



Work Based Learning: Handbook

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APPLICANT

QUICK REFERENCE GUIDE FOR APPLICATION PROCESS

Step 1: Registration

- At the outset, you should register for the work based learning scheme and complete qualifying employment form
- If possible, discuss outcomes with your employer and complete development plan

Step 2: Collect evidence

- Collect evidence, which demonstrates meeting the work based learning outcomes and complete a logbook sheet each time an outcome is met. This evidence would normally be collected over a 2 year period prior to application for Fellowship.
- Keep Development plan under review

Step 3: Before submission of application

- Complete Personal Information form
- Provide a statement which outlines eligibility for Fellowship
- Provide a statement which outlines career progression to date
- Complete General Information form
- Ask supervisor to complete Completion form
- Complete Outcomes Checklist Grid
- Request reference from employer

Step 4: Submission of application

- Submit application forms
- Submit portfolio of evidence
- Submit fee

Step 5: Decision

- Your application will be considered by the Office. If the application can be approved, you will be notified within 10 working days.
- If the application cannot be approved by the Office, the application will be put to the Admissions and Licensing Committee. You will be notified of the date upon which the application is to be heard and notified of the outcome of your application within 10 working days of the date of the meeting.

Note: If you change your employment during the period over which you are demonstrating meeting the outcomes, you should submit your logbook to IPS prior to the change, so that your progress may be logged. You should also re-register for the scheme once the change of employment has taken effect.

INFORMATION FOR THE APPLICANT

Introduction

1. ILEX Professional Standards (IPS) is responsible for the assessment of Fellowship applications made by Graduate members of the Chartered Institute of Legal Executives (CILEx).
2. Application for Fellowship can only be made through taking part in Work Based Learning (WBL), subject to the transitional arrangements set out at page 45. The application process and the assessment criteria are set out in this handbook.

Eligibility

3. To be eligible for Fellowship, you must have at least 3 years qualifying employment. At least 1 year of the qualifying employment must be accrued in the Graduate grade of membership.
4. You must be in qualifying employment when you apply for Fellowship and have been so for 2 consecutive years immediately preceding your application.

Definition of Qualifying Employment

5. To be in qualifying employment you must be employed by either:
 - an authorised person in private practice;
 - an organisation where the employment is subject to supervision by an authorised person employed in duties of a legal nature by that firm, corporation, undertaking, department or office; and

in each case, you must undertake work that is ***wholly of a legal nature*** for at least 20 hours per week.

6. You will be regarded as being employed if:
 - 6.1 you are employed under a contract of service and are engaged on your employer's business for specified hours; or
 - 6.2 you are a partner in any firm or are an owner of any company; or
 - 6.3 at the discretion of IPS, you are employed under a contract for services, whether you work as an independent contractor or provide services through an intervening agent.

7. Work that is ***wholly of a legal nature*** is defined as work where you undertake an activity that involves the application of the law or legal practice or procedure in areas such as:
- taking instructions;
 - advising and making recommendations;
 - drafting documents;
 - undertaking legal research;
 - corresponding with the parties to an action or transaction;
 - making decisions in a legal matter based on legal principles or rule of law;
 - representing in negotiations and submissions.

Breaks in continuity

8. Breaks in employment, for any reason, do not count as qualifying employment. However, where the break is for a period of 12 months or less it will not break the continuity of qualifying employment.
9. A period of 43 weeks spent in attendance on either a Legal Practice Course, recognised by the Law Society of England and Wales in connection with qualification as a solicitor, or a Bar Professional Training Course recognised by the Bar Council in connection with qualification as a Barrister, will be treated as qualifying employment.

Registration

10. You are required to undertake at least one year in the Graduate grade of membership before submitting an application for Fellowship. Membership is counted from the most recent reinstatement in that grade and earlier periods of membership in the Graduate grade will not be counted.
11. The learning outcomes can be demonstrated over a 2 year (and in some circumstances 3 year) period. You may therefore decide to start collating your portfolio prior to completing your Level 6 examinations.
12. When you start to complete your portfolio of evidence, you are strongly advised to register your intention to apply for Fellowship through the work based learning process.
13. The registration process requires completion of a qualifying employment form, together with a statement of your intention to start collating your work based learning portfolio.
14. By participating in registration, your employment will be assessed to ensure it meets the qualifying employment requirements for Fellowship.

15. Where you change employment whilst collating your portfolio, you should re-register with IPS and this will include an assessment of your new employment to determine whether it is qualifying employment.

Application Process

16. IPS has developed 8 competencies, which have been broken down into outcomes. Some of these outcomes must be evidenced 3 times and others once in order to meet the requirements for Fellowship. The number of times each outcome must be met can be found in the outcomes guidance at page 17. You must usually achieve the outcomes during the 2 years immediately preceding your application for Fellowship, although IPS may accept evidence up to 3 years old in some circumstances. The outcomes must be achieved whilst you are in qualifying employment.
17. You must record achievement of the outcomes and evidence how you achieved them in a portfolio of evidence, providing a logbook sheet for each time the outcome is met. The outcomes and guidance on how to evidence them can be found at page 17 of this handbook.
18. You must set out on the logbook sheet (page 27) how you achieved each outcome. On achieving all of the outcomes, the logbook should be submitted to IPS together with supporting evidence, in the form of a page numbered portfolio. The page numbers should appear in the top right hand corner of the page and be cross referenced to the logbook. This, along with the information referred to below, will form your application.
19. The logbook requires that your employer/supervisor countersign to certify that each outcome has been achieved and that the documentation provided in the portfolio supports the successful achievement of each outcome.
20. Guidance has been provided for you to share with your employer/supervisor regarding the involvement they should have in checking you have achieved the outcomes (see page 11).
21. In addition, a development plan has been devised to help you to plan your workload in order to enable you to meet all of the outcomes. The completion of this form is optional, however you may find it helpful to discuss this with your employer/supervisor periodically through the evidence gathering process in order to ensure that your workload provides exposure to areas necessary to demonstrate meeting the outcomes. This document can be found at page 44.
22. The following additional documents should be submitted with the logbook and portfolio:

- 22.1 the personal details form (page 33);
- 22.2 the general details form (page 34),
- 22.3 the outcomes checklist grid (page 40); and
- 22.4 the completion form (page 39).
- 22.5 statement of progression and evidence of eligibility (page 35)

A checklist has been included in the handbook (page 43) to ensure all necessary documentation is submitted with your application.

- 23. *A sample logbook (page xx) has been included in this handbook to provide guidance as to how to complete these documents. Note this will be drafted once the rules have been approved by the LSB.*
- 24. The application should be submitted together with the £100 application fee. Payments can be made by personal cheque, Firm's cheque, Postal Order, through Employer Invoice or by Credit/Charge card (we accept Visa, Mastercard and Switch).

Achieving the outcomes

- 25. Some of the outcomes must be met 3 times, other must be met once. The outcomes must usually have been achieved no earlier than 2 years prior to the submission of your application; although in some situations IPS may accept evidence up to 3 years prior to the date of submission.
- 26. The achievement of each outcome must be recorded on the outcomes checklist grid and a logbook sheet should be completed which explains how the evidence provided meets the outcome. You must collect and provide supporting documentary evidence which evidences how you have achieved the outcomes. This information must be collated into a page numbered portfolio.

Evidencing achievement of the outcomes

- 27. The logbook sheets and supporting documentary evidence of having achieved the learning outcomes must be kept in a page numbered portfolio and submitted with all other required documentation.
- 28. You may find that the types of evidence you collect include extracts from your files such as letters and file notes. Where you rely on such evidence you should anonymise it. IPS assures that the content of evidence provided will only be shared with its Officers responsible for assessment of the portfolio, the Admissions and Licensing Committee and any

external assessor to whom the portfolio may be referred for assessment and standardisation procedures.

29. All evidence provided should be relevant to meeting the outcome and should demonstrate how you have met the outcome. You should not include copies of codes of practice, statutes, blank forms and letters etc. as these do not evidence how you have met the outcome. When assessing your application, the Committee will take the relevance of the evidence provided in support of the application into account.
30. Where you are unable to rely on such evidence, you may consider whether you should provide a statement setting out what activity you undertook to achieve an outcome.

Personal Statements

31. Where you have used a personal statement as evidence in support of meeting a learning outcome, you should complete the personal statement template provided at page 31.
32. The statement should include an explanation as to why a 'real life' example cannot be used and wherever possible, the statement should describe a practical example of achievement of the outcome. The personal statement must be countersigned by your supervisor.

Statement of Progression

33. As part of the portfolio, submitted in support of your application for Fellowship, you should include a statement which outlines your career progression.

Employer reference

34. In addition signing the logbook sheets and the certificate of fitness, your employer is asked to provide a reference in support of your application. Wherever possible, this should follow the structure outlined on page 32.
35. IPS may ask you for further information in support of your application.

Disabled Applicants

36. Disabled applicants may request appropriate reasonable adjustments. Applicants requesting reasonable adjustments to the application process are asked to contact IPS to discuss their needs.

EMPLOYER

INFORMATION FOR THE EMPLOYER/SUPERVISOR

Introduction

37. ILEX Professional Standards (IPS) is responsible for the assessment of Fellowship applications made by Graduate members of the Chartered Institute of Legal Executive (CILEx).
38. Application for Fellowship can only be made through taking part in Work Based Learning (WBL), subject to the transitional arrangements set out at page 45. The application process and the assessment criteria are set out in this handbook.
39. To be eligible for Fellowship, the applicant must have at least 3 years qualifying employment. At least 1 year of the qualifying employment must be accrued in the Graduate grade of membership.
40. The applicant must be in qualifying employment when they apply for Fellowship and have been so for 2 consecutive years immediately preceding the application.

The definition of *qualifying employment*

41. To be in qualifying employment the applicant must be employed by either:
 - an authorised person in private practice;
 - an organisation where the employment is subject to supervision by an authorised person employed in duties of a legal nature by that firm, corporation, undertaking, department or office; and

in each case, the applicant undertakes work that is ***wholly of a legal nature*** for at least 20 hours per week.

42. The applicant will be regarded as being employed if:
 - 42.1 they are employed under a contract of service and are engaged on the employer's business for specified hours; or
 - 42.2 they are a partner in any firm or are an owner of any company; or
 - 42.3 at the discretion of IPS, they are employed under a contract for services, whether they work as an independent contractor or provide services through an intervening agent.

43. Work that is ***wholly or a legal nature*** is defined as work where the applicant undertakes an activity that involves the application of the law or legal practice or procedure in areas such as:
- taking instructions;
 - advising and making recommendations;
 - drafting documents;
 - undertaking legal research;
 - corresponding with the parties to an action or transaction;
 - making decisions in a legal matter based on legal principles or rule of law;
 - representing in negotiations and submissions.

The Learning Outcomes

44. IPS has developed 8 competencies, which have been broken down into outcomes. Some of these outcomes must be evidenced 3 times and others once in order to meet the requirements for Fellowship. The number of times each outcome must be met can be found in the outcomes guidance at page 17. The applicant must usually achieve the outcomes during the 2 years immediately preceding the application for Fellowship, although IPS may accept evidence up to 3 years old in some circumstances. The outcomes must be achieved whilst the applicant is in qualifying employment.
45. The applicant must record achievement of the outcomes and evidence how they achieved them in a portfolio of evidence, providing a logbook sheet for each time the outcome is met. The outcomes and guidance on how to evidence them can be found at page 17 of this handbook.
46. The applicant must set out in the logbook (page 27) how they achieved the outcomes. On achieving all of the outcomes, the logbook should be submitted to IPS together with supporting evidence, in the form of a page numbered portfolio. The page numbers should appear in the top right hand corner of the page and be cross referenced to the logbook. This, along with the information referred to below, will form the application
47. Each logbook sheet must be signed off by you as the employer/supervisor of the applicant. This certifies that each outcome has been achieved and that the documentation provided in the portfolio supports the successful achievement of each outcome.
48. There are 8 competencies each of which contains a number of outcomes. They are:

Competency 1: Practical Application of the law and legal Practice
1.1 Apply the law to the matter.
1.2 Apply relevant legal procedure to a matter.
1.3 Identify and deal with the issues arising in a matter.
1.4 Undertake legal research.
Competency 2: Communication skills
2.1 Communicate legal issues using appropriate methods.
2.2 Use suitable language in communication.
2.3 Address all issues in communication.
2.4 Seek appropriate information through communication.
2.5 Represent a client through effective communication and other skills.
Competency 3: Client relations
3.1 Identify and understand a client's or service user's position.
3.2 Take accurate instructions relating to a legal matter from clients or service users.
3.3 Provide clear legal advice to clients or service users.
3.4 Evaluate the risks, costs and benefits of alternative courses of action.
3.5 Take action to deal with instructions received.
3.6 Manage a client's or service user's expectations.
Competency 4: Management of workload
4.1 Progress matters expeditiously.
4.2 Plan your workload to deliver a good legal service to clients or service users.
4.3 Maintain files and records in accordance with procedures.
Competency 5: Business Awareness
5.1 Demonstrate an understanding of the business environment of a legal practice or organisation.
5.2 Evaluate the risks, costs and benefits of alternative courses of action to the business.
Competency 6: Professional Conduct
6.1 Apply the rules of professional conduct appropriately to relevant situations
6.2 Provide appropriate information to clients and service users.
6.3 Understand the need to avoid discrimination and promote equality and diversity
Competency 7: Self-awareness and development
7.1 Evaluate your professional skills and legal knowledge.
7.2 Understand the limitations of your professional skills and knowledge.
Competency 8: Working with others
8.1 Establish effective working relationships with others involved in a legal matter.
8.2 Demonstrate ability to select and provide appropriate information to others as required by the law

49. Each of the outcomes must be achieved and supported with appropriate documentary evidence. Guidance on the outcomes can be found in the 'Learning Outcomes and Guidance' section of this handbook (see page 17).

Meeting the outcomes

50. Some of the outcomes must be achieved **three** times, others must be evidenced once, these are identified in the general guidance, provided at page 17.
51. The outcomes must usually have been achieved no earlier than 2 years prior to the submission of the application; although in some situations IPS may accept evidence up to 3 years prior to the date of submission.
52. The outcomes checklist grid should also be completed; this provides a quick reference indicator as to achievement of the outcomes.

Evidencing the outcomes

53. A logbook sheet should be completed which explains how the evidence provided meets the outcome. The applicant must collect and provide supporting documentary evidence which evidences how they have achieved the outcomes. This information must be collated into a page numbered portfolio.
54. The applicant may find that types of evidence collected include extracts from client files such as letters and file notes. Where they rely on such evidence it should be anonymised. IPS assures that the content of evidence provided will only be shared with its Officers responsible for assessment of the portfolio, the Admissions and Licensing Committee and any external assessor to whom the portfolio may be referred for assessment and standardisation procedures.
55. Where the applicant is unable to rely on such evidence, they may consider providing a statement, setting out what activity they undertook to achieve an outcome. You, as their employer/supervisor, should countersign any personal statements provided.
56. IPS may ask the applicant for further information in support of the application.

The role of the employer/supervisor

57. Ideally, as the employer/supervisor of the applicant, you will be able to work together to discuss each of the outcomes, to consider whether the applicant is able to demonstrate that they have achieved each outcome

and to determine what documentary evidence can be used in support of the application.

58. As each outcome is achieved and evidenced, the logbook (page 27) should be completed by the applicant and agreed by you. It may be helpful and convenient to you to sign off the logbook as each outcome is achieved.
59. Any areas which have been identified as needing further development should be recorded and addressed before the application for Fellowship is made. An optional development plan (page 44) has been included to assist with this process. It may also help you to identify how you can help the applicant achieve the outcomes. You may find it helpful to complete the plan at the beginning of the WBL process.
60. Once the logbook and portfolio have been fully completed by the applicant, you should ensure that each logbook sheet is countersigned to confirm that each outcome has been achieved satisfactorily.
61. In addition, you should complete and sign the employer's completion form, confirming that the applicant is a fit and proper person to be admitted as a Fellow.
62. Finally, you are asked to provide a reference in support of your application. Wherever possible, this should follow the structure outlined on page 32.

GENERAL

COMPETENCIES, LEARNING OUTCOMES AND GUIDANCE

63. There are 8 competencies which have been broken down into a number of learning outcomes. Some of the outcomes must be achieved three times and others once. You should provide appropriate evidence to which supports meeting an outcome, therefore some outcomes will require 3 pieces of evidence, others will require one piece of evidence. Guidance notes are provided below. The guidance notes are indicators as to how each outcome may be achieved; they do not encompass all of the possible ways in which the outcome may be achieved. Outcomes which require one piece of evidence have been shaded in grey.

Competency 1: Practical Application of the Law and Legal Practice

By the end of the period of qualifying employment you must be able to:

- 1.1 Apply the law to a matter
- 1.2 Apply the relevant legal procedures to a matter
- 1.3 Identify and deal with the issues arising in a matter
- 1.4 Undertake legal research

Evidencing Competency 1.

Outcomes

1.1 Apply the law to a matter

- Identify the applicable law
- Describe how the law applies to the matter you are dealing with
- Explain how the evidence you have supplied demonstrates your application of the law to the matter

1.2 Apply the relevant legal procedures to a matter

- Identify the legal procedure
- Describe how the legal procedure applies to the matter you are dealing with
- Explain how you have used the correct legal procedure to deal with the matter and supply supporting evidence

1.3 Identify and deal with the issues arising in a matter

- The issues may be legal, evidential or factual
- Identify the relevant issues in the matter
- Explain how you will deal with the issues
- Explain the action you have taken to deal with the matter and provide supporting evidence of the action you have taken

1.4 Undertake legal research

- Identify a situation in which you need to undertake legal research
- Identify the sources you need, to undertake the research
- Undertake relevant and up to date research and supply that research as part of your evidence
- Apply the findings of your research to the matter you are dealing with and provide evidence of your application of the research to the matter

Competency 2: Communication skills

By the end of the period of qualifying employment you must be able to:

- 2.1 Communicate legal issues using appropriate methods
- 2.2 Use suitable language in communication
- 2.3 Address all issues in communication
- 2.4 Seek appropriate information through communication
- 2.5 Represent a client through effective use of communication and other skills

Evidencing Competency 2

Outcomes

2.1 Communicate legal issues using appropriate methods

- Identify the most suitable method by which to communicate with the parties/organisations involved in the matter (e.g. telephone, email etc.)
- Explain why this method is the most effective communication in the matter
- Provide supporting documentation of the communication

2.2 Use suitable language in communication

- Use clear, concise, accurate and unambiguous language in your communication
- Demonstrate suitable professional practice, politeness and respect.
- Tailor the style of your communication to suit the needs of the recipient, where relevant.
- Explain why the language used in the example provided is suitable for the situation

2.3 Address all issues in communication

- Identify and address all relevant factual, legal or evidential issues arising in a case
- Apply relevant law and procedure in the context of your communication and provide supporting documentation to demonstrate this communication

2.4 Seek appropriate information through communication

- Identify additional information required to progress the matter
- Communicate the request for further information
- Apply relevant law and procedure in the context of your communication
- Provide supporting documentation as evidence of your communication

2.5 Represent a client through effective use of communication and other skills

- Identify the information you need to represent the client/service user
- Obtain this information through effective questioning and listening techniques
- Represent the interests of your client or service user through use of your legal and professional skills
- Provide supporting evidence of your representation of the client/service user

Competency 3: Client Relations

The definition of client has been given a broad definition, for applicants who work in house this includes departments other than the legal department and in the case of the CPS, the court, witnesses and the Police.

By the end of the period of qualifying employment you must be able to:

- 3.1 Identify and understand a client's or service user's position
- 3.2 Take accurate instructions relating to a legal matter from clients or service users
- 3.3 Provide clear legal advice to clients or service users
- 3.4 Evaluate the risks, costs and benefits or alternative courses of action
- 3.5 Take action to deal with instructions received
- 3.6 Manage a client's or service user's expectations

Evidencing Competency 3

Outcomes

3.1 Identify and understand a client's or service user's position

- Identify the position of the client/service user
- Demonstrate your understanding of the position of the client/service user
- Provide evidence that you have identified and confirmed the client's position

3.2 Take accurate instructions relating to a legal matter from clients or service users

- Use appropriate listening and questioning techniques and take accurate instructions from your client or service user.
- Confirm with your client/service user that your understanding of the instructions is correct
- Provide evidence of both taking the instructions and confirming the instructions with your client/service user

3.3 Provide clear legal advice to clients or service users

- Your advice should include what action you will take to represent your client and outline the available options and next steps
- Provide legal advice to your client or service user on the legal matter in which they have instructed you
- Provide evidence of the advice provided to your client/service user

3.4 Evaluate the risks, costs and benefits or alternative courses of action

This outcome relates to the risks, costs and benefits to the client.

- Identify situations in which it was appropriate to consider any alternative courses of action that might be available to your client/service user in dealing with their legal matter
- Evaluate and communicate the options (including the costs, risks and benefits of each option) to the client/service user
- Provide evidence of the identification and evaluation of alternative courses of action available to your client/service user

3.5 Take action to deal with instructions received

- Identify how to act on your client's or service user's instructions
- Demonstrate how you took all reasonable steps to take appropriate action (this may include your judgements and decisions in the matter)
- Provide evidence of the action taken to deal with the instructions received

3.6 Manage a client's or service user's expectations

It is not appropriate to include evidence of progressing a case quickly at the request of your client.

- Identify the needs, objectives and priorities of your client
- Identify situations in which the objectives of your client/service user may be unrealistic
- Take all reasonable steps to manage your client's expectations
- Provide evidence which demonstrates communication with your client/service user in order to manage their expectations

Competency 4: Management of Workload

By the end of the period of qualifying employment you must be able to:

- 4.1 Progress matters expeditiously
- 4.2 Plan your workload and deliver a good legal service to clients/service users
- 4.3 Maintain files and records in accordance with procedures

Evidencing Competency 4

Outcomes

It is not appropriate to provide evidence of progressing matters quickly at the request of your client

4.1 Progress matters expeditiously

- Demonstrate dealing with your workload without causing or allowing any unnecessary delay to the progress of the legal matter
- Evidence should demonstrate the progression of a legal matter without delay and may provide an example of work progressed quickly to meet a deadline

You should demonstrate meeting these outcomes ONCE

4.2 Plan your workload and deliver a good legal service to clients or service users

- Demonstrate planning and prioritisation of your workload including managing your files/tasks concurrently, making the best use of available resources and seeking support where necessary
- Provide evidence which demonstrates planning your workload including managing a number of tasks concurrently
- Demonstrate exercising judgement and being realistic about how long it will take to achieve tasks to ensure you can provide the legal services you have agreed to provide

4.3 Maintain files and records in accordance with procedures

- Demonstrate maintenance of your files and business systems (including databases and accounting records) in accordance with the procedures established where you work.
- Demonstrate keeping files up to date and processing financial transactions in accordance with rules and procedures and with due regard to information security
- Evidence could include file reviews, ledgers etc.

Competency 5: Business Awareness

By the end of the period of qualifying employment you must be able to:

- 5.1 Demonstrate an understanding of the business environment of a legal practice or organisation
- 5.2 Evaluate the risks, costs and benefits of alternative courses of action to the business

Evidencing Competency 5

Outcomes

You should demonstrate meeting these outcomes ONCE

5.1 Demonstrate an understanding of the business environment of a legal practice or organisation

- Identify the business and legal environment in which you work
- Identify and explain the aims and objectives of the practice/organisation in which you work
- Explain how you keep the aims and objectives of the practice/organisation in mind through your working practices

5.2 Evaluate the risks, costs and benefits of alternative courses of action to the business

This outcome relates to the risks, costs and benefits to the business.

- Identify alternative courses of action which arise in your work, which may have different impacts on the practice/organisation in which you work
- Explain how and why you have chosen one method of working over another in the context of understanding the business environment
- Provide practical evidence of choosing one option over another

Competency 6: Professional Conduct

By the end of the period of qualifying employment you must be able to:

- 6.1 Apply the rules of professional conduct appropriately to relevant situations
- 6.2 Provide appropriate information to clients and service users
- 6.3 Understand the need to avoid discrimination and promote equality and diversity

Evidencing Competency 6

Outcomes

6.1 Apply the rules of professional conduct appropriately to relevant situations

- Identify the most recent CILEx Code of Conduct and other applicable conduct rules to any matter you are dealing with, including any ethical dilemmas
- Identify how you will act in accordance with the rules
- Apply these rules of professional conduct to your work
- Provide evidence which supports active application of the rules of professional conduct to your work

6.2 Provide appropriate information to clients and service users

- Demonstrate understanding of the information which must be supplied to clients/service users to comply with professional conduct rules
- Provide evidence which demonstrates application of these obligations through the supply of details about client care and complaints handling information to clients/service users

You should demonstrate meeting this outcome ONCE

6.3 Understand the need to avoid discrimination and promote equality and diversity

Where possible you should demonstrate the practical application of your understanding of equality and diversity issues. Where this is not possible, demonstration of knowledge and understanding of these issues will meet this outcome.

- Demonstrate up to date knowledge of current equality legislation
- Demonstrate understanding of equality and diversity issues.
- Identify issues of culture, disability and diversity and demonstrate respect for a range of attitudes and beliefs and where possible apply this to your work.
- If possible, provide evidence from your work of a situation which demonstrates you avoiding discrimination and promoting equality and diversity

Competency 7: Self Awareness and Development

By the end of the period of qualifying employment you must be able to:

- 7.1 Evaluate your professional skills and legal knowledge
- 7.2 Understand the limitations of your professional skills and knowledge

Evidencing Competency 7

Outcomes

You should demonstrate meeting these outcomes ONCE

7.1 Evaluate your professional skills and legal knowledge

- Reflect on your performance
- Identify what your strengths and weaknesses are in the work you undertake
- Identify objectives for development of professional skills and legal knowledge
- Plan to address any areas for improvement
- Provide evidence of this reflection on practice

7.2 Understand the limitations of your professional skills and knowledge

- Identify where you do not have the skills required to undertake a task
- Act to resolve the situation
- Provide evidence of the limitation you have identified and the action you took to resolve the situation

Competency 8: Working with others

By the end of the period of qualifying employment you must be able to:

- 8.1 Establish effective working relationships with others involved in a legal matter
- 8.2 Demonstrate ability to select and provide appropriate information to others as required by the law

Competency 8

Outcomes

8.1 Establish effective working relationships with others involved in a legal matter

- Understand the importance of establishing effective working relationships with other professionals involved in the legal matter
- Provide evidence of effective working relationships you have with other professionals involved in legal matters that you are dealing with. The evidence should establish two-way communication with other professionals

8.2 Demonstrate ability to select and provide appropriate information to others as required by the law

- Identify what information may be legally disclosed to others
- Apply the law to ensure you act within the limitations of law
- Provide evidence of deciding to disclose (or refusing to disclose) information through the application of the law

LOGBOOK

Name: _____ Membership no: _____

1. Competency: _____ Learning Outcome: _____	
2. Evidence provided: 	
3. How does this meet the outcome? 	
4. Reflection and evaluation on learning from meeting the outcome. Note: you may want to complete this section at a later date 	
5. Completion date: _____	
6. Signed (applicant)	Date: _____
7. Signed (supervisor)	Date: _____

COMPLETION OF LOGBOOK AND PORTFOLIO

GUIDANCE FOR APPLICANTS

64. The following guidance provides you with an explanation as to how to complete and present your logbook and portfolio for submission.
65. You should complete a separate logbook sheet for each demonstration of the 27 outcomes as set out in the Work Based Learning Handbook.
66. Evidence should be provided in a page numbered portfolio.
67. The evidence you are using in order to demonstrate meeting the outcome should be outlined in box 2, this should include the corresponding page location of the evidence in your portfolio.
68. You should state how the evidence you have provided demonstrates how you have met the learning outcome in box 3. To do this you should refer back to the explanation of what the learning outcome is seeking to achieve (see Handbook pp 17-26). You should then outline how the evidence shows you putting the outcome into practice in your workplace.
69. Box 4 should be used to reflect and evaluate the learning achieved through meeting the outcome and where, through this activity, you have identified an opportunity for further development, you may want to include any steps you have taken to address this opportunity for development.
70. You are required to demonstrate some outcomes 3 times (using pieces of evidence from 3 different matters) and others once, these are clearly identified in the guidance provided about the outcomes at page 17. Box 5 should provide the date upon which this outcome was completed. All 3 pieces of evidence should not usually be more than 2 years old on the date that you submit your portfolio to ILEX Professional Standards, however, IPS may accept evidence up to 3 years old.
71. You should sign and date box 6 with the date you complete the logbook entry.
72. Your supervisor should countersign your logbook entry to confirm the content of the entry.
73. Entries should either be typed or, if handwritten, they should be completed in black ink and using block capitals.
74. You should not present your logbook and portfolio in a ring-binder or any other binding or wallet. You should not staple sheets together or

use comb binding. You may connect pages using a treasury tag or an elastic band only.

How your application is assessed

General Guidance

The assessment of your Work Based Learning Fellowship application is on the basis of the evidence you provide in support of the 8 Competencies (which are divided into 27 outcomes).

You should be able to demonstrate that:

- You are able to refine and use knowledge, understanding and application of the law to complex problems
- You are able to take responsibility for planning and developing courses of action autonomously
- You are able to use your judgement and take into account changes and developments in the law

This means that the evidence you provide should demonstrate the following standards:

Knowledge and understanding

- Ability to refine and use facts, law and evidence involved in the matter to create solutions
- Ability to critically analyse, interpret and evaluate complex information in the context of legal practice
- Ability to understand the matter in context of the area of practice
- Awareness of recent legal developments in area of practice
- Ability to understand different approaches, perspectives and developments in the law and business in the legal context, including the legal theory which underpins these approaches

Application and action

- Ability to address problems that have limited definition and involve a number of related issues
- Ability to determine, refine, adapt and use appropriate methods and skills
- Ability to use and/or develop legal research to inform actions
- Ability to evaluate the likely outcome of actions and methods and the implications of these

Autonomy and accountability

- Ability to demonstrate responsibility for planning and developing courses of action in the context of legal practice
- Ability to initiate and lead tasks and processes in the context of legal practice
- Ability to exercise broad autonomy and judgement

Personal Statement Template

Name: _____ Membership no: _____

1. Competency:		Learning Outcome:	
2. Reason for providing personal statement:			
3. Statement			
4. Reflection and evaluation			
5. Completion date:			
6. Signed (applicant)		Date:	
7. Signed (supervisor)		Date:	

EMPLOYER REFERENCE TEMPLATE

APPLICANT NAME

Members of CILEx are required to undertake three years of qualifying employment in total with one of these years to be undertaken after a member has completed their exams and attained graduate membership.

Qualifying employment in respect of the relevant period is employment which is wholly of a legal nature. Essentially it is necessary for members to demonstrate that they are competent lawyers who are able to work independently in their chosen field.

The application is based on the range and nature of their employment during the qualification stages. IPS would be most grateful if you could supply a reference for the applicant and their suitability to be accepted into Fellowship of CILEx.

Fellows of CILEx are lawyers specialising in a particular area of law and are trained to the same standard as a solicitor in that area. IPS would therefore ask you to comment upon the duration and quality of the applicant's experience, the degree of knowledge you have of his/her work and his/her ability to work independently.

WORK BASED LEARNING APPLICATION FORM

Personal Information

Name: -----

ILEX membership number: -----

Job title/position: -----

Do you consent to IPS using anonymised extracts from your portfolio and logbook as examples for the purpose of providing guidance to prospective applicants? Yes/No

EMPLOYMENT Please provide information about your qualifying employment starting with the most recent – you should include information covering the past 3 years at least. <i>Please continue on a separate sheet if necessary</i>							
Name of Employer	Address	Job title and nature of duties	Hours worked per week	Hours wholly of legal nature per week	Supervisor's name and job title/position	Dates of employment	
						From	To

WORK BASED LEARNING APPLICATION FORM

General Information

AREA OF PRACTICE					
Tick the boxes below to indicate which area of legal practice you undertake at present.					
Main category	Area of practice	√	Area of practice	√	
Civil litigation	Personal injury		Debt recovery		
	Housing		employment		
	General litigation				
Criminal litigation	Defence		Prosecution		
Family law	Family				
Conveyancing	Conveyancing				
Public law work	Local authority		Government		
	Welfare benefits		Immigration		
Private client	Finance		Probate / wills		
Corporate	Company		Commercial		
Legal practice	Practice management		Costs / accounts		
Non legal	Non legal work				
Crown Prosecution Service	Associate Prosecutor				
Type of practice	√	Type of practice	√	Type of practice	√
Solicitors firm 0-20 partners		Local authority		Commercial company	
Solicitors firm 20+ partners		Government department		Self employed	
Licensed conveyancers firm		Law Centre / CAB		Other legal organisation	
Non-legal organisation					

NATURE OF DUTIES
Tick the boxes to indicate what duties you undertake at present

Duties	✓	Duties	✓	Duties	✓
Fee earner		Practice management		Legal secretary	
Legal accounts		Other legal work		Non-legal work	

Evidencing Eligibility

You must have completed 3 years' qualifying employment to be eligible for admission as a Fellow. We will use the information you provide in your application to determine whether you have met this requirement.

You must confirm the name and address of your employer for each role you have undertaken during your 3 year period of qualifying employment. You should also confirm your job title for each role and the dates between which you held each role. In relation to each role you undertook you should provide the following information:

1. An outline of the types of actions and/or transactions you undertook;
2. An outline of what your typical caseload was in each role;
3. Confirmation as to whether you had to research or refer to substantive law in your daily duties; and
4. Details of the arrangements for supervising and monitoring your work. You should include confirmation as to whether your work was supervised by a legally qualified person.

We would anticipate that the required information in relation to a single role could be provided on a single page. You should provide this information, preferably typed, on separate pages and attach them to your application.

Statement of Progression

You should provide a statement in support of your application which outlines how your career has progressed since you began working in legal practice.

PRIOR CONDUCT Answer the following questions. If the answer is yes to any of the questions provide details.	Yes	No
1. Has any decision ever been made against you (whether currently under appeal or not) excluding you from any professional body?		
2. Have any proceedings been taken against you under the Solicitors Act 1974, including under section 43 which provides for control of employment for solicitors' staff?		
3. Has a declaration of bankruptcy been made against you or have you made any arrangement with your creditors?		
4. Are there any outstanding judgments or orders against you?		
5. Has a caution or conviction been recorded against you in the UK or elsewhere (other than a motoring offence not resulting in disqualification)? (This declaration is subject to the provisions of the Rehabilitation of Offenders Act 1974, Fellows are an exempt category under the Act; Fellows and applicants for fellowship must include details of spent convictions)		
6. Has an order been made against you by the Legal Ombudsman?		
7. Have any clients made a complaint about your work and/or conduct to you or your employer in the last 12 months? (This question is to enable IPS to collect information about the types and numbers of complaints made against CILEx members.)		
If the answer to any of the above questions is 'Yes', please give further details below. (If you have answered 'Yes' to question 5 please provide details of the offences and any convictions; a copy of any memorandum of conviction; and confirmation whether you have paid any fine or complied with any other order imposed on you)		

PAYMENT METHOD (please tick appropriate box)

* to be made payable to the Institute of Legal Executives

*Personal cheque Invoice Employer *Firm's cheque

*Postal Order Credit/charge card (We accept Visa, Mastercard and Switch. Please delete as appropriate.)

Exp Security

Signed _____ Date _____

DECLARATION

I declare that the information given in this form is correct and request you to issue to me a Chartered Legal Executive Certificate. I understand that once registered as a Fellow of CILEx I shall be bound by the Memorandum and Articles of Association, the bye-laws and all other regulations of CILEx for the time being in force, including the Code of Conduct. I agree that the Chartered Legal Executive Certificate issued to me shall remain the property of the Chartered Institute and undertake to return it to the Chartered Institute if I cease to be a Fellow.

Signed _____ Date _____

DATA PROTECTION ACT

Data Protection Act: Fellows' names, and those of their employers, will be published in the Directory of Fellows on the CILEx web site and in other directories which provide information about law firms and lawyers. In addition, your year of qualification as a Fellow will be disclosed by CILEx if it received a request for this information.

Any information you provide to CILEx or IPS will be used by them to consider this application and, generally, to provide you with Membership services; and to enable them to meet their obligations as a professional body and Approved Regulator under the Legal Services Act 2007. The Chartered Institute has a variety of membership Benefit products that are sourced from approved suppliers. From time to time they may wish to send you relative information. If you do not want selected and approved mailings from our suppliers of goods and services please contact CILEx on membership@cilex.org.uk.

WORK BASED LEARNING SCHEME COMPLETION FORM

Notice to members: Once you have achieved all the outcomes you will need to ask your current employer to confirm whether you have satisfactorily achieved the outcomes by completing the statement below.

Notice to employers: This section must be completed by a person who has responsibility for the work of the CILEx member. They should be an authorised person. Where you do not fit into this categories please specify the position that you hold. You are required to certify whether the applicant has met the requirements.

Name: -----

CILEx membership number: -----

Name of supervisor _____ **Position in firm** _____

During what period has the applicant been in your employment _____

In what area or areas of legal practice has the applicant specialised while in your employment? _____

Has the applicant satisfactorily carried out their duties? _____

In your opinion has the applicant satisfactorily met the work based learning outcomes? _____

In your opinion is the applicant a fit and proper person to be admitted as a Fellow? _____

Statement confirming satisfactory completion of the CILEx work-based learning outcomes:

I am an Authorised person/ Other (specify) _____ and have responsibility for the work of the above named. I confirm I have seen the information provided by them in this application for admission as a Fellow and their work based learning record and to the best of my knowledge it is true and they have satisfactorily achieved all the CILEx work-based learning outcomes.

Signed: _____ Date _____

WORK BASED LEARNING SCHEME OUTCOMES CHECKLIST GRID

This grid provides a quick reference as to which outcomes you have achieved and when you achieved them. The first column lists the outcomes. For the purpose of the WBL pilot each outcome must be achieved once, using evidence gained during the last 2 years' qualifying employment period.

Name: -----

CILEx membership number: -----

OUTCOMES	DATE ACHIEVED	PAGE REF.
1.1 Apply the law to the matter.		
1.2 Apply relevant legal procedure to a matter.		
1.3 Identify and deal with the issues arising in a matter.		
1.4 Undertake legal research.		
2.1 Communicate legal issues using appropriate methods.		
2.2 Use suitable language in communication.		

2.3 Address all issues in communication.		
2.4 Seek appropriate information through communication.		
2.5 Represent a client through effective communication and other skills.		
3.1 Identify and understand a client's or service user's position.		
3.2 Take accurate instructions relating to a legal matter from clients or service users.		
3.3 Provide clear legal advice to clients or service users.		
3.4 Evaluate the risks, costs and benefits of alternative courses of action.		
3.5 Take action to deal with instructions received.		
3.6 Manage a client's or service user's expectations.		
4.1 Progress matters expeditiously.		

4.2 Plan your workload to deliver a good legal service to clients or service users.		
4.3 Maintain files and records in accordance with procedures.		
5.1 Demonstrate an understanding of the business environment of a legal practice or organisation.		
5.2 Evaluate the risks, costs and benefits of alternative courses of action to the business.		
6.1 Apply the rules of professional conduct appropriately to relevant situations		
6.2 Provide appropriate information to clients and service users.		
6.3 Understand the need to avoid discrimination and promote equality and diversity		
7.1 Evaluate your professional skills and legal knowledge.		
7.2 Understand the limitations of your professional skills and knowledge.		
8.1 Establish effective working relationships with others involved in a legal matter.		
8.2 Demonstrate ability to select and provide appropriate information to others as required by the law		

WORK BASED LEARNING SUBMISSION CHECKLIST

Please ensure you have enclosed all of the following documentation in your submission:

Eligibility statement	
Statement of progression	
Portfolio of supporting evidence	
Outcomes checklist grid	
Personal Information Form	
General Information Form	
Completion Form	
Employer reference	
Fee	

WORK BASED LEARNING DEVELOPMENT PLAN

Name:

CILEx Member number

Supervisor Name:

Date From: **To**

Learning Outcome	Task/responsibility	Description of how outcome will be achieved	Timeframe for completion	Date achieved

TRANSITIONAL ARRANGEMENTS

75. Transitional arrangements have been developed and will come into effect at the same time as the Fellowship application process moves to work based learning. This means that for a period of time, 2 application procedures will be in operation for applicants seeking Fellowship.

76. These transitional arrangements operate as follows:

76.1 Where the Member has at least 2 years of qualifying employment still to complete, they must move to the work based learning application scheme.

76.2 Graduate members with less than 2 years to complete in qualifying employment may continue to apply under the old Fellowship application procedures.

77. The table below, sets out the transitional arrangements:

Description of member type	Qualification method	Date qualified (old scheme)	Date qualified (new scheme)
Graduate member with at least 3 years qualifying employment	Old method	2015	-
Graduate member with less than 3 years qualifying employment	Work based learning	2016	2015
Member (other grade) with less than 3 years qualifying employment and/or 1 year from graduate membership	Work based learning	2016	2015
Member (other grade) with more than 3 years qualifying employment and/or 1 year from graduate membership	If Graduate member by 2014	2016	2015
	If at least 2 years from Graduate membership	2017	2016

78. The old application procedure for Graduate members applying for Fellowship will cease 2 years after the introduction of the new work based learning scheme.