



TRAINING PROVIDER APPROVED QUALIFICATIONS HANDBOOK

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Introduction

Our regulated activity includes overseeing the education, qualification and practice standards of Chartered Legal Executives who qualify with a right to practice independently in their specialist area.

In carrying out this work we focus education and training on requirements provided by qualifications and training providers, which ensures our competence standards are maintained.

Our education standards focus on:

- **Knowledge and skills** – having met the technical knowledge requirements defined in the education standards; and
- **experience** -undertaken a minimum of three years' qualifying employment; and
- **competence** - demonstrated competence in the work-based learning outcomes - a competence- based assessment assessed directly by CILEx Regulation

This handbook provides advice and guidance to training providers seeking to have legal qualifications approved to deliver the **technical knowledge and skills** elements of the CILEx Regulation Education Standards. CILEx Regulation assesses an individual's experience and competence requirements of the standards centrally.

The handbook provides information to training providers on what is expected from a CILEx Regulation approved provider and the approved qualification, as follows:

- Capacity and capability
- Technical knowledge requirements as set out in the education standards (syllabus)
- Size and level of qualification
- Assessment methods
- Assessment delivery
- Quality Assurance
- Costs
- Additional quality assurance mechanisms for non-regulated qualifications seeking approval
- Approval process
- Annual reporting requirements for re-approval
- Making an application for qualification approval
- Required policies and procedures to be included with the application

Capacity and capability

When considering an application for approval from a training/qualifications provider, we will seek to ensure that the training provider has the right level of experience to deliver legal knowledge and skills qualifications that can lead to authorisation as a Chartered Legal Executive.

We will ask the training provider for the following information:

- Evidence that the provider can demonstrate a breadth and depth of experience in developing and delivering training and assessments in the development and assessment of legal knowledge and skills.
- Evidence that the provider can demonstrate experience of developing and delivery assessments and training of a similar type and scale.
- Evidence that the provider can demonstrate knowledge and understanding of CILEx Regulation's education standards framework.
- If the applicant is proposing to sub-contract any element of the assessment and/or training, these have these been fully identified and their role explained.

Technical Knowledge requirements

The CILEx Regulation Education Standards can be found [here].

Unlike some legal professionals (e.g. solicitors and barristers) who obtain their practising certificate on the basis of the award of their title, CILEX Regulation authorises individuals to practise based on an assessment of their knowledge, skills, experience and competence in their specialist area which we refer to as ‘competency-based authorisation’.

Although each standard has a common core of technical legal knowledge and competence, there are bespoke education standards for each of the specialist areas for which an individual can seek authorisation. These are:

- Civil Litigation and Advocacy
- Criminal Litigation and Advocacy
- Family Litigation and Advocacy
- Probate Practice
- Conveyancing
- Immigration
- Employment Practice
- Business Law
- Other specialist area (not specified)

Each of the standards sets out the knowledge, experience, skills and competences required to become an authorised person at CILEx Regulation.

Training and qualifications providers may submit an application to us to have their qualifications approved. Approval will demonstrate to individuals and the wider public that the qualification has been assessed by CILEx Regulation as delivering the knowledge and skills to meet the technical knowledge requirements set out in one or more of the education standards.

An individual who has successfully completed an approved qualification will be able to demonstrate that they have met the academic requirements and will enable them to apply for assessment of their experience and competence by CILEx Regulation, for admission to become a Chartered Legal Executive with a practice right in their specialist area.

What to include in your application to demonstrate that the qualification will meet the common core of technical legal knowledge:

Each standard sets out the following elements as the minimum requirements for the common core of legal (and related) knowledge.

MINIMUM CONTENT:
STAGE 1
Introduction to law and legal practice
Introduction to dispute resolution
Introduction to conveyancing
Introduction to criminal practice
Introduction to wills and probate
Introduction to public law
Introduction to human rights law
Introduction to legal technology
Conduct and professional ethics
STAGE 2

Contextualised legal technology
Conduct and professional ethics
CHARTERED LEGAL EXECUTIVE
Basic accounts
Specialist legal technology
Conduct and professional ethics

1. Introduction to law and legal practice

- The difference between common law and civil law systems
- The difference between public law (including criminal law) and private law
- Common law and equity
- How an Act of Parliament is created
- Delegated legislation
- Statutory interpretation
- Judicial precedent
- Legal research
- Court hierarchy
- Legal personnel
- Lay magistrates and juries

2. Introduction to dispute resolution

In outline:

- Offer and acceptance
- Consideration
- Intention to create legal relations
- Capacity
- Vitiating factors
- Performance, termination and breach
- Negligence
- Nuisance
- Occupiers Liability
- Employers Liability
- Causation and remedies in contract and tort
- Key features of the civil procedure rules
- Introduction to alternative dispute resolution
- Funding civil actions
- Commencing civil proceedings
- How actions are processed by the system
- Preparing for trial
- The trial and its outcomes

3. Introduction to conveyancing

In outline:

- What is 'land'
- Estates and interests in land
- Legal title and beneficial interest
- Leasehold
- Freehold
- Rights of third parties
- Co-ownership
- The stages of the conveyancing transaction
- Taking instructions and giving advice
- Drafting the contract
- Investigating title, searches & enquiries
- Financing a purchase
- Exchange, completion and post-completion

4. Introduction to criminal practice

In outline:

- Principles of criminal liability including strict liability
- Homicide & specific defences
- Non-fatal offences against the person
- Property offences (theft, burglary, robbery and criminal damage)
- Attempt
- General defences
- Principles of lawful arrest
- Criminal proceedings in the Magistrates' Courts and the Crown Court
- Bail
- Allocation hearing
- Disclosure of evidence
- Sentencing
- Funding

5. Introduction to wills and probate

In outline:

- Requirements for wills and codicils
- Co-ownership of property and wills
- Beneficiaries, vulnerable clients, family members and risk of undue influence
- Taxation
- Preliminary steps when someone has died
- Applying for probate, intestacy and personal representatives
- Grant of probate and letters of administration

6. Introduction to public law

In outline:

- The UK constitution & parliamentary sovereignty
- The effect of EU law on the law of England and Wales
- The organs of government, including the separation of powers
- Judicial review

7. Introduction to Human Rights Law

In outline:

- The European Convention of Human Rights
- The Human Rights Act

8. Legal Technology

In outline:

- What is legal technology
- Existing and emerging technologies in the legal sector
- Innovation and change
- Ethical and other limitations

9. Conduct and Professional Ethics

In outline:

- CILEx and CILEx Regulation
- CILEx Code of Conduct
- Professional ethics
- Other Approved Regulators and the Legal Services Board
- Reserved legal activities and CILEx authorisations
- Enforcement
- Client care and identification
- Money laundering
- Data Protection
- Equality and Diversity
- Bribery

10. Basic Accounts

In outline:

- CILEx Accounts Rules
- Double entry bookkeeping
- Issuing financial statements to clients
- Interpretation of a set of accounts

In addition to providing this common core of information for all specialisms, we expect to see details of how the qualification meets one or more of the specialist areas as set out in each of the standards, which can be found [\[here\]](#).

Size and Level of the qualification

Size

Qualification sizes are generally defined in terms of the total number of hours a learner or student must typically complete to successfully complete the qualification. The size will be expressed either as hours or credits.

The number of hours that it takes a learner to complete a qualification (including formal teaching, other guided learning and private study) provides the hours measure. Credits are calculated by taking the total number of hours and dividing by 10.

So, for example if the estimated average time to complete a qualification is 300 hours, the number of credits for that qualification will be $300/10 = 30$ credits. A three-year undergraduate degree is typically 3600 hours or 360 credits.

Size of qualifications supporting the education standards

The education standards frameworks are divided into 2 parts:

- The common core (further defined in the previous section)
- The specialist knowledge requirements (specific to each standard)

The size stipulations here are *minimum* requirements and qualifications may be arranged differently from the approach set out here, but the overall size requirements must not be less than the minimum requirements set out below:

Size of common core:

The part of the qualification which covers the common core must not be less than 1500 hours or 150 credits

Size of the specialist knowledge requirements from each standard

The part of the qualification which covers the specialist knowledge required as set out in the standard must not be less than 300 hours or 30 credits

Total minimum size requirements for a qualification to be approved

The total size of the approved qualification must not be less than 1800 hours or 180 credits.

Level

The level of a qualification indicates how difficult a qualification is and is defined through the knowledge, understanding and skills within the qualification.

The level descriptors used in this document are drawn from the Ofqual Regulated Qualifications Framework (RQF), the levels used within this framework are consistent with those applied to qualifications regulated by other bodies such as degree qualifications. The current level descriptors for the RQF can be found at <https://www.gov.uk/guidance/ofqual-handbook/section-e-design-and-development-of-qualifications>

CILEx Regulation has set the following minimum requirements for the level of the qualification to be approved:

Common core:

The level of the assessment within the qualification for the common core elements must not be set and assessed at less than Level 3 (A' level equivalent), although they may be set and assessed at a higher level.

Level 3 descriptors	
Knowledge	Skills
<ul style="list-style-type: none"> ➤ Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems that while well-defined, may be complex and non-routine ➤ Can interpret and evaluate relevant information and ideas ➤ Is aware of the nature of the area of study or work ➤ Is aware of different perspectives or approaches within the area of study or work 	<ul style="list-style-type: none"> ➤ Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine ➤ Use appropriate investigation to inform actions ➤ Review how effective methods and actions have been

Specialist knowledge requirements:

The level of the final assessment within the qualification for the specialist knowledge elements must not be set and assessed at less than Level 6 (equivalent with the final year of a degree) although they may be set and assessed at a higher level.

Level 6 descriptors	
Knowledge	Skills
<ul style="list-style-type: none"> ➤ Has advanced practical, conceptual or technological knowledge and understanding of a subject or field of work to create ways forward in contexts where there are many interacting factors ➤ Understands different perspectives, approaches or schools of thought and the theories that underpin them ➤ Can critically analyse, interpret and evaluate complex information, concepts and ideas 	<ul style="list-style-type: none"> ➤ Determine, refine, adapt and use appropriate methods and advanced cognitive and practical skills to address problems that have limited definition and involve many interacting factors ➤ Use and, where appropriate, design relevant research and development to inform actions ➤ Evaluate actions, methods and results and their implications

Regulated qualifications

If the qualification is a regulated qualification, it will already be measured against a nationally recognised framework, which has common standards against which levels are defined. In this situation, you will be required to identify the qualifications' regulator, the framework and the level assigned to the approved qualification.

Unregulated qualifications

We will also consider unregulated qualifications for approval. However, the training provider must demonstrate how the qualifications proposed will meet the minimum requirements for level for both the common core of the standards and for the specialist legal knowledge.

Assessment methodology

It is crucial that consumers, the regulator, the profession and other stakeholders have confidence in the assessment, and this must drive the decisions to be made as to type of assessment, the standard applied to be assured of an individual's competence, and by who, and how it is delivered.

We do not prescribe the assessment methodology to be used within approved qualifications. A range of assessment methods may be used including multiple choice questions, assignments, short answers, seen and unseen examinations.

However, the training provider must demonstrate that the chosen assessments are driven by the following minimum essential criteria:

- Validity - it must measure what it is intended to measure and the inferences and decisions that are made (i.e. the competence of a passing/failing candidate) on the basis of the assessment can be justified. This is achieved by making sure that assessment questions align to the relevant competences.
- Reliability - the results provide confidence that repeated or equivalent assessments would provide consistent results about a candidate's level of achievement. Reliability is essential to the defensibility of the pass mark and outcome for candidates.
- Fair – it is non-discriminatory.
- Feasibility – affordable and efficient.
- Acceptable to stakeholders.

Assessment Delivery

In addition to ensuring that the assessment methodology chosen meets the requirements set out in the previous section, we request that the training provider provides information which demonstrates that the assessment will be conducted appropriately in accordance with the chosen method of assessment, including confidentiality of assessment where appropriate (for example, where the assessment is a closed-book examination under timed conditions, how will the organisation ensure that there is appropriate security around the venue for the examination, how will the organisation ensure that the student is the correctly identified at the point of sitting the examination etc.).

Where the organisation provides both training and assessment, it should set out how potential issues of confidentiality will be managed.

In addition, the training provider should provide information which describes how it will apply effective and robust approaches to standardisation, marking, moderation and appeals to ensure reliability and consistency of assessment decisions. It must also outline how it would deal with the issue of incorrect results to candidates.

Finally, the assessment process should ensure that the delivery of the qualifications takes into account reasonable adjustments (action taken to assist in reducing the effect of a disability or a physical or mental health condition, which may place a person at a disadvantage) and special consideration (adjustment which takes place after the assessment to compensate a candidate suffering from a temporary illness, condition or who were otherwise disadvantaged at the time of the assessment).

Quality Assurance

In addition to the specific requirements set out above, we request that training providers provide information which sets out its overarching policy in relation to quality assurance of its qualifications, to demonstrate:

- The quality assurance processes that operate in the applicant organisation (e.g. the use of internal quality assurers, second marking, use of external examiners etc.)
- How relevant stakeholders are involved in the quality assurance processes for qualifications development and delivery
- That the roles and responsibilities of those involved in the quality assurance processes for the qualifications are clear
- That there is a feedback process in operation, including a complaints procedure, which enables the end user of the qualification and other stakeholders to provide feedback to the organisation which is used as part of the process for continuous improvement
- That there is a regular review process in operation to ensure that the qualification remains relevant and up to date
- Where the organisation decides to withdraw the offer of the approved qualification, that there is an appropriate period of transition to protect on-programme learners.

Costs of the qualification

We are committed to ensuring that becoming a qualified lawyer continues to be a cost-effective and accessible route to individuals who may otherwise not consider entering the legal profession. This ensures that the CILEx community continues to be a diverse profession, which reflects the characteristics of those seeking legal advice.

In relation to the costs of the qualification, we request that the training provider provides in the application all fees and costs that an individual learner must pay in order to complete the qualification.

In addition, we expect that these fees will be publicly available in a prominent position in any qualification literature and on the training providers website.

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Additional Requirements for unregulated qualifications and unregulated qualification providers

There are additional subsections which apply where either:

- The training provider is regulated but the approved qualification is unregulated, or
- The training provider is unregulated

Additional requirements where the training provider is subject to qualifications regulation, but the qualification for which approval is sought is unregulated:

- Please identify the regulator that regulates your organisation as a qualifications' provider
- Centre accreditation: the training provider should provide any policies and procedures which govern the accreditation of third-party centres that may be authorised to deliver the approved qualification

Additional requirements where the organisation is not subject to qualifications regulation

In addition to the above requirements, an unregulated organisation must provide the following additional assurance/information to CILEx Regulation:

Suitability:

That the organisation is suitable to deliver the qualifications. The training provider should certify that it is/has not:

- (a) being/been convicted of a criminal offence,
- (b) being/been held by a court or any professional, regulatory, or government body to have breached any provision of Competition Law, Equalities Law, or Data Protection Law,
- (c) being/been held by a court or any professional, regulatory, or government body to have breached a provision of any other legislation or any regulatory obligation to which it is subject, or
- (d) (becoming) insolvent or subject to corporate financial restructuring.

Change of control:

If there is to be a change of control of the training provider/organisation, the organisation must ensure that it notifies us promptly of the proposed change and that it ensures that it has taken all reasonable steps to avoid a negative impact on learners.

Conflicts of interest:

The training provider must provide a written conflicts of interest policy which sets out how it will identify and monitor all relevant conflicts of interest or potential conflicts of interest. It must also keep records of any identified conflicts and how these are managed.

Financial viability

The training provider must provide sufficient information to ensure that we can assure ourselves that the applicant organisation has sufficient financial resources to develop and deliver the approved qualification.

Risk management

The training provider must provide evidence of effective risk mitigation, including its risk policy.

Business continuity

The training provider must provide evidence of effective plans to cover business continuity in the event of a critical incident, including its business continuity policy.

Malpractice and maladministration

The training provider must provide maladministration and malpractice policies, which set out the actions to be taken to determine whether malpractice or maladministration has occurred and if so, that it will take all reasonable steps to ensure that the integrity of the qualification and to ensure that learners are protected. Where the qualification is delivered through 3rd party centres, the training provider should also set out how these policies and procedures extend and apply to these 3rd parties.

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Approval Process

Once CILEx Regulation has received an application from a training provider to deliver the technical knowledge requirements set out in the education standards the application will be reviewed by a CILEx Regulation Officer.

The Officer will review all of the documentation and will make an initial review of the application. The training provider may be asked to provide additional information at this point in the process.

Once all the documentation has been received, the application will be submitted to the Admissions and Licensing Committee (ALC) for their review. The ALC will then make a recommendation to the CILEx Regulation Board to either accept or refuse the application.

The outcome of the decision-making process will be communicated to the training provider. Where the application has not been approved, reasons will be provided.

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Annual Reporting Requirements for existing approved providers

Where a training provider has been approved to deliver a qualification which meets the technical knowledge requirements set out in the education standards, approval will be renewed annually provided the organisation provides us with an annual report, which outlines the following information:

- Proposed changes to the range of law, practice and professional skills units
- Proposed changes to the syllabus or assessment criteria of any law, practice or professional skills unit
- Information provided should include reasons for the changes
- Proposed changes to methods of assessment
- Proposed changes to the procedures for ensuring the integrity of examination/assessment papers
- Proposed changes to the procedures for ensuring the integrity of the examination/assessment process
- Proposed changes to the procedures for ensuring consistency of examination/assessments both over time and between scripts
- Evaluation of data for assessment sessions that have been undertaken in the approval period, providing reasoned analysis of risks arising and which may pose a threat to the quality of the qualification
- Proposed changes to the processes used to ensure the integrity of centre accreditation (where third-party centres deliver the qualification to learners)
- Evaluation of risk monitoring of centres to identify potential threats to the integrity of the qualification (where third-party centres deliver the qualification to learners)
- Proposed changes to the criteria or process for awarding exemptions
- Evaluation of the numbers receiving an exemption from some or all of the CILEx qualifications
- Notification of any threat to the quality or the integrity of the qualification

Where a major change to the qualification design or delivery is proposed, the approved organisation is asked to provide as much notice as possible and to provide a comprehensive report which sets out all the proposed changes which may impact on the perception of the quality or standard of the qualifications.

Making an application for the approval of a qualification

The organisation should provide the following information on the application form:

Questions to be addressed (all applicants)

1. Please explain how your organisation has the capacity and capability to design and deliver qualifications to meet the education standards, this should include:
 - Evidence that you can demonstrate a breadth and depth of experience in developing and delivering training and assessments in the acquisition of legal knowledge and skills.
 - Evidence that you can demonstrate experience of developing and delivery assessments and training of a similar type and scale.
 - Evidence that you can demonstrate knowledge and understanding of CILEx Regulation's education standards framework.
 - If you are proposing to sub-contract any element of the assessment and/or training, have these been fully identified and their role explained.
2. Outline the specialist areas that will be covered in the approved qualification
3. Please provide a mapping document to set out how the qualification(s) meet(s) the common core of legal knowledge and the knowledge required for each specialist area, as set out in the education standards frameworks, for which approval is sought.
4. If your qualification is a regulated qualification (i.e. both the organisation and the qualification are regulated), please identify the qualifications regulator, the operating qualifications framework and the levels assigned to each part of the education standards.
5. If the qualification is an unregulated qualification, please explain how the qualification meets the requirements for level as set out in the document above.
6. Please explain your chosen assessment methods for both the common core and specialist knowledge elements of the standards and how these meet the minimum criteria outlined at page 5 onwards.
7. Please provide evidence that the chosen assessment methods will be implemented appropriately in accordance with the method chosen.
8. Please explain how you will apply effective and robust approaches to standardisation, marking, moderation, appeals and the incorrect provision of results to ensure reliability and consistency of assessment decisions
9. Please explain how your reasonable adjustments and special consideration policies operate
10. Please provide an explanation and supporting policies which demonstrate meeting the requirements on page 14.

11. Please set out the fees that you intend to charge to deliver the qualification and explain how these fees will be promoted to prospective learners.

Additional requirements where the organisation is regulated by a qualifications regulator but the qualification to be approved is not regulated:

12. Please identify the regulator who regulates your organisation as a qualifications' provider
13. Please provide any policies and procedures which govern the accreditation of third-party centres that may be authorised by you to deliver the approved qualification

Additional requirements where applicant organisation is not regulated by a qualifications' provider:

14. Please provide any policies and procedures which govern the accreditation of third-party centres that may be authorised by the applicant organisation to deliver the approved qualification
15. Please confirm that the organisation is/has not:
 - (a) being/been convicted of a criminal offence,
 - (b) being/been held by a court or any professional, regulatory, or government body to have breached any provision of Competition Law, Equalities Law, or Data Protection Law,
 - (c) being/been held by a court or any professional, regulatory, or government body to have breached a provision of any other legislation or any regulatory obligation to which it is subject, or
 - (d) (becoming) insolvent or subject to corporate financial restructuring.
16. Please provide sufficient information to ensure that CILEx Regulation can assure itself that the organisation has sufficient financial resources to develop and deliver the approved qualification.

Application form

CILEx REGULATION

Please complete the application form if you wish to apply for approval to provide the qualifications which meet the technical knowledge component of the CILEx Regulation education standards

ORGANISATION	
Please provide the following information about your organisation	
1.	Name of the organisation:
2.	Status: University / College of Higher Education / Private Training Organisation / Other (specify)
3.	Address:
4.	Tel No:
5.	E-mail:
6.	Web site address:
7.	Contact name/course co-ordinator including contact telephone number and e-mail address:
8.	
	Please explain how your organisation has the capacity and capability to design and deliver qualifications to meet the education standards:

9.	<p>Outline the specialist areas that will be covered in the approved qualification</p> <p><i>Please provide a mapping document to set out how the qualification(s) meet(s) the common core of legal knowledge and the knowledge required for each specialist area, as set out in the education standards frameworks, for which approval is sought.</i></p>
10.	<p>If your qualification is a regulated qualification (i.e. both the organisation and the qualification are regulated), please identify the qualifications regulator, the operating qualifications framework and the levels assigned to each part of the education standards. If the qualification is an unregulated qualification, please explain how the qualification meets the requirements for level as set out in the handbook.</p>
11.	<p>Please explain your chosen assessment methods for both the common core and specialist knowledge elements of the standards and how these meet the minimum criteria outlined at page 5 onwards.</p> <p><i>Please provide evidence that the chosen assessment methods will be implemented appropriately in accordance with the method chosen.</i></p>

12.	Please explain how you will apply effective and robust approaches to standardisation, marking, moderation, appeals and the incorrect provision of results to ensure reliability and consistency of assessment decisions
13.	Please explain how your reasonable adjustments and special consideration policies operate
14.	Please provide an explanation and supporting policies which demonstrate meeting the requirements on page 14.
15.	Please set out the fees that you intend to charge to deliver the qualification and explain how these fees will be promoted to prospective learners.

To be completed if you are regulated by a qualifications' regulator but where the qualification will be unregulated

16.	Please identify the regulator who regulates your organisation as a qualifications' provider
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To be completed if you are not regulated by a qualifications' provider:

17.	<p>Please confirm that the organisation is not:</p> <p>(a) being convicted of a criminal offence, YES/NO</p> <p>(b) being held by a court or any professional, regulatory, or government body to have breached any provision of Competition Law, Equalities Law, or Data Protection Law, YES/NO</p> <p>(c) being held by a court or any professional, regulatory, or government body to have breached a provision of any other legislation or any regulatory obligation to which it is subject YES/NO, or</p> <p>(d) becoming insolvent or subject to corporate financial restructuring. YES/NO</p> <p><i>Please provide sufficient information to ensure that CILEx Regulation can assure itself that the organisation has sufficient financial resources to develop and deliver the approved qualification.</i></p>
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FACILITIES

18.	Please provide details of the teaching facilities that you will use to deliver the training and assessment. Where 3 rd parties will be used, please provide details of how the accreditation of 3 rd parties will take place
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RESOURCES

19.	Please tick the appropriate boxes below to indicate which of the following resources students will have access to. (It is not necessary to be able to tick every box).			
	Loans Library	<input type="checkbox"/>	Reference Library	<input type="checkbox"/>
	Law textbooks	<input type="checkbox"/>	Legal Practice textbooks	<input type="checkbox"/>
	All England Law Reports	<input type="checkbox"/>	Legal Journals (please list)	<input type="checkbox"/>
	IT research facilities (please specify what facilities are available)	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

Approval Fee

Approved providers will have approval to provide training and assessment of approved qualifications for a period of 12 months from the date of approval, and renewal will be subject to the provision of a successful annual report to CILEx Regulation and payment of the review fee.

The application fee for approval is £500 (£200 payable on application with a further £300 payable on approval). initial approval fee must be paid before an application will be considered by CILEx Regulation. A fee of £300 will be payable annually on submission of your annual report.

Approval fee	£500
Annual review fee (per session)	£300

Declaration

I certify that I am authorised to make this application to provide the CILEx Regulation Approved Qualification on behalf of my organisation / company.

Name:

Position:

Organisation / Company:

Signature:

Date:

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Required documents, policies and procedures to support the application

- Organisation chart that identifies individuals responsible for training and those responsible for assessment to ensure that those involved in training are not also involved in the assessment of competence of candidates
- CVs of management team
- Sample assessment in at least one of the specialist practice areas
- Training strategy and sample outline training programme/schedule in at least one of the specialist practice areas
- Exemptions policy
- Qualifications' development policy
- Assessment policy (to cover assessment methodology and delivery)
- Reasonable adjustments policy
- Special consideration policy
- Quality assurance policy
- Complaints policy
- Qualification withdrawal policy
- Qualification fees policy
- Centre accreditation policy
- Conflicts of interest policy
- Risk management policy
- Business continuity policy
- Malpractice and Maladministration policies
- Prevent Policy
- Fair Access Policy
- Modern Slavery Statement
- Public Liability Insurance Certificate
- Safeguarding Policy