk) or in the **Instructions to Exam Centres and Invigilators**.

3.2.1 Formative Assessment

The formative methods of assessment for this qualification are:

- 1x Multiple Choice Test
- 4x External unseen examinations

There are 3 formative assessment sessions per year.

The units and their methods of assessment are as follows:

Unit 1 Introduction to Law and the Legal System in England and Wales

Unit 1 is externally assessed through a 1 hour multiple choice test. Results for this unit are graded Fail, Pass, Merit and Distinction.

Notional* grade boundaries are set as follows:

Fail grade – 0-59% of total available marks
 Pass grade – 60% of total available marks
 Merit grade – 75% of total available marks
 Distinction grade – 85% of total available marks

The grade will contribute to the final overall qualification grade achieved.

Unit 3 Law of Contract

This unit is assessed by a 1.5 hour externally assessed examination. Results for this unit are graded Fail, Pass, Merit and Distinction.

Notional* grade boundaries are set as follows:

Fail grade – 0-49% of total available marks

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

The grade will contribute to the final overall qualification grade achieved.

Unit 4 Tort Law

This unit is assessed by 1.5 hour externally assessed examination. Results for this unit are graded Fail, Pass, Merit and Distinction.

Notional* grade boundaries are set as follows:

Fail grade – 0-49% of total available marks
Pass grade – 50% of total available marks
Merit grade – 65% of total available marks
Distinction – 75% of total available marks

The grade will contribute to the final overall qualification grade achieved.

Unit 5 Law of Crime

This unit is assessed by a 1.5 hour externally assessed examination. Results for this unit are graded Fail, Pass, Merit and Distinction.

Notional* grade boundaries are set as follows:

Fail grade – 0-49% of total available marks
Pass grade – 50% of total available marks
Merit grade – 65% of total available marks
Distinction – 75% of total available marks

The grade will contribute to the final overall qualification grade achieved.

Unit 6 Land and Property Law

This unit is assessed by a 1.5 hour externally assessed examination. Results for this unit are graded Fail, Pass, Merit and Distinction.

Notional* grade boundaries are set as follows:

Fail grade – 0-49% of total available marks
Pass grade – 50% of total available marks
Merit grade – 65% of total available marks
Distinction – 75% of total available marks

The grade will contribute to the final overall qualification grade achieved.

*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.

3.2.2 Synoptic assessment

Purpose of the Synoptic Assessment

The qualification has been designed to ensure that learners develop sufficient underpinning legal knowledge and practical legal skills needed to secure employment as a Legal Assistant (or equivalent role). The qualification addresses the areas of practice which are common to many legal employers.

The synoptic assessment will take place at the end of the qualification. The assessment will draw together the knowledge and skills that learners have developed over their two years of study.

There are three synoptic assessment windows each year during which learners may complete their synoptic assessments and centres submit their learners' synoptic assessments to CILEx for marking and quality assurance. CILEx releases the task scenarios for the synoptic assessment to centres 3 weeks in advance of the synoptic assessment window.

Learners may start preparing for the synoptic assessments when the centre receives the task scenarios, however, the learners will not receive the synoptic assessment questions until their first centre supervised session during the synoptic assessment window. Learners commencing work towards their synoptic assessment must ensure they comply with the Synoptic Assessment Regulations.

Synoptic Assessment Specification

The synoptic assessment will consist of a series of realistic work tasks with questions to test knowledge, understanding and the application of skills developed through the qualification. The synoptic assessment will be an open book assessment and will run in centres over the course of a week in supervised conditions during the synoptic assessment window. Learners will have 10 hours of supervised time over the course of the week to produce their final submission.

Each synoptic assessment will be designed by CILEx based upon setting specifications. These will help to ensure that the level of complexity and unit coverage is consistent across assessments. An example of the coverage of a typical synoptic assessment is shown in the matrix below

	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
Task 1	✓	✓	✓			
Task 2	✓	✓		✓		
Task 3	✓	✓			✓	
Task 4	✓	✓				
Task 5	✓	✓				✓

The Synoptic assessment will be externally set, marked and quality assured by CILEx.

Synoptic assessment takes place in centres during the synoptic assessment window. Each centre is required to maintain the security of live assessment materials.

Learners' synoptic assessments are marked by CILEx against the mark scheme and then quality assured to ensure consistency in marking. Marks will be awarded for the application of knowledge and application of skills.

Results for the synoptic assessment are graded Fail, Pass, Merit and Distinction.

Notional* grade boundaries are set as follows:

Fail grade – 0-49% of total available marks
Pass grade – 50% of total available marks
Merit grade – 65% of total available marks
Distinction – 75% of total available marks

3.3 Qualification overview

Unit 1	Unit 2	Unit 3
INTRODUCTION TO LAW AND THE LEGAL SYSTEM IN ENGLAND AND WALES	PRACTICAL LEGAL SKILLS	LAW OF CONTRACT
Topics: Understand: <ul style="list-style-type: none"> • the nature of Law • the organs of Government • the sources of Law • the principles of statutory interpretation • the hierarchy and function of the courts • the personnel of the English legal system • the alternatives to litigation through Alternative Dispute Resolution • basic legal terminology in the context of a court case • how to apply knowledge of the Law in England and Wales 	Topics: Understand and apply: <ul style="list-style-type: none"> • the professional requirements of representing clients • the requirements of working in a professional environment • the principles of legal research • how to draft documents • how to apply practical legal skills 	Topics: Understand and apply: <ul style="list-style-type: none"> • what is meant by a contract • what an offer is, how it is made and how it may be terminated • what constitutes valid acceptance of an offer and its effect • the concept of consideration • the terms of a contract • what is meant by misrepresentation • the meaning and effect of mistake • how a contract may be discharged • the remedies available for breach of contract • how to apply Contract Law
Meaningful Employer Engagement – See Section 4 for more details		
Unit 4	Unit 5	Unit 6
TORT LAW	LAW OF CRIME	LAND AND PROPERTY LAW
Topics Understand and apply: <ul style="list-style-type: none"> • what is meant by a tort • the concept of negligence • the concept of duty of care and breach • the concepts of causation and damage • the concept of contributory negligence • the nature of defences available in tort • the remedies available to a claimant • how to apply Tort Law 	Topics: Understand and apply: <ul style="list-style-type: none"> • the principles of criminal liability • strict liability • liability for homicide • liability for theft • the defences available • how to apply Criminal Law 	Topics: Understand and apply: <ul style="list-style-type: none"> • the concepts of property and land • how land may be held and about land transactions • the difference between registered and unregistered land transactions and how the registered land system operates • what is meant by an easement • what is meant by a covenant and its effect • what is meant by a mortgage • how to apply Land and Property Law

* For the full Unit specifications please refer to the Unit Specification Handbook – CILEx Level 3 Diploma in Law and Legal Skills

3.4 Unit and qualification outcomes

Learners need to achieve at least a pass in each of the formative assessments for the qualification. They will also need to achieve at least a pass for the synoptic assessment. In addition to this, evidence of Meaningful Employer Engagement is also required. Learners, centres and employers will be required to sign a declaration confirming that the outcomes of the Meaningful Employer Engagement have been achieved (see section 4 for more details).

The Synoptic Assessment at the end of the qualification will be graded fail, pass, merit or distinction. Learners are permitted **one** resit.

All Formative assessments for this qualification are graded fail, pass, merit and distinction. Learners must pass a Multiple Choice Test for unit 1 and four unseen external examinations for units 3, 4, 5 and 6. Grades will be awarded for each examination and the final grade will be awarded according to the grading matrices set out below. Learners are permitted **one** resit per examination

Grading structure:

All examinations and assessments (formative and synoptic) will be graded according to the following grade boundaries:

Fail = 0 – 49% (apart from Unit 1: Introduction to Law and Practice, which will be 0 - 59%)

Pass = 50% (apart from Unit 1: Introduction to Law and Practice, which will be 60%)

Merit = 65% (apart from Unit 1: Introduction to Law and Practice, which will be 75%)

Distinction = 75% (apart from Unit 1: Introduction to Law and Practice, which will be 85%)

Grade descriptors are used to establish a general profile of the characteristics of each grade. These descriptions are useful for ensuring consistency across the qualification. Grade descriptors are presented in appendix 1.

Formative assessment grading matrix

The grades for the units 1, 3, 4, 5 and 6 will be combined to give an overall formative assessment grade in accordance with the formative assessment grading matrix below:

	Final formative assessment outcome
One or more units - fail Learners must pass each of the formative unit assessments in order to be eligible to sit the synoptic assessment and complete the qualification. Learners who fail any of the unit assessments are allowed one re-sit per unit.	Fail
Unit 1 MCQ – pass Unit 3 examination – pass Unit 4 examination – pass Unit 5 examination – pass Unit 6 examination – pass	Pass
All units - Pass At least 4 unit grades at merit or higher and no more than 3 grades at distinction	Merit
All units - Pass At least 4 unit grades at distinction	Distinction

Qualification grading matrix

The qualification grade combines the formative assessment grade and synoptic assessment grade set out in the matrix below:

Final Assessment Outcome	Formative Assessment Outcome	Synoptic Assessment Outcome	Qualification Outcome¹
Pass/Merit/Distinction	Fail	Fail	Fail
Pass/Merit/Distinction	Pass	Pass	Pass
Merit/Distinction	Pass	Pass	Pass
Pass	Merit/Distinction	Pass	Pass
Merit/Distinction	Merit	Merit	Merit
Distinction	Merit	Merit	Merit
Distinction	Distinction	Distinction	Distinction

3.5 Presentation of qualification units – an explanation of the unit specifications

A unit specification is available for each of the units within the Diploma in Law and Legal Skills. The unit specifications are set out separately in the following document: **Unit Specification Handbook - CILEx Level 3 Diploma in Law and Legal Skills**. The unit specifications are reviewed biennially. The most up to date versions will be available on the CILEx website (www.cilex.org.uk).

Each unit specification is presented in the same way:

Title: each unit has its own title which seeks to succinctly convey the legal subject or skill area to be studied and assessed.

Level: each unit has a level which identifies its difficulty. All the units are set at Level 3. Level 3 equates to GCE A Level standard of difficulty.

Learning Outcomes: this column expresses the key aims of the unit. It is expressed in terms of a series of outcomes (i.e. "the learner will") that the learner should know or understand by the end of their learning programme.

Each unit includes a specific learning outcome requiring learners to understand how to apply the knowledge and understanding in each of the preceding learning outcomes to real life situations and this is assessed through application to real life scenarios.

Assessment Criteria: this column expresses the ways in which the learner should be able to demonstrate their achievement/understanding of the learning outcome ("the learner can").

In all the qualification assessments, CILEx will use these assessment criteria to determine the extent to which the learner has demonstrated achievement/understanding in respect of the learning outcomes.

The assessment criteria within each unit cover knowledge, understanding and application. Each unit includes the requirement to demonstrate application of knowledge and understanding to a specific case or scenario.

¹ Note: In addition to passing both the formative and synoptic assessments learners are also required to complete Meaningful Employer Engagement. This is a requirement for achievement of the qualification. See Section 4 for more information.

Knowledge, Understanding and Skills (KUS): this column describes the knowledge, understanding and skills that are relevant to the application of the assessment criteria.

CILEx anticipates that tutors delivering units towards the new qualification will utilise this column in order to build their schemes of work towards the delivery of units.

It should be noted that the knowledge, understanding and skills identified in this column is indicative and not intended to be exhaustive. CILEx has attempted to be as full as is possible in its knowledge, understanding and skills columns. The content is indicative and needs careful “unpacking” by tutors and learners.

Learners and tutors will note that the knowledge, understanding and skills sections end with a phrase such as: “Application to a scenario”. This requires the learner to know how to apply the associated knowledge, understanding and skills within the unit to a realistic, work-based scenario. When statutes are used as authorities, learners will be expected to know the short title, or where appropriate, the title most commonly used to describe the statute, which will invariably include the date.

Learners referring to case law in the Level 3 Diploma in Law and Legal Skills examinations should give the name of the case and, if there are two cases with the same name, should give the date. They are not required to give the date otherwise.

3.6 Qualification assessment setting specifications

To ensure the comparability of both the formative examinations and the synoptic assessment across different examination sessions and assessment windows CILEx produces detailed setting specifications for the design. These detail how question papers should be constructed. This section provides a summary of the specifications for formative and synoptic assessment.

Each assessment is designed to test one or more of the following:

- Knowledge recall
- Application of knowledge
- Application of Skills

Formative Assessment

Unit 1, which is an introductory unit, requires learners to have a basic knowledge and understanding of the law and legal system in England and Wales, and a basic understanding of how to apply the law. It is assessed by a multiple choice test.

The question papers for all formative assessments for units 3, 4, 5 and 6 are set out in two sections:

Section A – The purpose of this section is to ensure that learners have developed the requisite underpinning legal knowledge and are able to recall that knowledge through answering short answer questions.

Section B – In this section the learner is required to demonstrate that they can analyse a set of facts, identify the relevant law and answer a series of questions, in which they must demonstrate that they can apply the law to the facts in order to reach reasoned conclusions.

The ratio of marks for knowledge recall to knowledge application is allocated as 40:30.

Synoptic Assessment

The synoptic assessment is set around a number of tasks which represent an 'in tray' for a legal assistant. The tasks require the learner to apply their developed learning and skills from each of the qualification units.

Overall the synoptic assessment will have the following mark allocation:

Application of knowledge – minimum of 60% of total marks (drawn from units 1,3,4,5 and 6)

Application of skills – Minimum of 35% of total marks (drawn from unit 2)

The remaining marks may be allocated to either application of knowledge or application of skills.

3.7 Employability Skills

Learners are required to undertake a period of Meaningful Employer Engagement which will include a minimum of 10 full working days work experience. During this time learners are required to undertake a minimum of 12 activities from the CILEx Meaningful Employer Engagement Activities Matrix, 8 of which must be from the work placement. These reflect the main skills needed for working in a legal environment. They include:

Legal Research – being able to provide an answer to a legal question arising in a matter or check for a legal precedent that can be cited in a brief or at trial. Sometimes, legal research can help determine whether a legal issue is a "case of first impression" that is unregulated or lacks legal precedent.

Legal Drafting – Being able to draft simple, straightforward legal documents and forms in the correct format and with correct usage of spelling, punctuation and grammar.

Professional Conduct – Having a high level of professional conduct within a legal work environment is essential to working in the legal sector. This qualification gives learners knowledge about appropriate appearance, colleague communication skills, telephone etiquette, professional competence and ethics.

Section 4: Meaningful Employer Engagement

The Department for Education requires each learner on the CILEx Level 3 Diploma in Law and Legal Skills (Tech Level) programme to experience Meaningful Employer Engagement during their course of study in order for them to understand how they can develop and apply their skills and knowledge in the workplace.

Meaningful Employer Engagement for the CILEx Level 3 Diploma in Law and Legal Skills is undertaken through work experience placements, which may be supplemented through other Meaningful Employer Engagement activity. Meaningful Employer Engagement is a mandatory part of the CILEx Level 3 Diploma in Law and Legal Skills qualification and centres should ensure they are fully prepared.

4.1 CILEx Requirements for Meaningful Employer Engagement

Centres must comply with the following requirements for Meaningful Employer Engagement:

- i. The centre must have a robust Meaningful Employer Engagement strategy in place, supported by letters of support from employers. The strategy must demonstrate that the centre has the necessary systems and processes in place to deliver Meaningful Employer Engagement for each registered learner.
- ii. The centre must ensure that each learner completes at least 12 different activities from the CILEx Employer Engagement Activities Matrix, 8 of which must be from the work placement
- iii. The centre must produce and maintain employer engagement planning and completion record/s for learners, addressing, as a minimum:
 - planned dates for the work experience placement/s and employer engagement activities
 - the employer's name, address and key contact details,
 - the proposed activities from the CILEx Employer Engagement Activities Matrix which it is intended the learner will engage with during their employer engagement,
 - the actual activities from the CILEx Employer Engagement Activities Matrix completed by learners.Upon completion of the learner's Meaningful Employer Engagement, the centre's record of a learner's Meaningful Employer Engagement must be signed by both the learner and the employer/s. In addition, a centre representative (eg Tutor) must sign to confirm that the learner has completed at least 12 activities from the CILEx Meaningful Employer Engagement Matrix and produced a log of their Meaningful Employer Engagement.
- iv. The centre must have in place a signed, written agreement between the centre, the employer hosting the work experience placement, and the learner prior to the start of each placement, setting out mutual expectations and commitments, including arrangements for reviews. The agreement should cover health and safety, safeguarding and any other relevant legislative requirements.
- v. The centre must ensure that each learner produces a log to demonstrate that their employer engagement was meaningful; ie. that shows how Meaningful Employer Engagement has helped prepare them for the workplace.
- vi. The work experience placement for each learner must last a minimum of 10 working days.
- vii. The centre must ensure learners have successfully completed Meaningful Employer Engagement before registering learners for the synoptic assessment.
- viii. The centre must respond promptly to requests from CILEx for Learner Records to be submitted for auditing purposes.

Any learner **not** completing Meaningful Employer Engagement will not be awarded the qualification.

The guidance below is intended to help centres in planning, arranging and delivering Meaningful Employer Engagement.

4.2 Employer Engagement Strategy

CILEx will need reassurance that the centre has an overarching strategy for engaging with employers. The centre will therefore be required to submit its Employer Engagement Strategy,

together with letters of support from employers when applying for centre accreditation. The strategy and letters of support must demonstrate that the centre has the necessary systems and processes in place to ensure that every learner will be able to complete Meaningful Employer Engagement.

The strategy should include:

- i. How the centre engages with/intends to engage with employers to ensure that employer engagement is meaningful;
- ii. Arrangements for drawing up written agreements with employers and learners and ensuring these are adhered to;
- iii. Centre arrangements for meeting legislative requirements for work placements, including health and safety, safeguarding of learners, insurance, data protection; any other relevant legislative requirements;
- iv. How the centre will keep records of the planning and completion of each learner's Meaningful Employer Engagement activity and any supporting evidence for audit purposes;
- v. Contingency arrangements for ensuring learners are able to complete the Meaningful Employer Engagement requirements, for example, if an employer is unable to meet its obligations.

4.3 Meaningful Employer Engagement Activity

Most Meaningful Employer Engagement activity will be undertaken through work experience placements. These can be structured in different ways; for example, they may involve concentrated two or three week periods of work experience, longer block placements or a rotation of shorter placements at different employers. Other forms of employer engagement may also be introduced alongside the placement such as masterclasses and guest lectures. It is important that the engagement is meaningful and allows the learner to develop the employability skills, attitudes and behaviours necessary for entering the workplace, in addition to the relevant knowledge and skills of the law and legal sector.

CILEx has worked with employers to identify a number of important activities which are likely to be undertaken and experienced in most legal and law related work environments and which will enable the learner to gain valuable experience that will prepare them for future job roles. These are set out in the Meaningful Employer Engagement Activities Matrix in Appendix 3. These activities draw predominantly on the knowledge and skills in Unit 2 Practical Legal Skills, as well as on the knowledge and skills in the other more specialised units and therefore provide a valuable opportunity for learners to gain a greater understanding of employer requirements and their role in the workplace.

Learners are required to cover at least 12 different activities from the CILEx Meaningful Employer Engagement Activities matrix in order to successfully complete Meaningful Employer Engagement. These may be covered through both the work placement and through other forms of Employer Engagement. At least 8 activities should be covered during the work placement in order to ensure that the learner has an opportunity to develop and experience these within a real work environment. Learners are not expected to complete all of the activities independently but will be expected to have participated in some way in each of the activities, with or without assistance, and be able to identify what they have learnt from each one.

4.4 Written Agreement between centre, employer and learner

The centre should ensure that there is a written agreement in place between the centre, employer and learner when arranging work experience placements. The agreement should set out mutual expectations and commitments to ensure that work experience is appropriately planned and structured and the objectives are met. It should also include arrangements for health and safety, safeguarding of learners, insurance, and data protection, and should set out the arrangements for reviews

4.5 Learner Planning and Completion Records

In accordance with CILEx requirements, centres are required to maintain Meaningful Employer Engagement planning and completion records for every learner. The records must meet the minimum requirements set out in the CILEx Requirements for Meaningful Employer Engagement above.

An example of a learner planning and confirmation record is provided in **Appendix 7**. Centres may use the template provided by CILEx or use their own planning and recording documentation. Centres using their own documentation must ensure it meets the minimum CILEx requirements.

CILEx may request to see employer engagement planning/completion records for learners at any time before, during or after Employer Engagement has taken place. Therefore, centres must ensure that their records are up to date.

4.6 Learner's Log of Meaningful Employer Engagement

Learners are required to produce a log summarising their Meaningful Employer Engagement. Centres and learners can decide the format of the log. Centres may wish to produce a short workbook setting out questions to assist learners and to encourage learner reflection on their employer engagement. This will help highlight the value of the experience in preparing the learner for entering the workplace. Alternatively, centres and learners may decide to produce a reflective diary/ journal or similar to highlight the learners' experiences. Centres adopting this approach should ensure that appropriate guidance is provided to learners to encourage reflection. Learners are not required to reflect in detail on each of the activities undertaken during their employer engagement, however a summary of each activity should be recorded in the log.

4.7 Meaningful Employer Engagement Duration

The work experience placement component **must last for a minimum of 10 working days in total**. There is no maximum time requirement for learners to spend on Meaningful Employer Engagement. Where Meaningful Employer Engagement forms a substantial part of the programme, however, centres must ensure that learners have sufficient time to complete the other parts of the programme, alongside the Meaningful Employer Engagement.

4.8 Evidence of completion

In order to demonstrate completion of the minimum requirements, the centre must confirm completion of Meaningful Employer Engagement on the Synoptic Assessment Registration Form. Learners will **not** be permitted to take the Synoptic Assessment if they have not completed Meaningful Employer Engagement.

CILEx will audit centres to ensure CILEx requirements have been met.

4.9 CILEx Support for Delivering Employer Engagement

CILEx, as a professional body, is able to offer advice and support to centres seeking to maximise the opportunities available to their learners, in particular through helping centres to develop and maintain links with local employers in the legal sector. For further information please contact the Membership Contact Centre team (see Section 7).

Section 5: Studying with CILEx – Key issues

5.1 CILEx membership

All learners undertaking courses towards the achievement of the CILEx Level 3 Diploma in Law and Legal Skills **must** be registered **by their accredited centre** as CILEx Junior members.

Junior membership registration is covered through the qualification registration process. This means that centres are only required to register each learner on to the qualification. A Junior membership is then created for each learner as part of this process.

CILEx will send to centres the membership number for each learner that is registered on to the qualification. This number is important and must be provided at the point of registering learners for assessments.

Membership is free for the duration of the qualification. On successful completion of the qualification, individuals may apply to become Affiliate Members of CILEx.

Junior members are not regulated by CILEx Regulation and CILEx will not undertake any checks in relation to the prior conduct records of learners on the Diploma in Law and Legal Skills in connection with accessing Junior membership. Centres and learners will need to be aware that when applying to become a full professional member of CILEx (whereby individuals will be regulated) prior conduct checks will be conducted. At this point, prospective members will be asked to declare prior conduct and CILEx reserves the right to refuse full membership to applicants. Therefore it is important for centres and learners to check, prior to registration on to this qualification, that any previous offences would not prevent them from progressing their career in law and to ensure learners understand the importance of maintaining high standards of behaviour throughout their career in the legal profession. If there are any doubts in respect of whether previous offences would prevent someone from becoming a professional member in the future, CILEx recommends that the centre contacts the Membership Contact Centre team; please see Section 7.

For more information on membership please see **Appendix 2**

Section 6: Qualification Administration

6.1 Introduction

The Diploma in Law and Legal Skills is assessed by examination and synoptic assessment. In addition learners have to complete Meaningful Employer Engagement. This section sets out the administrative procedures associated with the formative assessments (examinations) and the synoptic assessment.

Section 6.3 sets out CILEx procedures for registering learners for this qualification.

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 6.8 and an overview of the access arrangements policy and procedures is set out in section 6.9.

The special consideration policy and procedures are set out in section 6.10 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 the CILEx Level 3 Diploma in Law and Legal Skills qualification including:

- **the Results Enquiries and Appeals Policy** (section 6.12) which sets out how learners can challenge the results of their examinations or assessments
- **the Examination Regulations** (section 6.4.5)
- **the Synoptic Assessment Regulations** (section 6.5.2)
- **the Malpractice Policy** (section 6.17)

6.2 Applying for centre accreditation

Centres wanting to apply for accreditation to offer the CILEx Level 3 Diploma in Law and Legal Skills are required to refer to the Accredited Centre Handbook and complete the Accredited Centre Application Form (available from the website). This must be submitted, together with the centre's Employer Engagement Strategy, policies and procedures and other relevant supporting documentation and a signed Centre Agreement, to CILEx, which will review the application and carry out a pre-accreditation quality check. CILEx will determine whether the centre has the necessary capacity and capability including resources, systems and processes to deliver the qualification.

6.3 Procedures for registering learners

6.3.1 Registering learners for the CILEx Level 3 Diploma in Law and Legal Skills

- The accredited centre must register learners for the CILEx Level 3 Diploma in Law and Legal Skills using the Qualification Registration Form.
- Learners must be registered for the qualification by the deadline date set out in the Key Dates and Deadlines document.
- The accredited centre will be required to provide personal details of learners that will allow CILEx to issue learners with Junior Membership Numbers.
- The accredited centre will be invoiced for the qualification fee within 5 days of receipt of the Qualification Registration Form. Payment terms will be strictly 28 days from the date of the invoice. Please refer to the CILEx invoice policy on the **CILEx website (www.cilex.org.uk)**.
- CILEx will acknowledge receipt of the Qualification Registration Form within 5 working days of receipt.

6.4 Registering for examinations - (i.e. units 1, 3, 4, 5 and 6)

6.4.1 Examination timetable for Units 1, 3, 4, 5 and 6

- Examination sessions for units 1, 3, 4, 5 and 6 are held three times a year. The examination timetable (**Appendix 5**) sets out the dates of the examinations.

6.4.2 Registering Learners for Examinations

- All learners must have been registered for the CILEx Level 3 Diploma in Law and Legal Skills on the Qualification Registration Form in order to be eligible to be registered for the examinations.
- Centres must use the 'CILEx Level 3 Diploma in Law and Legal Skills Examination Registration Form' to register learners for examinations.
- Centres and learners should refer to the **Key Dates and Deadlines (Appendix 6)** and the **Examination Timetable (Appendix 5)** for the actual dates of each examination session.
- CILEx will acknowledge receipt of Examination Registration Forms within 5 working days of receipt.
- Centres must ensure that valid CILEx Level 3 Diploma in Law and Legal Skills' Examination Registration Forms are received by CILEx by the deadlines set out in the **Key Dates and Deadlines**.
- Payment terms will be strictly 28 days from the date of the invoice. Non-payment of invoices may result in further services being suspended. Any outstanding debts will be notified by monthly statements until the balance is cleared.

6.4.3 Examination key code slip

- Examination key code slips will be distributed to each centre from CILEx and are to be distributed by the centre to learners.
- The key code slips set out:
 - the date and time of the examination/s the learner is sitting
 - the learner's Junior membership number (Candidate Reference number)
 - name of Candidate
 - Name of exam being sat
 - The key code used to log the Candidate into the Surpass system
- Learners must present the correct key code slip at each examination for checking by the invigilator/s.

6.4.4 Proof of identity

- Learners are required to present proof of identity at the examination centres in addition to their examination key code slip.
- Learners with queries about the identity checks should contact the Membership Contact Centre team (see Section 7) at CILEx.

6.4.5 Examination Regulations

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

6.4.6 Examination centres

- Learners take their examinations (including re-sits) at their accredited centre.

6.5. Undertaking the synoptic assessments

Learners are required to complete the synoptic assessment which consists of a series of realistic work tasks with questions to test the application of knowledge and skills developed through the qualification. The synoptic assessment is an open book assessment which is delivered in centres over the course of a week under supervised conditions. Learners have 10 hours of supervised time to produce their final submission.

There are three synoptic assessment windows per year, coinciding with the examination sessions. Centres must submit learners' assessments for CILEx marking and quality assurance by the end of the synoptic assessment window. See the **Key Dates and Deadlines (Appendix 6)** for more details.

6.5.1 The registration and submission process for synoptic assessments

- All learners must be registered by their accredited centre on the CILEx Level 3 Diploma in Law and Legal Skills and as Junior members of CILEx in order to submit their synoptic assessments to CILEx.
- Learners must have passed all of the formative assessments for units 1, 3, 4, 5 and 6 before a centre is permitted to register a learner for the synoptic assessment.
- Learners must also have completed their Meaningful Employer Engagement, lasting a minimum of 10 working days, before a centre is permitted to register a learner for the synoptic assessment. Learners, centres and employers must confirm by declaration that this has been completed.
- Centres must use the 'CILEx Level 3 Diploma in Law and Legal Skills Synoptic Assessment Registration Form' available from the CILEx website to register learners for the synoptic assessment.
- Centres and learners should refer to the **Key Dates and Deadlines (Appendix 6)** for the dates of the synoptic assessment submission windows and the deadlines for registering learners for the synoptic assessment.
- CILEx will acknowledge receipt of CILEx Level 3 Diploma in Law and Legal Skills Synoptic Assessment Registration Forms within 5 working days of receipt.
- Centres must ensure that valid CILEx Level 3 Diploma in Law and Legal Skills Examination and Assessment Registration Forms are received by CILEx by the deadlines set out in the **Key Dates and Deadlines (Appendix 6)**.

6.5.2 Synoptic Assessment Regulations

All learners are required to comply with the Synoptic Assessment Regulations. The Synoptic Assessment Regulations are available on the CILEx website (www.cilex.org.uk) and copies are provided to CILEx Accredited Centres. Learners must sign a declaration on their synoptic assessment to confirm compliance with the Synoptic Assessment Regulations.

6.6 Setting and agreeing grade boundaries

The examinations for units 1, 3, 4, 5, and 6 and the synoptic assessments are graded Fail, Pass, Merit, Distinction.

In section 3.2: Assessment Pattern, guidance is given on the notional grade boundaries. 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/assessment sessions.

CILEx takes every precaution to ensure that the level and quality of each of its examination papers and synoptic assessments is appropriate for learners. As a part of its commitment to robust quality assurance at every stage of the examination/assessment process, 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/assessments and specific questions on examination papers/assessments, and where there are issues that are known to have affected learner performance, reflect this in the way in which the final grade boundaries for the examination/assessment results are set.

CILEx releases the examination/synoptic assessment pass rates on the CILEx website shortly after the results have been released to learners.

6.7 Dissemination of examination and synoptic assessment results

- The results notifications for the examinations (units 1, 3, 4, 5 and 6) and synoptic assessments will be released to centres by the deadlines set out in the **Key Dates and Deadlines (Appendix 6)**.
- Examination and assessment results are **NOT** sent out by fax or email.
- The results notifications set out the grade and mark percentage the learner achieved for each examination/assessment.

6.8 Re-sits

- Learners who have failed an examination or synoptic assessment are permitted **one** re-sit only.
- Learners re-sitting an examination take their re-sit at an examination session in accordance with the examination timetable and **Key Dates and Deadlines (Appendix 6)**.
- Centres should follow the examination registration process set out above in order to register a learner to re-sit an examination.
- Learners re-sitting a synoptic assessment are required to take a new synoptic assessment.
- Two synoptic assessments are provided to centres each year.
- Learners resitting a synoptic assessment take the assessment during a synoptic assessment window, in accordance with the Key Dates and Deadlines (Appendix 6)
- Centres should follow the registration and submission process for synoptic assessments set out above.
- The fees for re-sit examinations/synoptic assessments are shown in **Appendix 4**.

6.9 Reasonable Adjustments

6.9.1 An explanation of 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.

6.9.2 How to apply for reasonable adjustments

- Learners, who consider they may require adjustments to the assessment arrangements because the standard arrangements present an unnecessary barrier, must ensure that they are familiar with the **CILEx Reasonable Adjustments Policy and Procedures** and discuss their requirements with their centre.
- Centres on behalf of learners must apply for reasonable adjustments for each examination/assessment session at which the learner is taking examinations/assessments. Adjustments agreed for one examination/assessment session are not automatically carried forward to the next examination/assessment session.
- All requests for reasonable adjustments must be made in writing, using the Reasonable Adjustments Application form and supported by evidence as set out in the **CILEx Reasonable Adjustments Policy and Procedures** by the deadline set out in the **Key Dates and Deadlines (Appendix 6)**.
- Centres must send reasonable adjustments requests to the Membership Contact Centre team (see Section 7) at CILEx.

6.9.3 Appealing the outcome of a reasonable adjustments application

- Centres, on behalf of learners, are permitted to appeal the outcome of a reasonable adjustments application if the application was made prior to the deadline for reasonable adjustments applications.
- Information on the reasonable adjustments appeals process set out in the **CILEx Enquiries and Appeals Policy**.

6.9.4 Where to find out more information about reasonable adjustments

- The **CILEx Reasonable Adjustments Policy and Procedures** is available on the CILEx website (www.cilex.org.uk).
- Queries about reasonable adjustments can be raised with the Membership Contact Centre team (see Section 7) at CILEx.

6.10 Access Arrangements

6.10.1 An explanation of 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).

6.10.2 How to apply for access arrangements

- Learners, who consider they may require access arrangements because the standard arrangements present an unnecessary barrier, must ensure that they are familiar with the **CILEx Access Arrangements Policy and Procedures** and discuss their requirements with their centre.
- Centres on behalf of learners must apply for access arrangements for each examination/assessment session at which the learner is taking examinations/assessments. Arrangements agreed for one examination/assessment session are not automatically carried forward to the next examination/assessment session.
- All requests for access arrangements must be made in writing, using the Access Arrangements Application form and supported by evidence as set out in the **CILEx Access Arrangements Policy and Procedures** by the deadline set out in the **Key Dates and Deadlines (Appendix 6)**.
- Centres must send access arrangements requests to the Membership Contact Centre team (see Section 7) at CILEx.

6.10.3 Appealing the outcome of an access arrangements application

- Centres, on behalf of learners, are permitted to appeal the outcome of an access arrangements application if the application was made prior to the deadline for access arrangements applications.
- Information on the access arrangements appeals process set out in the **CILEx Enquiries and Appeals Policy**.

6.10.4 Where to find out more information about access arrangements

- The **CILEx Access Arrangements Policy and Procedures** is available on the CILEx website (www.cilex.org.uk).
- Queries about access arrangements can be raised with the Membership Contact Centre team (see Section 7) at CILEx.

6.11 Special Consideration

6.11.1 An explanation of special consideration

Special consideration may be given, following an examination/assessment, to learners who were disadvantaged when they took the examination/assessment due to illness, injury or adverse circumstances. Special consideration may result in a small adjustment to the mark of the learner. The size of the adjustment depends on the individual learner's circumstances and the evidence presented. In accordance with the CILEx policy, **the maximum adjustment permitted is 5%.**

In relation to the synoptic assessment only, special consideration may include the centre making provision for the learner to be supervised for an alternative session during the synoptic assessment window, if a learner is unable to attend a pre-arranged supervised session due to illness, injury or adverse circumstances. Centres making such arrangements must ensure they comply with the Special Consideration Policy.

6.11.2 Where to find out more information about special consideration

- The **CILEx Special Consideration Policy and Procedures** is available on the CILEx website (www.cilex.org.uk)
- Queries about special consideration can be raised with the Membership Contact Centre team (see Section 7) at CILEx.

6.12 Results enquiries and appeals process

6.12.1 What are results enquiries and appeals?

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

However, on occasion, a learner may consider that their result is not an accurate reflection of their performance. In such cases a learner (either independently or through their accredited centre) may challenge the mark/grade they have received – this is known as a results enquiry. Centres/learners can request a results enquiry irrespective of the grade received. Centres/learners can opt to request a clerical check of the learner’s result **AND/OR** a re-mark of the learner’s answer script/assessment for Units 3, 4, 5 and 6.

For Unit 1 Introduction to Law and the Legal System in England and Wales centres/learners can request a clerical check of the learner’s results. A re-mark cannot be requested for Unit 1.

6.12.2 The results enquiry and appeals process

(i) Results Enquiry - Clerical Check

- This involves a clerical check of all procedures leading to the issue of the result to the learner, including checking the learner’s answer script/assessment to ensure the result issued to the learner is accurate and reflects the marks the examiner awarded on the answer script.
- CILEx provides written confirmation of the outcome of a clerical check in the form of a letter confirming the learner’s result. A clerical check does not provide additional feedback or commentary on a learner’s performance.
- An amended results notification is provided if the clerical check outcome leads to a change of result.
- The outcome of the clerical check is sent within 15 working days of receipt of the clerical check request.
- The outcome of the clerical check, if different from the original mark awarded, overrides the original mark awarded.
- To apply for a clerical check, centres/learners must complete the Results Enquiry form and send it to the Assessment-Operations department with the appropriate fee by the deadlines.
- Where the application is made by the accredited centre, then CILEx will invoice the centre within 5 working days of the application being received for the appropriate fee (see **Appendix 4**). Payment terms will be strictly 28 days from the date of the invoice. Non-payment of invoices may result in further services being suspended.
- Where the application is made by the learner, the learner must include the appropriate fee.

(ii) Results Enquiry - Re-mark

- A re-mark involves the re-marking of a learner’s answer script/assessment in accordance with the approved marking scheme.
- The re-marking exercise is normally undertaken by a member of CILEx’s qualified assessment personnel who did not carry out the initial marking of the learner’s answer script/assessment.
- The outcome of the re-mark is sent out within 6 weeks of receipt of the (re-mark) request.
- The outcome of a re-mark is the issue of a result to a learner. A re-mark does not provide additional feedback or commentary on a learner’s performance.

- The outcome of the re-mark, if different from the original mark (and, if applicable, grade awarded) overrides the original mark/grade awarded (even if it is a lower mark or grade than the original mark or grade).
- The outcome of a re-mark overrides the outcome of a clerical check, in the event that a learner has also requested a clerical check.
- An amended results notification is provided if the re-mark leads to a change of result.
- To request a re-mark, centres/learners must complete the Results Enquiry form and send it to the Assessment-Operations department with the appropriate fee by the deadlines.
- Where the application is made by the accredited centre, then CILEx will invoice the centre within 5 working days of the application being received for the appropriate fee (see **Appendix 4**). Payment terms will be strictly 28 days from the date of the invoice. Non-payment of invoices may result in further services being suspended.
- Where the application is made by the learner, the learner must include the appropriate fee.
- The re-mark process does not take into account any special consideration for illness, bereavement or other factors which may have affected the learner's performance. Learners seeking special consideration must read the **CILEx Special Consideration Policy and Procedures**, and ensure they apply by the deadlines, shortly after the examination has been taken.
- If a learner/centre is not satisfied with the outcome of the re-marking process, they may apply for a Stage 1 Appeal (see (iii) below).
- Centres/learners cannot apply for a re-mark for Unit 1: Introduction to Law and the Legal System in England and Wales.

(iii) Stage 1 Appeal – CILEx Internal Review Panel

- Stage 1 Appeals are considered by the **CILEx Internal Review Panel**.
- The membership of the CILEx Internal Review Panel comprises Senior Managers at CILEx with no direct interest in the case.
- The CILEx Internal Review Panel will only consider a Stage 1 Appeal when a re-mark has been requested (or a clerical check for Unit 1: Introduction to Law and the Legal System in England and Wales), processed and the outcome has been issued to the learner/centre.
- The CILEx Internal Review Panel will only consider whether the correct procedures were followed consistently during the results enquiry stage and whether they were applied properly and fairly in arriving at judgements.
- Learners/centres must apply for a Stage 1 Appeal within 20 working days of the date of the notification of the re-mark outcome using the Stage 1 Appeal form. Learners requesting a Stage 1 Appeal must include the appropriate fee with the form. Centres will be invoiced for the appropriate fee within 5 working days of the application being received. Payment terms will be strictly 28 days from the date of the invoice. Non-payment of invoices may result in further services being suspended.
- CILEx will send an acknowledgement letter to confirm receipt of a Stage 1 Appeal form within 5 working days of its receipt by CILEx.
- The outcome of a Stage 1 Appeal will be notified to the learner/centre within 25 working days of the date of the acknowledgement letter.
- If the CILEx Internal Review Panel finds that the correct procedures have not been followed, it will inform the applicant and remedial action will be taken. This may or may not include reconsideration of the result. The fees paid will be refunded by CILEx.

(iv) Stage 2 Appeal - Independent Review

- Stage 2 Appeals are considered by the **CILEx Independent Review Panel**. The membership of Independent Review Panel includes independent members who are not part of CILEx's team of assessment personnel or members of CILEx staff.
- A Stage 2 Appeal - Independent Review can only be requested if a Stage 1 Appeal has been requested and the outcome received by the learner/centre.
- Applicants (learners/centres) must provide a clear reason why they consider that CILEx did not follow due process and a reason for escalating the appeal to the Independent Review Panel.

- The Independent Review Panel will draw upon the facts from the enquiry stage (clerical check (if requested) and re-mark) and the 1st appeal stage (CILEx Internal Review Panel). The Independent Review Panel will only consider whether CILEx has followed required procedures consistently and has applied them properly and fairly in arriving at judgments.
- The Independent Review Panel is not concerned with making judgements about a learner's work. It is not authorised to re-mark a learner's work.
- Applicants (learners/centres) must apply for a Stage 2 Appeal within 20 working days of the date of the notification of the Stage 1 Appeal outcome using the Stage 2 Appeal form. Learners requesting a Stage 2 Appeal must include the appropriate fee with the form. Centres will be invoiced for the appropriate fee within 5 working days of the application being received. Payment terms will be strictly 28 days from the date of the invoice. Non-payment of invoices may result in further services being suspended.
- CILEx will send an acknowledgement letter to confirm receipt of a Stage 2 Appeal form within 5 working days of its receipt by CILEx.
- Independent Review Panel meetings are held a maximum of 40 working days after a request for a Stage 2 Appeal (independent review) has been received. Meeting dates are normally planned in advance and confirmation of the next meeting of the Independent Review Panel is normally provided in the acknowledgement letter.
- If the Independent Review Panel finds that the appropriate procedures have not been followed, it will inform the applicant (learner/centre) and recommend appropriate action to CILEx accordingly. The independent review process does not provide additional feedback or commentary on a learner's performance.
- If the Independent Review Panel confirms the decision of the CILEx Internal Review Panel, the applicant (learner/centre) is advised accordingly.
- The decision of the Independent Review Panel is issued within **5 working days** of the Panel meeting.
- The decision of the Independent Review Panel is final.
- No further appeal is permitted after the independent review.

6.13 Certification – qualification certificates

Qualification certificates are produced for learners who have successfully completed the CILEx Level 3 Diploma in Law and Legal Skills. Following the release of the synoptic assessment results, the qualification certificates are produced for those learners who have successfully completed the qualification. Qualification certificates are sent out to centres within 25 working days of the release of the synoptic assessment results notifications. The overall grade the learner has achieved for the qualification is recorded on the qualification certificate.

6.14 Sample assessment material

CILEx usually posts sample assessment material online (www.cilex.org.uk).

6.15 Chief Examiner's reports

Chief Examiners' Reports are posted on the website shortly after the release of the results.

6.16 Retention of materials

CILEx retains learners' examination answer scripts and 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 assessments which are no longer required.

6.17 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 Procedures for Dealing with Cases of Suspected Accredited Centre Malpractice or Maladministration on the CILEx website (www.cilex.org.uk) for further information.

6.18 Release of examination answer scripts/assessments

Learners' examination scripts/assessments are the property of CILEx and are not released to learners or tutors. Guidance is available through the Chief Examiners' reports.

Section 7: 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 Team</p> <p>Email: membership@cilex.org.uk</p> <p>Telephone: 01234 845777</p>	<ul style="list-style-type: none"> ▪ Student/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 ▪ Advice on obtaining meaningful employer engagement ▪ Examination and assessment registration, regulations & fees ▪ Examination centres ▪ Examination admission permits ▪ Examination notifications and results ▪ Centre accreditation ▪ Advice on qualifications ▪ CILEx qualification rules & regulations ▪ Reasonable adjustments/access arrangements ▪ Special consideration ▪ Results enquiries and appeals: clerical checks & remarks, quality assurance reviews and independent review ▪ Exemptions ▪ ID requirements for examinations

Appendix 1

CILEx Level 3 Grade Descriptors

1) Note on the use and purpose of the descriptors

The descriptors set out below are intended, primarily, to assist chief examiners in constructing marking schemes, and for ensuring, therefore, that CILEx's Level 3 marking schemes have mark distributions which comply with an expected level of candidate ability.

They may also be used, however, to assist chief examiners in checking marking judgments; and will be used by CILEx, within its internal processes, to achieve consistency across question papers and over time. It should be added that the descriptors do not take precedence over marking schemes and their application. Rather, the descriptors should enable chief examiners to better assess the level/performance of a marking scheme in relation to the work produced by candidates, and to advise CILEx appropriately at the end of the marking period, so CILEx can act upon any views/issues through the results determination process.

The descriptors are intended to establish a general profile of the characteristics of each grade. They are not intended as an exhaustive series of features that a candidate response must possess if it is to be identified at a specific grade. It is sufficient that the candidate response being checked achieves a 'best fit' with the grade in question. Some descriptors may be less useful than others in understanding performance on specific parts of a question paper.

Your attention is drawn to the threshold statement at the bottom of the Pass Grade descriptor.

2) The Descriptors

Grade	Knowledge	Explanation	Application	Communication
Distinction (75% - 100%)	<ul style="list-style-type: none"> • Thorough and accurate knowledge of legal principles, skills and/or rules of practice • Some minor omissions of less important principles • Accurate knowledge of facts and relevance of cases • Wide use of case names • Accurate knowledge and wide application of legislation 	<ul style="list-style-type: none"> • Clear and detailed explanations of legal principles and/or rules of practice • Detailed and accurate explanations of cases and legislation 	<ul style="list-style-type: none"> • Identifies almost all of the main legal issues and many of the minor ones • Good application of the law and/or practice and/or skills to both complex and simple facts • Good use of a wide range of cases and legislation in nearly all situations 	<ul style="list-style-type: none"> • Language used clear and accurate • Logical arguments in answers • Use of legal terms throughout • Clear, concise and appropriate use of language when drafting

Grade	Knowledge	Explanation	Application	Communication
Merit (64% - 74%)	<ul style="list-style-type: none"> • Sound knowledge of legal principles, skills and/or rules of practice • Minor errors and/or omissions of important principles • Generally accurate knowledge of facts and relevance of cases • Use of a range of case names • Generally accurate knowledge and application of a range of legislation 	<ul style="list-style-type: none"> • Generally clear explanations of legal principles and/or rules of practice • Some minor errors and/or omissions in explanations • Explains cases and legislation accurately in most instances 	<ul style="list-style-type: none"> • Identifies the majority of the main legal and/or practice issues and some of the minor ones but some omissions • Sound application of the law and/or skills to both complex and simple facts with some errors and/or omissions • Good use of a range of cases and legislation in applying the law 	<ul style="list-style-type: none"> • Language used clear in most instances • Logical arguments in most answers • Wide but not comprehensive use of legal terms • Minor errors of language • Clear, concise and appropriate use of language when drafting in most instances

Grade	Knowledge	Explanation	Application	Communication
Pass (50%-64%)	<ul style="list-style-type: none"> • Basic knowledge of some legal principles, skills and/or rules of practice • Some errors/omissions of important legal principles and/or rules of practice • Knowledge of facts and relevance of some cases • Use of some case names although sometimes incomplete or inaccurate • Accurate knowledge and application of some legislation 	<ul style="list-style-type: none"> • Explains some legal principles and/or rules of practice clearly • Explanations of some principles or rules incomplete and/or inaccurate • Generally weak explanation of cases and legislation 	<ul style="list-style-type: none"> • Identifies some of the main legal issues and/or rules of practice • Fails to identify some legal issues and/or applies the wrong legal principles or rules of practice • Some attempt to apply the law and/or practice and/or skills but limited in scope and/or depth and errors and omissions • Some use of cases and legislation in applying the law • Some description and listing of points rather than application 	<ul style="list-style-type: none"> • Language used generally clear • Some logical arguments but inconsistent • Some errors of grammar and spelling • Generally uses legal terms • Some general or social language rather than legal language • Generally clear, concise and appropriate use of language when drafting with some errors and in appropriate tone

Threshold Pass	<p>At the bottom of the Pass Grade, answers will have some of the following characteristics:</p> <ol style="list-style-type: none"> 1 identify only some legal issues or points of practice 2 weak knowledge and explanation of the law and/or practice 3 more description than application 4 little use of cases and legislation 5 poor use of English 6 Some evidence of knowledge and application of research and drafting skills
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Grade	Knowledge	Explanation	Application	Communication
Marginal Fail (44% - 49%)	<ul style="list-style-type: none"> • Some knowledge of a few legal principles, skills and/or rules of practice • Many omissions and errors of important legal principles or rules of practice • Knowledge of some cases but often incomplete or inaccurate • Few if any case names • Knowledge and application of some legislation but often incomplete or inaccurate 	<ul style="list-style-type: none"> • Explains a few legal principles and/or rules of practice clearly • Many errors, omissions and inconsistencies in explaining other principles and rules of practice • Poor explanation of cases and legislation 	<ul style="list-style-type: none"> • Identifies a few of the main legal issues and/or rules of practice • Fails to identify many of the main legal issues or rules and/or identifies the wrong legal principles or rules of practice • Little attempt to apply the law, skills and/or practice or errors in applying the law and practice • Few if any references to cases and legislation applying the law and practice • More focus on describing the law than applying it 	<ul style="list-style-type: none"> • Language used generally clear • Arguments generally poorly constructed • Errors of grammar and spelling common • Some use of legal terms • Common use of general or social language rather than legal language • Drafting generally not in appropriate tone and lacking clarity

Appendix 2

CILEx Membership Information

Membership grades

Junior member - This grade is exclusively for learners studying the CILEx Level 3 Diploma in Law and Legal Skills who are aged between 16 and 19.

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 3/4 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 achieve 9 CPD outcomes and at least 1 outcome 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-Operations team membership@cilex.org.uk

Accredited centres and courses

All learners registering for the CILEx Level 3 Diploma in Law and Legal Skills must be enrolled on an accredited course of study for the qualification.

Details of course providers are available from CILEx’s website (www.cilex.org.uk).

Appendix 3

CILEx Meaningful Employer Engagement Activities Matrix

Learners are required to cover at least 12 activities from the matrix, 8 of which must be covered during the work placement. The work placement must last a minimum of 10 full working days or equivalent.

Learners are not expected to complete all of the activities independently but will be expected to have participated in some way in each of the activities, with or without assistance, and be able to identify what they have learnt from each one.

1) Find out about the organisation (type, size, customers) & legal services provided	2) Conduct due diligence checks	3) Review/sort Incoming Correspondence	4) Work shadowing - Attend Client Interview
5) Attend Professional Conduct Briefing	6) Attend a Communications Briefing / Draft Letters	7) Discuss career opportunities	8) Conduct Legal Research
9) Attend an On-site Organisation Induction	10) Draft Memo/short letter	11) Attend a Training Presentation or Briefing	12) Work shadowing - Attend Magistrates Court
13) Learn about Diary Management	14) Attend an organisational briefing on Customer care or Commerciality	15) Enter Data - Case Management System	16) Communicate with Clients/external stakeholders
17) Conduct Anti-Money Laundering checks	18) Open/Close files	19) Work shadowing - Attend Police station	20) Draft a Pre-action Letter (or equivalent)
21) Create Action Plan for Work Activity	22) Create Prioritised Task Lists	23) Checking Documents/ Prepare Disclosures	24) Prepare Bill/completion Statement/quote
25) Carry out Photocopying/Scanning /Filing	26) Produce & send out client care pack	27) Complete pre contract searches	28) Review and act upon pre-contract search results
29) Learn about Time Management	30) Check forms/ documents returned by clients	31) Greet and attend to client	32) Collate client records
33) Draft Briefing Note	34) Draft summary of research	35) Work shadowing - Participate in conference/Skype calls	36) Draft basic pleadings/court documents
37) Draft Client correspondence	38) Handle incoming telephone enquiries	39) Handle outgoing telephone enquiries	40) Draft compromise agreement
41) Draft petition	42) Paginate Records/ prepare court bundles	43) Locate/instruct experts	44) Other relevant activities (<i>please specify</i>)

Appendix 4

CILEx Level 3 Diploma in Law and Legal Skills – Fees for 2016/17

Learner registration fee (Non-Refundable)	£250 per learner (payable on registration for qualification)
Re-sit fee	£25 per assessment (payable on registration for the assessment)

Assessment Enquiries and Appeals Fees

Learners and centres should refer to the **CILEx Enquiries and Appeals Policy**

Enquiry/Appeal	Fee
Assessment decision enquiry	£25
Assessment result enquiry	£25
Stage 1 Appeal	£25
Stage 2 Appeal	£25

Reasonable Adjustment Enquiries and Appeals

Enquiry/Appeal	Fee
Reasonable adjustment enquiry	£25
Stage 1 Appeal	£25
Stage 2 Appeal	£25

Special Consideration Enquiries and Appeals

Enquiry/Appeal	Fee
Special Consideration enquiry	£25
Stage 1 Appeal	£25
Stage 2 Appeal	£25

Malpractice

Learners and centres should refer to **CILEx Procedures for Dealing with Cases of Suspected Student Malpractice - CILEx Level 3 and 6 Professional Qualifications and CILEx Level 3 and 4 Legal Services Qualifications** for information about appeals against malpractice decisions. The fee set out below applies to malpractice appeals relating to the academic year 2015/2016.

Appeal	Fee
Appeal against a student malpractice decision	£50

Appendix 5
Examination Timetable – Academic 2016/2017

November 2016					
	Monday 21st	Tuesday 22nd	Wednesday 23rd	Thursday 24th	Friday 25th
AM	Unit 1 – Introduction to Law and the Legal System in England and Wales				
PM					

March 2017					
	Monday 20th	Tuesday 21st	Wednesday 22nd	Thursday 23rd	Friday 24th
AM	Unit 1 – Introduction to Law and the Legal System in England and Wales	Unit 3 – Law of Contract			
PM					

June 2017					
	Monday 26th	Tuesday 27st	Wednesday 28th	Thursday 29th	Friday 30th
AM	Unit 1 – Introduction to Law and the Legal System in England and Wales	Unit 3 – Law of Contract	Unit 4 – Tort Law		
PM					

Appendix 6

Key Dates and Deadline 2016/17

IMPORTANT:

- The synoptic assessment windows are not identified on the Key Dates and Deadlines for 2016/17 because the synoptic assessments will not be available until 2018. However, in 2018 the synoptic assessment windows will be scheduled at the same time as the examination sessions commencing with the June 2018 synoptic assessment window.
- Qualification certificates will not be issued in 2016/17 because no learners can complete the qualification during this period. Therefore, the deadline for distributing certificates is not included in the key dates and deadlines.

	<u>Key Date and Deadline</u>		
Qualification Registration Form Available	September 2016		
Deadline for new Qualification Registration Forms to be received by CILEx <i>(Registration forms received after this date will not be guaranteed to be processed in time to allow entry for the November exam session)</i>	Noon (UK time) 7 October 2016		
	<u>November 2016</u>	<u>March 2017</u>	<u>June 2017</u>
Examination Entry Form Available	Noon (UK time) 12 September 2016	Noon (UK time) 9 January 2017	Noon (UK time) 13 April 2017
Examination Entry Closing Date	Noon (UK time) 4 November 2016	Noon (UK time) 3 March 2017	Noon (UK time) 9 June 2017
Deadline for Reasonable Adjustment Applications	7 November 2016	6 March 2017	12 June 2017
Examination Admission Permits Available	14 November 2016	13 March 2017	19 June 2017
Examination Session	21-25 November 2016	20 – 24 March 2017	26 – 30 June 2017
Deadline for Special Consideration Requests	16 December 2016	18 April 2017	21 July 2017

Examination Results Released	Noon (UK time) 27 January 2017	Noon (UK time) 26 May 2017	Noon (UK time) 1 September 2017
Deadline for clerical check/re-mark requests	20 February 2017	19 June 2017	25 September 2017
Deadline for qualification certificates to be dispatched	N/A	N/A	N/A

**Appendix 7
CILEx LEVEL 3 DIPLOMA IN LAW AND LEGAL SKILLS**



LEARNER EMPLOYER ENGAGEMENT PLANNING AND CONFIRMATION RECORD

Centre Name:		Centre Address:	
Centre No:		Centre Telephone No.:	
Centre Contract Name:		Centre Contact Tel/Mob. No.:	
Learner Name:		Learner CILEx Membership No.:	

Employer's Name, Address and Key Contact Details	Proposed Work Placement Dates	Proposed Activities Matrix (include reference)	Activities Completed Matrix (include reference)	Employer Signature*	Learner Signature*

I confirm that the above Learner has completed at least 12 activities from the CILEx Meaningful Employer Engagement Activities Matrix and produced a log of their employer engagement.

Tutor Signature*:		Date:	
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THIS FORM MUST BE KEPT BY THE CENTRE FOR THE DURATION OF THE PROGRAMME. CILEX MAY REQUEST TO SEE LEARNER RECORDS AT ANY TIME FOR QUALITY ASSURANCE PURPOSES.

* digital signatures are acceptable