

Associates to Fellows Exemption

Guidance for Applicants

June 2012

Introduction

1. The IPS Board recently agreed that in principle members who qualified as Associates prior to 1 January 1986 should be able to apply to become Chartered Legal Executives by way of an exemption from the requirement to undertake the required number of Level 6 examinations. The CILEx Council has approved this proposal. This guidance applies to these Associates only and not to any other member who has entered the Associate member grade after 1 January 1986.
2. The usual Level 6 requirements would be for you to complete a matched pair of law and practice papers (e.g. criminal law and criminal litigation), the client care paper, the legal research paper and any other 2 law subjects.
3. Owing to the considerable experience you have amassed through having been an Associate member since at least 31 December 1985, it has been agreed that you may apply for Fellowship by way of an exemption from the Level 6 element of the qualification. You must be a current member of Chartered Institute of Legal Executives (CILEx) and be in qualifying employment when you make the application.
4. For you to qualify as a Fellow, you will need to complete an application form, and evidence your knowledge and skills in Level 6 Client Care, Legal Research and at least one pair of law and practice subjects by way of a logbook and portfolio of evidence.
5. This document provides you with guidance on the application process and should you should read it in conjunction with the 'Associate to Fellowship' Certification Rules.
6. The scheme will operate for 12 months from the date of approval of the scheme rules by the Legal Services Board. Thereafter if you want to qualify as a Fellow you must complete the normal qualification route.

Pre-requisite for eligibility under the scheme

7. To make an application for Fellowship you must meet the following criteria:
 - 7.1 be registered as a current Associate member of CILEx
 - 7.2 have qualified into that grade of membership prior to 1 January 1986
 - 7.3 be in good standing
 - 7.4 have gained sufficient experience to establish knowledge to Level 6 standard in Client Care, Legal Research, and a linked pair of Law and Practice subject

The Application Form

8. The application includes a number of sections which seeks information on:
 - General matters
 - Qualifications
 - Qualifying Employment section
 - Prior Conduct
 - Certificate of Endorsement and Declaration
 - Equality and Diversity and
 - Scheme Logbooks (for Legal Research, Client Care and Law and Practice element).
9. You must complete all sections of the application form with the exception of the information requested on the Equality and Diversity questionnaire which is optional.
10. The General information section requests personal information from you.
11. The Qualifications section requires you to provide information about any Level 6 examinations (formerly known as the Part II examinations) which you have completed and passed. If you have completed examinations of an equivalent standard which have been exempted by CILEx, they may also be included here. Where you seek an exemption for examinations, full details of your qualification and the date you passed the examination must be provided.
12. Where you have not completed the necessary Level 6 examinations or equivalent, you will be required to demonstrate sufficient knowledge and understanding in your specialist area of law and practice and demonstrate your understanding of both legal research and client care by submitting the logbooks and portfolios of evidence (outlined below at paragraphs 17-22).

13. If you are seeking Fellowship, you must meet the qualifying employment criteria.
14. The Qualifying Employment section of the application form seeks information about your qualifying employment, as defined by IPS. You should provide full details of employment in the preceding 5 years and complete the statement at 3.2 of the form.
15. The 'Declarations' section of the application requires you to:
 - 15.1 complete a declaration of prior conduct, you should answer all the questions and if you have answered yes to any of these you should provide full details.
 - 15.2 provide an endorsement from someone who can confirm that the details of your employment experience provided are correct and that you are a suitable person to be admitted as a Chartered Legal Executive Lawyer.
 - 15.3 make a declaration confirming that the information you have included in the application form, logbook and portfolio is accurate and complete and that you agree to be bound by the Chartered Institute's rules governing Fellowship.
16. The next section of the application contains the optional Equality and Diversity Questionnaire, this information is collected for monitoring purposes only.
17. The final section of the application form contains the templates for the logbooks which will accompany your portfolios of evidence, further information on these can be found in the 'Portfolio Guidelines' section of this document.

Portfolio Guidelines

18. In addition to the application form, you are required to submit a portfolio of evidence which demonstrates your knowledge and understanding in each of the following areas:
 - 18.1 law and practice in the specialist area of practice
 - 18.2 legal research and
 - 18.3 client care
19. To help you to assemble these portfolios of evidence, guidelines have been written in the following areas (these are the 'matched pairs' referred to in the application form):
 - Family Law and Practice
 - Land Law and Conveyancing
 - Wills and Succession and Probate Practice

- Employment Law and Practice
- Company and Partnership Law and Practice
- Contract or Tort Law and Civil Litigation
- Criminal Law and Practice and Criminal Litigation
- Client Care*
- Legal Research*

* These are compulsory portfolios for all areas of practice

20. These guidelines set out the out the knowledge and skills requirements for each law and practice area. You will need to demonstrate how your experience meets these outcomes.
21. You should complete a portfolio of evidence for each of the compulsory elements (Legal Research and Client Care) and additionally demonstrate your knowledge and understanding of one of the specialist areas outlined above. Where you have a specialist area which is not covered above, you should contact the office to discuss your options.
22. You should supply documentary evidence which shows how you meet at least the minimum number of outcomes as identified in the portfolio guidelines. You must demonstrate each outcome by providing 3 examples of your work taken from 3 different matters.
23. Once you have completed the application form, logbooks and portfolios you should submit these to IPS for processing.

Assessment of Evidence

24. In order to assess the application for Fellowship under this exemption route, the submitted portfolios will be sent to an external assessor for assessment as to whether or not the evidence you have provided meets the outcomes in the portfolio guidelines.
25. Where the external assessor assesses your portfolios as meeting the outcomes, an Officer at IPS may make a decision as to whether you have sufficient knowledge and qualifying employment to be granted an exemption from the Level 6 examinations and to qualify as a Fellow.
26. If both your portfolio and qualifying employment meet the requirements, the Officer may approve the application for Fellowship.
27. Where either the assessor requests further information or the Officer cannot determine whether you are in qualifying employment and/or meet the outcomes, your application will be submitted to the Admissions and Licensing Committee (the Committee) for determination. The Committee may approve your application and grant Fellowship or refuse your application.

28. Where your application is refused, you may apply for reconsideration of the decision within 20 working days of receiving notification of the refusal. You should provide written reasons as to why your application should be reconsidered. You have a right to be heard by the Committee when the application is reconsidered.
29. If on reconsideration, your application is refused, you can appeal the decision to the Appeals Panel.