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Annex 1

CLCA: Part 1
Statement of legal knowledge
Core legal principles

This statement sets out the legal knowledge of core legal principles expected of a Costs Lawyer at the point of qualification.

1. THE LEGAL SYSTEM OF ENGLAND & WALES

1(a)	The main legal professions under the Legal Services Act 2007 & their authorised rights	Barrister Solicitor Chartered Legal Executive Costs Lawyer Conveyancer Trade Mark Attorney Patent Attorney Notary
1(b)	The principles of the British constitution	The Crown & Parliament Central government Devolved institutions
1(c)	Legislation	Nature, status & procedure on passing: <ul style="list-style-type: none">• Primary legislation• Delegated legislation
1(d)	Privy Council	Role
1(e)	Law	The rule of law Classifications Human Rights Act 1998
1(f)	Sources of law	Statute Case law European context
1(g)	The judiciary	Role History Judicial independence
1(h)	Rules of interpretation	
1(i)	Doctrine of precedent	Judicial precedent The hierarchy of the courts

1(j)	Civil courts	Hierarchy, jurisdiction, structure & function: <ul style="list-style-type: none"> • Tribunals • County court • Family court • High court • Court of appeal • Supreme court
1(k)	Criminal courts	Hierarchy, jurisdiction, structure & function: <ul style="list-style-type: none"> • Magistrates court • Crown court
1(l)	Basic principles of criminal law	Actus Reus (conduct): <ul style="list-style-type: none"> • Act • Omissions • Consequences • Surrounding circumstances Mens Rea (state of mind): <ul style="list-style-type: none"> • Consequences • Intentions • Recklessness • Gross negligence
1(m)	Court of Protection	Function Relationship with Public Guardianship Office
1(n)	Arbitration	Uses of arbitration
1(o)	Tribunals	Forms of tribunal
1(p)	Other forms of dispute resolution	Alternative dispute resolution (ADR) Mediation

2. THE LAW OF CONTRACT

2(a)	Nature of contracts	How contracts differ from other liabilities
2(b)	Formation of contract	Offers: How an offer is made, withdrawal of an offer Acceptance: How acceptance is communicated Consideration: What is consideration, sufficiency of consideration & exceptions to the rule Certainty: What this is and rules for dealing with uncertainty

		Form of contract: In writing, when a seal is required
2(c)	Intention to create legal relations	What legal relations are How & when legal relations are created
2(d)	Terms	Express terms Implied terms: Common law and statute Unfair terms: Their validity & prevailing law Representations Conditions Warranties Exemption clauses: Common law rules of incorporation, interpretation of exclusion & limitation clauses
2(e)	Promissory estoppel	Doctrine of promissory estoppel
2(f)	Privity of contract	Doctrine of privity Rules of privity Exceptions Contracts (Third Party Rights) Act 1943
2(g)	Vitiating factors	Misrepresentation Mistake Duress Incapacity Undue influence Illegality
2(h)	Discharge of contract	By agreement By performance By breach Frustration
2(i)	Remedies for breach	Law of causation Remoteness of damage Mitigation of loss The purposes of damages Heads of damage How damages are calculated for both pecuniary & non-pecuniary loss Liquidated damages Rescission Injunction Specific performance

3. THE LAW OF TORT

3(a)	General principles of tort	The law of tort Elements of tort Mental elements of tort
3(b)	Statutory duties	Where statute gives rise to an action for damages Diplock tests Causation Defences
3(c)	Public nuisance	Standard of liability Defences Remedies
3(d)	Private nuisance	Standard of liability Defences Remedies
3(e)	Negligence (duty of care)	Foreseeability & proximity Breach of duty of care Reasonable man test Factors determining negligence Proof of negligence
3(f)	Negligence (causation & remoteness of damage)	Factual causation Degree of probability of damage Negligent omissions More than one cause The direct consequence test The reasonable foreseeability test Kinds of damage Claimant impecuniosity Novus actus interveniens
3(g)	Nuisance and the rule in Rylands v Fletcher	Strict liability Defences Remoteness of damage
3(h)	Duties specific to employers	Duty of care Competent staff Plant, appliances & premises Safe system of work Defences
3(i)	Trespass to the person	Defendant's state of mind

		<ul style="list-style-type: none"> Assault Battery False imprisonment Consent Lawful arrest Self-defence
3(j)	Trespass to land	<ul style="list-style-type: none"> Wrongful entry Trespass by placing objects on land Possession Defences Remedies
3(k)	Interference with goods	<ul style="list-style-type: none"> Trespass to goods Conversion Finders keepers Jus tertii
3(l)	Defamation	<ul style="list-style-type: none"> Libel Slander Essentials of defamation Defences
3(m)	Vicarious liability	<ul style="list-style-type: none"> Vicarious liability & primary liability Master/servant relationship Independent contractor
3(n)	Joint & several tortfeasors	<ul style="list-style-type: none"> Distinction between the two Contribution between tortfeasors
3(o)	Defences (where applicable)	<ul style="list-style-type: none"> Volenti Contributory negligence Ex turpi causa Act of God Statutory authority Mistake Inevitable accident Self-defence Necessity
3(p)	Remedies	<ul style="list-style-type: none"> Damages (kinds of damages) Measure of damages Heads of damages Non-pecuniary loss Loss of or damage to property Injunctions

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Annex 2

CLCA: Part 2
Statement of legal knowledge
Ethics, procedure and costs law

This statement sets out the legal knowledge of ethics, procedure and costs law expected of a Costs Lawyer at the point of qualification.

4. ETHICS, PROFESSIONAL CONDUCT & REGULATION

4(a)	Costs Lawyer code of conduct	Understanding the professional standards set out herein, including supporting guidance notes in issue, in particular: <ul style="list-style-type: none">• Authorised rights (reserved legal activity)• Mandatory seven principles of regulation• Client care letters• Handling client monies• Duties to the Court• Confidentiality• Unsolicited approaches to private (lay) persons• Internal complaint handling (first-tier)
4(b)	Complaint handling (second tier)	Role of the Legal Ombudsman (service complaints) Role of the CLSB (professional conduct complaints)
4(c)	Costs Lawyer practising rules	Understanding the professional standards set out therein, including supporting guidance notes in issue, in particular: <ul style="list-style-type: none">• The Costs Lawyer register• Notification requirements• Expiration of a certificate• CPD• Professional indemnity insurance• Conditions on a practising certificate
4(d)	The Legal Services Act 2007	Role of the approved regulator Offence under s.14 Offence under s.17 Penalties
4(e)	Approved legal regulators	Understanding of the role of the approved legal regulators under the Legal Services Act 2007: <ul style="list-style-type: none">• Bar Standards Board• Solicitors Regulation Authority• C.IIeX Regulation• Costs Lawyer Standards Board• Council of Licensed Conveyancers• IpReg

		<ul style="list-style-type: none"> • Master of Faculties
4(f)	Representative bodies	<p>Understanding of the role of the representative bodies of the legal professions:</p> <ul style="list-style-type: none"> • Bar Council • Law Society • C.Ilex • Association of Costs Lawyers
4(g)	Conflict of interest	<p>What a conflict of interest is</p> <p>What to do in such circumstances</p>
4(h)	Vulnerable consumers	<p>Definition of a vulnerable consumer</p> <p>Identifying a vulnerable consumer</p> <p>Categories of vulnerability</p> <p>Good practice</p>
4(i)	Accredited Costs Lawyer	<p>Rules applicable to a Costs Lawyer accredited by the CLSB to provide CPD</p>

5. CIVIL PROCEDURE RULES

5(a)	Anatomy of civil cases	<p>Procedural steps from instruction to trial</p>
5(b)	Pre-action considerations	<p>Pre-action enquires</p> <p>Investigations</p> <p>Pre-action protocols</p> <p>Obtaining evidence</p> <p>Quantification of claims</p> <p>Letters before action</p> <p>Negotiation</p>
5(c)	Parties	<p>The different categories of parties</p> <p>Rules relating to different parties</p> <p>Minors and patients</p> <p>Counterclaims under Part 20 proceedings</p>
5(d)	Commencing proceedings	<p>Limitation periods</p> <p>Extension to limitation periods</p> <p>Jurisdiction of County Court & High Court</p> <p>Procedure</p>
5(e)	Pleadings	<p>Different types of pleadings</p> <p>Purpose of pleadings</p> <p>Striking out</p> <p>Requests for further information</p>

5(f)	Service	<p>General rules as to service</p> <p>Methods</p> <p>Deemed service</p> <p>Dispensing with service</p> <p>Proving service</p> <p>Service outside of the jurisdiction</p>
5(g)	Allocation of tracks	<p>Small claims track:</p> <ul style="list-style-type: none"> • Avoidance of complicated procedures • Standard directions • Determination without hearings • Hearings • Appeals • Costs <p>Fast track:</p> <ul style="list-style-type: none"> • Allocation • Directions • Time-tabling • Expert evidence • Re-allocation • Pre-trial procedures • Trials <p>Multi track:</p> <ul style="list-style-type: none"> • Allocation • Directions • Case management • Conferences • Case summaries • Pre-trial procedures • Trials
5(h)	Ending claims without trial	<p>By consent</p> <p>Striking out</p> <p>Judgement in default</p> <p>Procedure for setting aside or varying a default judgement</p> <p>Summary judgement</p> <p>Stay of proceedings</p> <p>Discontinuance</p> <p>Dismissal of proceedings for non-compliance</p> <p>Part 36 acceptance</p>

5(i)	Applications, directions & orders	<ul style="list-style-type: none"> Applications with or without notice Supporting evidence Telephone hearings Costs & case management conferences Pre-trial reviews Injunctions Interim relief Sanctions Relief from sanctions
5(j)	Interim relief, interim payments	<ul style="list-style-type: none"> General rules regarding applications Different types of application Procedure relating to applications Summary judgement Interim remedies including interim payments on account Injunctions Security for costs
5(k)	Offers	<ul style="list-style-type: none"> Part 36 offers Form & content of offers Offers by claimants and defendants Offers to settle claims for provisional damages Rules as to time Clarification Acceptance of offers Costs consequences Effect of acceptance Restriction on disclosure of offers Deduction of benefits
5(l)	Disclosure	<ul style="list-style-type: none"> What are documents? The nature & standard of disclosure Searches Specific disclosure Inspection Non-party disclosure Privilege Confidentiality
5(m)	Evidence	<ul style="list-style-type: none"> Principles of evidence in civil litigation The burden and standard of proof The uses of presumptions Testimony Hearsay evidence Witness statements Affidavits

		Civil Evidence Act Expert evidence
5(n)	Trial	Preparation for trial Trial procedure
5(o)	Judgements & orders	Rules about enforcement judgements & orders Methods of enforcement
5(p)	Appeals	When appeals may be made Time limits Procedure

6. LEGAL COSTS

6(a)	Costs	Statutory definition of costs
6(b)	Costs orders	By the court By consent Interim costs Wasted costs Security for costs Costs in any event Costs in the case/application Costs reserved Costs thrown away No order for costs Each party to pay their own costs Costs of appeals and in the lower Court
6(c)	Who can claim costs	In-house lawyers Litigants in person Authority to assess
6(d)	Fee earners	The different grades of fee earners Guideline rates Enhanced rates Prescribed rates
6(e)	Disbursements/expenses	What is classed as a disbursement or expense Counsel Witnesses Experts Local travelling Agency charges

6(f)	Counsel	The different fees that may be claimed The quantum of fees of Counsel Requirements on Counsel to justify fees claimed
6(g)	What can be claimed	Fees & charges of the solicitor Disbursements Witness allowances Non-professional witness fees VAT Lawyer "success fees" After the event insurance premium Litigant in person costs
6(h)	Interest on costs	When interest may be claimed on costs due From when Items of costs where interest may be claimed Rates of interest
6(i)	Costs budgeting	Form Process
6(j)	Court of protection/public guardianship office costs	Rules and procedure on costs Categories of work Special rules relating to costs that might be allowed Forms of bills Detailed assessment procedure Costs orders
6(k)	Divorce/family law proceedings costs	The Family Proceedings Rules When costs orders inter-parties are appropriate When costs estimates and statements are required When expert advice may be allowed Summary assessment Lump sum orders Offers Appeal against costs orders
6(l)	Criminal court costs	Costs payable out of central funds: <ul style="list-style-type: none"> • Procedure • Form of bill of costs • Time limits • Determination procedure • Discretion of the Court • The Prosecution of Offences Act 1985 • The different orders that can be made • Appeals

		<p>Costs payable between the parties:</p> <ul style="list-style-type: none"> • Procedure • Form of bill of costs • Time limits • Discretion of the Court • The awards appropriate • The different orders that can be made <p>Wasted costs:</p> <ul style="list-style-type: none"> • Procedure • The power to make a wasted costs order • The circumstances when such orders may be made • Against whom such an order may be made • Amounts that may be ordered
6(m)	Arbitration costs	<p>Fees of arbitration</p> <p>Limiting costs</p> <p>Procedures for assessment of costs</p> <p>Appeals</p>
6(n)	Tribunal costs	<p>When costs awards may be appropriate</p> <p>Limiting costs</p> <p>Procedure for assessment of costs</p> <p>Appeals</p>
6(o)	Non-contentious costs	<p>Statutory definition</p> <p>Applicable case law</p> <p>Basis of charging</p> <p>Contingency fees</p> <p>Non-contentious business agreements</p> <p>Charging in conveyancing</p> <p>Charging in probate and estates</p>
6(p)	Contentious costs	<p>Statutory definition</p> <p>Applicable case law</p> <p>Basis of charging</p> <p>Contingency fees</p> <p>Contentious business agreements</p>
6(q)	Entitlement to costs inter-parties	<p>CPR 44.3</p> <p>Deemed costs order</p> <p>Interlocutory costs order</p> <p>Pre-action applications</p> <p>Part 36 offers</p> <p>Agreements</p> <p>Appeal</p>

		<p>Pre-emptive costs orders</p> <p>Security for costs</p> <p>Judicial review</p> <p>Costs against non-parties</p> <p>Misconduct</p> <p>Wasted costs</p>
6(r)	Solicitor & own client costs	<p>What constitutes solicitor and own client costs</p> <p>Formalities of Solicitors bill</p> <p>Distinguishing between costs payable to clients' own lawyer and inter-parties</p> <p>Retainers:</p> <ul style="list-style-type: none"> • Nature of retainers • Different types • Termination • Procedure on Solicitor own client assessment
6(s)	The indemnity principle and exceptions	<p>What the indemnity principle is</p> <p>When it applies</p> <p>Exceptions to the rule</p>
6(t)	Bases of assessment	<p>The difference between each and when each is appropriate:</p> <ul style="list-style-type: none"> • Standard basis • Indemnity basis
6(u)	Detailed assessment	<p>Procedure for assessment</p> <p>Costs of assessment</p> <p>Appeals procedure</p>
6(v)	Proportionality	<p>What it means, its development, how it is applied and its impact on costs:</p> <ul style="list-style-type: none"> • Old test • New test • Reasonable costs
6(w)	Costs under different tracks	<p>Including filing timescales and penalties:</p> <ul style="list-style-type: none"> • Small claims track • Fast track • Multi track
6(x)	Costs estimates and costs capping	<p>What a costs estimate is</p> <p>When costs estimates must be provided</p> <p>The importance of costs estimates</p> <p>Enforcing costs estimates</p> <p>When costs may be capped</p>

		How costs are capped
6(y)	Qualified one-way costs-shifting	Current rules Current case law
6(z)	Costs in third party claims	Current rules
6(aa)	Costs against non-parties	Current rules
6(ab)	Assessments	Summary, detailed and provisional Time limits Stays Powers of the court Venue Commencing detailed assessment proceedings Period of service Sanctions for delay Points of dispute Replies Detailed assessment hearing Applications Further information Disclosure Interim & final certificates Costs offers Costs of detailed assessment proceedings
6(ac)	Fixed costs & fees	Pre-action protocols
6(ad)	Costs limits	
6(ae)	Settlement	Process and implications of: <ul style="list-style-type: none"> • Offers • Acceptance • Rejection • Discontinued claims • Part 36
6(af)	Costs appeals	When a decision on costs may be appealed Merits of costs appeals Permission to appeal Time limits on appeals Appeal procedures
6(ag)	Liens	The nature of a lien Priorities Waiver

		Enforcing a lien Discharge of a lien
6(a)	Charging orders	Circumstances where a Solicitor may apply for a charging order in respect of their costs

7. FUNDING (LEGAL AID)

7(a)	Administration	Role of the Legal Aid Agency Role of Criminal Case Unit (CCU) Role of the National Taxing Team (NTT)
7(b)	Law governing legal aid	Statute Case law Precedent
7(c)	Applying for legal aid	Who is entitled How to apply and eligibility Case types funded by legal aid Contract terms
7(d)	Civil legal aid	Types of cases covered Scope of legal aid granted Financial limits What can be claimed and when Bills of costs for court and CCMS processing Claim forms for old style paper-based cases All aspects of CCMS operations Remuneration Procedure
7(e)	Family legal aid	Types of cases covered Scope of legal aid granted Financial limits What can be claimed and when Bills of costs for courts and CCMS processing Claim forms for old style paper-based cases Remuneration Procedure
7(f)	Criminal legal aid	Police station advice: <ul style="list-style-type: none"> • What can be claimed • Claim form • Remuneration • Procedure

		<p>Magistrates court:</p> <ul style="list-style-type: none"> • Costs that may be claimed • The types of fees • The different types of cases • Remuneration • Bills of costs both old style paper and online submission • Claim forms both old style paper and online submission • Procedure • Timescales • Appeals <p>Crown Court:</p> <ul style="list-style-type: none"> • Costs that may be claimed • The types of fees • The different types of cases • Remuneration • Bills of costs both old style paper and online submission • Claim forms both old style paper and online submission • Procedure • Timescales • Appeals <p>Court of Appeal:</p> <ul style="list-style-type: none"> • Costs that may be claimed • The types of fees • The different types of cases • Remuneration • Bills of costs both old style paper and online submission • Claim forms both old style paper and online submission • Procedure • Timescales • Appeals
7(g)	Costs protection for client	Recovery, including recovery against a legally aided party or the Lord Chancellor

8. FUNDING (OTHER)

8(a)	Retainers	What a retainer is
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8(b)	Contingency fees	The nature of contingency fees Where they are lawful and where they are not
8(c)	Conditional fee agreements	With success fees Without success fees Discounted conditional fee agreements The law relating to enforceability, base costs, success fee and procedure
8(d)	Collective conditional fee agreements	The law relating to enforceability, base costs, success fee and procedure.
8(d)	Speculative fee agreements	
8(e)	Variable fee agreements	
8(f)	Third party funding	Champerty & maintenance Indemnification Subrogation Recovery of costs inter-parties
8(g)	Damages based agreements	The law relating to the form and enforceability of such agreements
8(h)	Insurance policies	Before the event After the event Applicable civil procedure rules & practice directions Case law Recovery of premiums

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Annex 3

CLCA: Part 3
Statement of competence
Drafting pleadings & procedural documents

This statement sets out competence on the drafting of process and procedural documents expected of a Costs Lawyer at the point of qualification.

9. PLEADINGS & PROCEDURAL DOCUMENTS

9(a)	Costs budgets	General Precedent H
9(b)	Precedent R discussion report	Applicable civil procedures Practice direction Form and content
9(c)	Statement of costs	For summary assessment: <ul style="list-style-type: none">• Applicable civil procedures• Practice direction• Form and content For detailed assessment: <ul style="list-style-type: none">• Applicable civil procedures• Practice direction• Form and content
9(d)	Bills of costs	Introduction, requirements, amendments to bills & certification on the following bills of costs: <ul style="list-style-type: none">• Inter-parties (old format)• Inter-parties (e/bill)• Solicitor & own client• Interim• Final• Gross sum bills• Bills containing detailed items• Cash accounts• Powers to order delivery of bills
9(e)	What may/may not be charged	VAT Interest Unusual expense Costs before proceedings Time expenditure including estimated time Letters Email

		Text Fax Telephone attendance Travelling costs Admin costs inc. photocopying, office expenses, non-fee earners, use of courier
9(f)	Precedent Q to accompany bill of costs	Applicable civil procedure rule & practice direction Form and content
9(g)	Notice of commencement	Applicable civil procedure rule & practice direction Form and content
9(h)	Part 8	Acknowledgment Defence Costs only proceedings claim form Costs only proceedings particulars of claim Request for detailed or professional assessment
9(i)	Counsel	Instruction to Counsel Instruction of leading Counsel and more than one Counsel
9(j)	Statement of parties	Applicable civil procedure rule & practice direction Form and content
9(k)	Statement of account (solicitor & client)	Applicable civil procedure rules Practice direction Form and content
9(l)	Applications	Applicable civil procedure rules Practice direction Form and content
9(m)	Witness statements	Applicable civil procedure rules Form & content
9(n)	Request for default costs certificate	Applicable civil procedure rules Practice direction Form and content
9(o)	Points of dispute	Applicable civil procedure rules Practice direction Form and content
9(p)	Points of reply	Applicable civil procedure rules Practice direction

		Form and content
9(q)	Request for further information	Applicable civil procedure rules Practice direction Form and content
9(r)	Skeleton arguments	Applicable civil procedure rules Practice direction Form and content
9(s)	Written submissions	Applicable civil procedure rules Practice direction Form and content
9(t)	Interim & final costs certificates	Applicable civil procedure rules Practice direction Form and content of application
9(u)	Appeals	Applicable civil procedure rules Practice direction Appellant notice: Form & content Respondents notice: Form & content

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Annex 4

**CLCA: Part 4
Training
Oral advocacy**

This statement sets out oral advocacy training to be covered by the AAP.

10. ORAL ADVOCACY

10(a)	Types of costs advocacy	<ul style="list-style-type: none">• Costs & case management hearings• Legal aid only assessment• Oral hearing following provisional assessment• Detailed assessment• Appeal by way of re-hearing• Costs appeal
10(b)	Court etiquette	In the Magistrates Court In chambers of County Court In the County Court In the High Court When instructing Counsel Contempt of court
10(c)	Addressing the Court	How When to stand and be seated When and how to raise an objection
10(d)	Confident speaking	Eye contact Good speech rhythm Dealing with nerves
10(e)	How to present yourself	Language Tone Dress
10(f)	Case analysis and presentation	Use of skeleton argument
10(g)	Witnesses	Examination in chief Leading question
10(h)	Oral submissions	Process
10(i)	Oral summation	Process

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Annex 5

**CLCA: Part 5
Statement of competence
Work based experience**

This statement sets out the practice areas that a Candidate is expected to have achieved competence in at the point of qualification.

11. WORK BASED EXPOSURE TO CLIENTS & ETHICAL PROBLEMS

11(a)	Practical application of current law in England & Wales relating to legal costs
11(b)	Legal research
11(c)	Taking accurate client instructions
11(d)	Evaluating risks, costs and benefits of courses of action
11(e)	Advising client on courses of action
11(f)	Understanding a clients' position and acting on their instructions
11(g)	Managing the expectations of the client
11(h)	Representing the client through effective communication and other skills
11(i)	Negotiation and mediation
11(j)	Planning & managing workload to deliver professional legal service to client
11(k)	Developing effective working relationships with others involved in the client matter
11(l)	Understanding & applying professional conduct code and rules
11(m)	Understanding the limitations of professional skills & knowledge

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Annex 6

**CLCA
Exemptions**

Part 1	Knowledge	Core legal principles	Multiple choice test
Part 2	Knowledge	Ethics, procedure & costs law	Multiple choice test
Part 3	Competence	Drafting pleadings & procedural documents	Practical test
Part 4	Competence	Oral advocacy	One day training
Part 5	Competence	Clients & ethical problems	Statement of competence following work based experience

LAW COSTS DRAFTSMAN / COSTS DRAFTSMAN	Exemption	Required
Total of 5 or more years' experience in costs law & practice at date of application for exemption	Part 1 Part 4 Part 5	Part 2 Part 3

PREVIOUS COSTS LAWYER QUALIFICATION Achieved in year 2015, 2016, 2017, 2018, 2019	Exemption	Required
Unit 1	Part 3 Part 4	Part 1 Part 2 Part 5
Unit 1 and 2	Part 1 Part 3 Part 4	Part 2

NOTE: As exemptions have been granted based on prior learning, it is not a requirement that a Candidate seeking an exemption is or has been authorised under the Legal Services Act 2007.

LEGAL QUALIFICATION	Exemption	Required
Barrister		
Barrister (called to the bar, whether completed pupillage or not)	Part 1 Part 4 Part 5	Part 2 Part 3

Qualified foreign lawyer or solicitor who has passed the Bar Transfer Test	Part 1 Part 4	Part 2 Part 3 Part 5
Solicitor		
Solicitor	Part 1 Part 4 Part 5	Part 2 Part 3
Legal Executive		
CILEx practitioner civil litigator and advocate CILEx practitioner family litigator and advocate CILEx practitioner criminal litigator and advocate Chartered Legal Executive Advocate (in civil litigation) Chartered Legal Executive Advocate (family litigation) Chartered Legal Executive Advocate (criminal litigation)	Part 1 Part 4 Part 5	Part 2 Part 3
Fellow Chartered Legal Executive (F.CILEx) Graduate Legal Executive (G.CILEx) who had undertaken both Contract Law & Law of Tort as options Associate Legal Executive (Level 3)	Part 1 Part 5	Part 2 Part 3 Part 4
Conveyancer		
Level 6 diploma in conveyancing law & practice	Part 1	Part 2 Part 3 Part 4 Part 5
Probate practitioner		
Level 6 diploma in probate law & practice	Part 1	Part 2 Part 3 Part 4 Part 5
Notary (Barrister qualified)		
Notary who has practised as a Barrister within the last 8 years	Part 1 Part 4 Part 5	Part 2 Part 3
Notary (Solicitor qualified)		
Notary who has practised as a Solicitor	Part 1 Part 4 Part 5	Part 2 Part 3
Patent Attorney		
Patent Attorney	Part 1	Part 2

		Part 3 Part 4 Part 5
Patent Attorney with Intellectual Property Litigation Certificate (IP Litigator)	Part 1	Part 2 Part 3 Part 4 Part 5
Patent Attorney with Higher Courts Litigation Certificate	Part 1 Part 4	Part 2 Part 3 Part 5
Patent Attorney with Higher Courts Advocacy Certificate	Part 1 Part 4	Part 2 Part 3 Part 5
Trade Mark Attorney		
Trade Mark Attorney	Part 1	Part 2 Part 3 Part 4 Part 5
Trade Mark Attorney with Intellectual Property Litigation Certificate (IP Litigator)	Part 1	Part 2 Part 3 Part 4 Part 5
Trade Mark Attorney with Higher Courts Litigation Certificate	Part 1 Part 4	Part 2 Part 3 Part 5
Trade Mark Attorney with Higher Courts Advocacy Certificate	Part 1 Part 4	Part 2 Part 3 Part 5
Law Degree		
Law degree	Part 1	Part 2 Part 3 Part 4 Part 5
Common Professional Examination (CPE/GDL)		
Graduate of the CPE (also referred to as the Graduate Diploma in Law) who has not yet qualified as a Barrister or Solicitor	Part 1	Part 2 Part 3 Part 4 Part 5

Legal Practice Course (LPC)		
Graduate of the LPC (also referred to as the Postgraduate Diploma in Legal Practice) who has not yet qualified as a Solicitor	Part 1 Part 4	Part 2 Part 3 Part 5

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Annex 7

**CLCA
Exemption application form**

Applicant details	
Name	
Address	
Phone number	
Email	

Part exemption applied for	Basis exemption applied for

Evidence attached in support of exemption application

Signed by applicant

Dated

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Annex 8

**CLCA
Part 5 Certificate of Competence**

Competence achieved through qualifying work experience must:

- (i) be gained from experience of providing legal services (need not be costs law specific) which provides a Candidate with the opportunity to develop the competences set out below; and
- (ii) be of a total duration of at least 24 months. This need not be continuous, it can be full or part-time but must have been achieved over a period of 8 years before applying to the AAP for Costs Lawyer status.

Work based experience competence	
(i)	Practical application of current law in England & Wales relating to legal costs
(ii)	Legal research
(iii)	Taking accurate client instructions
(iv)	Evaluating risks, costs and benefits of courses of action
(v)	Advising client on courses of action
(vi)	Understanding a clients' position and acting on their instructions
(vii)	Managing the expectations of a client
(viii)	Representing the client through effective communication and other skills
(ix)	Negotiation and mediation
(x)	Planning & managing workload to deliver professional legal service to client
(xi)	Developing effective working relationships with others involved in the client matter
(xii)	Understanding & applying professional conduct code and rules
(xiii)	Understanding the limitations of professional skills & knowledge

SECTION 1: TO BE COMPLETED BY CANDIDATE	
Name of Candidate	
Employer name and address where qualifying work experience achieved	Period of qualifying work experience

SECTION 2:

To be completed and signed by one of the following, working with the Candidate in the entity in which they are employed.

- (i) A Costs Lawyer authorised and regulated by the CLSB at the time of signing.
- (ii) A Barrister authorised and regulated by the Bar Standards Board at the time of signing.
- (iii) A Solicitor authorised and regulated by the Solicitors Regulation Authority at the time of signing.
- (iv) A Chartered Legal Executive authorised and regulated by C.ILEX at the time of signing.

Name of signatory	
Professional capacity of signatory	
Phone number	

SECTION 3:

In the event the Candidate is a sole practitioner this certificate can be completed and signed by one of the following who has direct experience of the Candidates work e.g. client.

- (i) A Costs Lawyer authorised and regulated by the CLSB at the time of signing.
- (ii) A Barrister authorised and regulated by the Bar Standards Board at the time of signing.
- (iii) A Solicitor authorised and regulated by the Solicitors Regulation Authority at the time of signing.
- (iv) A Chartered Legal Executive authorised and regulated by C.ILEX at the time of signing.

Name of signatory	
Professional capacity of signatory	
Phone number	

I, the signatory identified under either section 2 or section 3 above hereby certifies that the Candidate has achieved competence in that stated under (i) to (xiii) inclusive above during work based experience of 12 months minimum.

Signed Dated

Annex 9

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CLCA

Relationship between legal knowledge & competence and the Costs Lawyer code of conduct

The Costs Lawyer code of conduct sets out the authorised rights (reserved legal activity) of a Costs Lawyer authorised and regulated by the CLSB and the principles of regulation that they are expected to comply with. The CLCA has been specifically targeted at the reserved legal activity rights afforded a Costs Lawyer authorised and regulated by the CLSB.

Reserved legal activity	Where addressed under the CLCA	Part
The exercise of a right of audience	The legal system of England & Wales	1
	Ethics, professional conduct & regulation	2
	Legal costs	2
	Civil procedure rules	2
	Funding (legal aid)	2
	Funding (other)	2
	Oral advocacy	4 & 5
	Work based exposure to clients & ethical problems	5
The conduct of litigation	The legal system of England & Wales	1
	Law of contract	1
	Law of tort	1
	Ethics, professional conduct & regulation	2
	Legal costs	2
	Civil procedure rules	2
	Funding (legal aid)	2
	Funding (other)	2
	Pleadings and procedural documents	3
	Oral advocacy	4 & 5
	Work based exposure to clients & ethical problems	5

Principles of Regulation

The standard of knowledge and skills under the CLCA is aimed at supporting the seven principles of legal regulation.

Principle	Where addressed under the CLCA	Part
Act with honesty and professionalism	Ethics, professional conduct & regulation	2
	Work based exposure to clients & ethical problems	5
Comply with your duty to the court in the	The legal system of England & Wales	1

administration of justice	Work based exposure to clients & ethical problems	5
Act in the best interests of your client	The legal system of England & Wales Law of contract Law of tort Ethics, professional conduct & regulation Legal costs Civil procedure rules Funding (legal aid) Funding (other) Pleadings & procedural documents Oral advocacy Work based exposure to clients & ethical problems	1 1 1 2 2 2 2 2 2 3 4 & 5 5
Provide a good quality of work and service to each client	The legal system of England & Wales Law of contract Law of tort Ethics, professional conduct & regulation Legal costs Civil procedure rules Funding (legal aid) Funding (other) Pleadings & procedural documents Oral advocacy Work based exposure to clients & ethical problems	1 1 1 2 2 2 2 2 3 4 & 5 5
Deal with the regulators and Legal Ombudsman in an open and co-operative way	Ethics, professional conduct & regulation Work based exposure to clients & ethical problems	2 5
Keep your work on behalf of a client confidential	Law of contract Ethics, professional conduct & regulation Work based exposure to clients & ethical problems	1 2 5

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Annex 10

CLCA Completion Record

Assessment	Certificate	Date of pass certificate or exemption (<i>attach a copy not original</i>)
PART 1 Multiple choice test	Pass certificate issued by AAP; <i>or</i>	
	Exemption certificate issued by AAP	
PART 2 Multiple choice test	Pass certificate issued by AAP; <i>or</i>	
	Exemption certificate issued by AAP	
PART 3 Practical assessment	Pass certificate issued by AAP; <i>or</i>	
	Exemption certificate issued by AAP	
PART 4 Training	Pass certificate issued by AAP; <i>or</i>	
	Exemption certificate issued by AAP	
PART 5 Qualifying work experience	Part 5 certificate; <i>or</i>	
	Exemption certificate issued by AAP	