

## Competence Qualification Registration Form 2017/18



Centres should complete this form electronically in a word document and send via email to: [awards@cilex.org.uk](mailto:awards@cilex.org.uk)

To be used by accredited centres to register learners for the following competence qualifications:

### **CILEx Level 3 Diploma in Providing Legal Services (603/0122/3)**

- all new starts from 1 September 2016 in England and Northern Ireland

You must read Appendix A 'CILEx Legal Service Competence Qualifications – Registering learners onto competence qualifications and submitting claims to CILEx' before completing this form.

### **Section 1 – Centre Details**

Centre Name and Address:	
Centre Contact Name:	
Contact Telephone Number:	
Contact Email Address:	

### **Section 2 - Instructions**

1. Please list each learner entering for the qualification in the learner name column below.
2. You must ensure that you have ALL learners CILEx membership numbers.
3. Where the learner has a unique learner number (ULN), you must include this, please indicate if a ULN cannot be obtained.
4. For each learner entered, you must pay the £61.00 learner registration fee. You will be invoiced for the total amount within 5 working days of receipt of this registration form.
5. **Existing centres** – centres which have previously registered learners on a CILEx Competence Qualification arrange their EQA visits with the CILEx EQA. Existing centres should record in Section 4 the EQA visit dates agreed with the centre's CILEx EQA.
6. **New centres** – centres registering learners for the first time must complete Section 4 to identify the dates when it wishes to be visited by a CILEx EQA (3 visits per year). CILEx will appoint an EQA for each new centre and the EQA will liaise with the centre to finalise the EQA visit dates.

### Section 3 - Registering Learners for the Competence Qualification

#### **CILEx Level 3 Diploma in Providing Legal Services (603/0122/3)**

For all new starts from 1 September 2016 in England and Northern Ireland

	Learner Name	Membership Number	Unique Learner Number (ULN)	Fee
1				£61
2				£61
3				£61
4				£61
5				£61
6				£61
7				£61
8				£61
9				£61
10				£61
11				£61
12				£61
13				£61
14				£61
15				£61
16				£61
17				£61
18				£61
19				£61
20				£61
<b>Total Amount to be Invoiced</b>				<b>£</b>

### Section 4 – EQA Visit Dates

#### **Existing Centres**

Existing centres (i.e. centres which have previously registered learners on to CILEx competence qualifications) should record in the table below the EQA visit dates which have been agreed with their CILEx EQA.

#### **New Centres**

New Centres should identify in the table below the dates when it wishes to be visited by a CILEx EQA (3 visits per year).

Centres should be mindful that unit claim forms must be submitted **15 working days before EQA visits** and CILEx will issue results and certificates **25 working days after each visit**.

	Please identify a date/dates which would be convenient for the EQA to Visit
1	
2	
3	

### **Section 5 - CILEx Invoice Policy**

CILEx will invoice the centre within 5 working days of registrations being received. Payment terms will be strictly 28 days from the date of the invoice.

Payment can be made via BACS, Credit Card or Cheque (made payable to CILEx).

Non-payment of invoices may result in further service being suspended. Any outstanding debts will be notified by monthly statements until the balance is cleared.

### **Section 6 - Declaration (*All accredited centres must complete*)**

I confirm that I have read, understood and agree to comply with the CILEx Legal Services Competence Qualification – ‘Registering learners onto competence qualifications and submitting claims to CILEx’ (Appendix A).

Name:

Date:

## Appendix A

### Level 3 Legal Services Competence Qualifications

#### Registering learners for the competence qualifications and submitting claims to CILEx

All accredited centres must comply with these procedures. Please read these notes carefully as they form the rules of entry.

#### **Registering a Learner for the Competence Qualification**

1. The accredited centre must use the form: **Competence Qualification Registration Form** to initially register learners for the qualification.
2. The **Competence Qualification Registration Form** will be available from [www.cilex.org.uk](http://www.cilex.org.uk) for accredited centres to download and complete electronically and email to [awards@cilex.org.uk](mailto:awards@cilex.org.uk). CILEx will NOT accept forms sent by fax or post.
3. The accredited centre will be invoiced for the required amount 5 working days after receipt by CILEx of the **Competence Qualification Registration Form**.
4. The initial learner registration fee for the competence qualifications is £61.00
5. The accredited centre must have obtained CILEx membership for each learner prior to registering learners for the competence qualification.
6. CILEx will not refund or credit any registration fees.
7. Accredited centres may make learner registrations all year round, subject to the deadlines set out on page 1.

#### **CILEx EQA Visits**

8. New Accredited centres registering learners for CILEx competence qualifications for the first time are required to identify 3 EQA visit dates over the course of the year when it wishes to be visited by a CILEx EQA. CILEx will appoint an EQA for each new centre and the EQA will liaise with the centre to finalise the EQA visit dates.
9. Centres should be mindful that unit claim forms must be submitted **15 working days before EQA visits** and CILEx will issue results and certificates **25 working days after each visit**.
10. Once EQA visit dates have been finalised, they must be adhered to.
11. It is recommended that new accredited centres do not make claims at their first EQA visit but instead use the opportunity for the EQA to review 'work in progress', however, it is permissible for new accredited centres to make claims at their first EQA visit.
12. Accredited centres must have 3 visits in the course of a year (from the point of first registration of a cohort of learners). Whilst CILEx expects that existing accredited centres will want to take full advantage of each EQA visit to have unit claims quality assured and agreed, it is acceptable for an EQA to visit an accredited centre to review 'work in progress' where the centre is not requiring claims to be quality assured and agreed.

#### **Submitting Unit Claims to CILEx**

13. The accredited centre must use the relevant Competence Qualification Claim form to make claims for learners who have completed units towards the competence qualification.
14. The Competence Qualification Claim Forms are available from [www.cilex.org.uk](http://www.cilex.org.uk) for accredited centres to download and complete electronically and email to [awards@cilex.org.uk](mailto:awards@cilex.org.uk). CILEx will NOT accept forms sent by fax or post.
15. Only learners who have been initially registered for the relevant **Competence Qualification** using the **Competence Qualification Registration Form** can be claimed for using the **Competence Qualification Claim Form**.
16. The accredited centre will be required to add the learner's membership number to the unit claim form.

17. Accredited centres will be invoiced for those units claimed 5 working days after the EQA's visit has taken place.
18. The accredited centre is responsible for making claims for learners who have completed units towards the competence qualification.
19. A learner must have completed a minimum of 1 unit of the qualification before a claim can be made to CILEx for that unit.
20. No unit can be claimed by the accredited centre for a learner within 10 weeks of the learner being initially registered for the qualification by the accredited centre.
21. No claim must be made for a unit which the accredited centre is not satisfied is successfully completed. All claimed units must be agreed as completed and passed by both the learner's assessor and the accredited centre's Internal verifier.
22. The fee for submitting a claim to CILEx for the competence units is £8 per unit claim.
23. CILEx will check all submitted claims against its records of previous claims and achievements, and will return inaccurate claims to accredited centres where information supplied is inaccurate or inconsistent. Where it results in delays to the progressing of EQA visits, and key certification schedule deadlines are missed, then CILEx cannot guarantee that the learners' claims will be processed in accordance with the certification schedule for the certification date requested by the centre.
24. CILEx will not refund or credit any fees for claims for competence units.