



Institute for Apprenticeships – A consultation on draft occupational maps

**A response by
The Chartered Institute of Legal Executives**

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1. Introduction

- 1.1. The Chartered Institute of Legal Executives (CILEx) is the professional association and governing body for Chartered Legal Executive lawyers, other legal practitioners and paralegals. CILEx represents around 20,000 members, which includes approximately 7,500 qualified Chartered Legal Executive lawyers.
- 1.2. CILEx is also a nationally recognised Awarding Organisation, regulated by the Office of the Qualifications and Examinations Regulation (Ofqual), Qualifications Wales and CCEA.
- 1.3. CILEx continually engages in the process of policy and law reform. At the heart of this engagement is public interest, as well as that of the profession. Given the unique role played by Chartered Legal Executives, CILEx considers itself uniquely placed to inform policy and law reform.
- 1.4. As it contributes to policy and law reform, CILEx endeavours to ensure relevant regard is given to equality and human rights, and the need to ensure justice is accessible for those who seek it.

2. Question 1: Which of the 15 maps are you commenting on?

- 2.1. CILEx will be providing comments on the Legal, Finance and Accounting maps.

3. Question 2: Are there any skilled occupations you would expect to see on the map which are not currently included?

- 3.1. To improve the clarity of our feedback we have split it in to sections in relation to the IfA's three levels of occupations: Technical, Higher Technical and Professional.

Technical Occupations

- 3.2. The Legal Assistant cluster of the Legal pathway at present does not appear to accommodate the full breadth of legal occupations at this level.
- 3.3. We would recommend that the term "Legal Assistant" not be used for the cluster title as it is considered too narrow. Instead we suggest that "Paralegal" represents a broader range of occupations and is widely recognised in the sector.
- 3.4. The proposed cluster description: "Provide legal support under supervision to deliver advice, research and document drafting" appears to refer to what is generally known in the legal sector as a legal assistant role. We consider this description to be too narrow to define the range of Level 2/3 occupations in the sector. For instance working within legal employers are staff that provide a broad range of support to clients and other legal staff. For example a client advisor role might include reception staff, administrators, secretaries etc. These staff may be on the front line and deal with client enquiries, referral to the right team/individual as well as provide administrative support to legal assistants and lawyers. These types of staff would not necessarily be working on legal cases (though some will in some capacity), and so would not require the same depth of knowledge and skill in legal practice and legal problem solving as a legal assistant would, however they will need to have:
- a good understanding of legal processes,
 - knowledge of case management and filing systems,

- basic understanding of sources of information and where and when to refer clients and information to others,
 - an understanding of the limits of their role to support legal regulatory requirements,
 - a different skill set to a legal assistant usually more customer service and/or administration oriented.
- 3.5. We would suggest that the cluster description be reworded to allow for these types of occupations e.g. “provide support to legal clients and the provision of legal services such as providing customer service and administrative support, under supervision: delivering advice, research and document drafting”. This would allow for these roles within the cluster.

Higher Technical Occupations

- 3.6. We agree with the title of the Higher Technical Occupational cluster: “Legal Technician”. However the description of the Legal Technician cluster: “Deliver conveyancing transactions (land and property), estate administration and manage small, non-complex cases under supervision” is in our view too specific. Conveyancing and Probate are just two of the many specialist areas of legal practice. Examples of other specialist areas include but are not limited to: Criminal Litigation, Corporate and commercial litigation and the practice of family law.
- 3.7. We suggest that the Legal Technician cluster description is reworded: “Manage small, non-complex cases under supervision based on specific specialism e.g. land/property conveyancing”. This allows scope for the other specialist occupations to be added to the list. Our recommendation is supported by our recent research which has been conducted by Ipsos Mori with employers and legal professionals within the sector. Based on this research our expectation is that there will be a move towards more specialist legal practice over the next few years.

Professional Occupations

- 3.8. We would suggest that a better title for the “Legal Professional” Cluster is “Lawyer”. Lawyer is a broad term and is recognised across the legal sector

and by the general public. The use of this term would cover both regulated and non-regulated activity.

4. Question 3: Should an existing occupation be assigned to a different route, or a different pathway or cluster within the route?

- 4.1. We believe that if our feedback on the previous question is taken in to account then the existing occupations are appropriate.
- 4.2. In the Legal Professional cluster, the Chartered Legal Executive occupation is listed as a degree apprenticeship. This is denoted by the word “degree” in brackets. This is incorrect as there is no degree element to the Chartered Legal Executive Apprenticeship.

5. Question 5: Do you have any further comments?

- 5.1. We would be happy to clarify any of the information provided. Please get in touch if you would like to discuss anything further.

For further details

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require any
further
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