



## **CILEx Regulation Training Provider Approved Qualification Policy**

### Purpose:

1. This policy sets out the approved qualification policy at CILEx Regulation, which enables training providers to seek approval for qualifications designed to meet the education standards. Further information on the application process can be found in the related handbook.
2. A fee will be charged for making an application.

### Assessment criteria for training providers

#### Introduction

This document sets out the assessment criteria that CILEx Regulation (CRL) will apply to:

- Training providers seeking approval to deliver the academic requirements to become a Chartered Legal Executive or CILEx Practitioner,

The criteria for training providers applying for a qualification to be awarded approved status will cover the following elements:

Capacity and capability: 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.

Technical knowledge requirements as set out in the education standards<sup>1</sup> (i.e. the qualification syllabus to meet the education standards): we will assess the proposed qualification to determine that it delivers the necessary knowledge and skills to meet the technical knowledge requirements set out in one or more of the education standards.

Size and level of qualification: we will assess the proposed size and level of the qualification to ensure that it meets the minimum requirements.

Assessment methods: 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, reliability, fairness, feasibility and acceptability to stakeholders.

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<sup>1</sup> The education standards are set out in the Practitioner Authorisation Rules and the accompanying Annexes by specialism – *once this application has been approved links to the standards from the website will be inserted into the document*

Assessment delivery: we require 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

Quality Assurance: we request that training provider provide information which sets out its overarching policy in relation to quality assurance of its qualifications.

Costs: we request that the training provider provides all fees and costs that an individual learner must pay in order to complete the qualification.

Additional quality assurance mechanisms for non-regulated qualifications seeking approved qualification status: we have set out in the handbook the additional requirements for which we seek assurance prior to approval of a qualification where either the organisation is regulated but the qualification for which approval is sought is not regulated or where neither the qualification nor the organisation are regulated.

Annual reporting requirements for re-approval: 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. Details of the contents of the report can be found in the Approved Qualifications handbook. This report is submitted to the CILEx Regulation Board to confirm re-approval.

Making an application for qualification approval: full details of how to make the application and the fees charged are set out in the approved qualifications handbook.

How the application will be assessed: The application will be reviewed by a CILEx Regulation Officer who will ensure all parts of the application are present, further information may be requested from the applicant at this point in the process. The application will be submitted to the Admissions and Licensing Committee for consideration. The Committee will make a recommendation to approve or refuse the application to the CILEx Regulation Board who will make the final decision.

## Appendix 1: Approval fees

For approval, CRL charges the institution £200 for consideration of an application and an additional £300 as an approval fee if the qualification is approved.

An annual fee of £300 will be charged on successful renewal.

The institution will be invoiced for the appropriate fee within 5 working days.

Applicants to CILEx Regulation seeking to rely on approved qualification will not be charged a qualification recognition fee for exempting the qualification.

## Fee increases

Fees will be reviewed periodically to ensure that they are maintained in line with inflation and/or the cost of completing the administration of the approved qualifications process.