CILEX

CPQ

CILEX Professional Qualification (CPQ) Handbook

CPQ is regulated by CILEx Regulation Ltd.

Handbook Version 6.1: updated September 2026

Important information

Trainees who commenced the Advanced Stage prior to the 1 March 2024

Trainees who commenced the Advanced Stage prior to the 1 March 2024 are referred to Appendix 2 which sets out the Advanced Stage qualification and assessment requirements which apply to these trainees. With exception of sections 3.1, 3.2, 3.3, 5.1 and 5.2 all other sections of the handbook apply.

Welsh apprentices taking the Level 3 Apprenticeship in Legal Services or Level 5 Apprenticeship in Legal Services

Welsh apprentices taking the Level 3 Apprenticeship in Legal Services, or the Level 5 Apprenticeship in Legal Services are referred to Appendix 3 which sets out the qualification and assessment requirements for these apprenticeships.

Law Graduates

CILEX has designed a shortened route through the CPQ for graduates with a recognised LLB. This route is referred to as the CILEX Graduate Qualification (CGQ) and is explained in this handbook.

Overseas trainees

All CPQ examinations are scheduled to take place at UK time.

Litigation Practice Rights

In November 2025 the LSB approved CILEx Regulation's application to authorise standalone Litigation Practice Rights. The route is explained in this handbook.

August 2026 Handbook Update
• Section 5.3: Further information regarding A5 research resource guidelines • Section 8.9: Addition- How to report an exam related concern.

Introduction

The **CILEX Professional Qualification (CPQ)** is a competence-based framework designed to reflect the evolving demands of today's dynamic legal and business environment. Developed in close collaboration with employers and key stakeholders, the CPQ blends technical expertise and practical skills with the core behaviours needed to shape forward-thinking, commercially aware, and adaptable legal professionals who truly understand their clients.

Setting a new benchmark for practice-focused training and work readiness, the CPQ expands access to legal careers and equips professionals at every level to deliver immediate value to both employers and clients.

This handbook is designed for **CILEX-accredited training providers, tutors, and trainees**, offering essential guidance on assessment and delivery, to support learners through the completion of CPQ examinations and the achievement of **CILEX Paralegal**, **CILEX Advanced Paralegal**, and **CILEX Lawyer** status.

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1. Qualifying as a CILEX Lawyer

A CILEX Lawyer is a CILEX member who has practice rights and can work with equivalence to a solicitor in a chosen area of law. They can handle complex cases, manage their own clients, operate across a range of sectors and organisations, and progress to senior roles such as partner or even judge.

1.1 Authorised Titles

A CILEX Lawyer will have been awarded an authorised title by CILEx Regulation Ltd (CRL).
CRL is the independent regulatory body of CILEX. CRL authorises individuals to become Chartered Legal Executives (CLEs), Chartered Legal Executive Litigators and Chartered Legal Executive Litigator and Advocates (who are also Fellows of CILEX and can use the post-nominals FCILEX).
All CILEX Lawyers are also CLEs, CLELs or CLELAs.

Authorised titles:

CLELs

- Chartered Legal Executive Litigator (Civil Litigation)
- Chartered Legal Executive Litigator (Criminal Litigation)
- Chartered Legal Executive Litigator (Family Litigation)

CLELAs

- Chartered Legal Executive Litigator and Advocate (Civil Litigation)
- Chartered Legal Executive Litigator and Advocate (Criminal Litigation)
- Chartered Legal Executive Litigator and Advocate (Family Litigation)

CLEs

- Chartered Legal Executive (Conveyancing)
- Chartered Legal Executive (Probate)
- Chartered Legal Executive (Employment)
- Chartered Legal Executive (Business)
- Chartered Legal Executive (Immigration)

1.2 CILEX Lawyer Requirements

To complete the CILEX Professional Qualification (CPQ), be awarded an authorised title from CRL, and become a CILEX Lawyer, trainees must complete:

1. Three Stages of the employer-led CPQ (Foundation, Advanced and Professional), which includes compulsory Ethics and Professional Responsibility modules, or have completed an CPQ exemption route e.g. two Stage s of the CGQ, the CPQ route for graduates outlined in this handbook or LPC route.

2. Qualifying Experience - a trainee is in Qualifying Experience (QE) if they are employed either:
   - under the supervision of an authorised person in private practice or,
   - in an organisation where their employment is subject to supervision by an authorised person employed in duties of a legal nature by that firm, corporation, undertaking, department or office.

   In each case, QE is defined as "work that contributes to the provision of legal services":
   - for a minimum of 2,300 hours or
   - for a minimum of 1656 hours (a reduction of 644 hours) if a LPC or BPC is held.

   Further information about Qualifying Experience is available on the CILEX website.

3. Three years' general legal experience including two years' practice experience in the practice area for which practice rights are sought. This practice experience must have been gained in the two years directly preceding application to CRL. These experience requirements can be met at the same time.

4. CPQ Professional Stage Professional Experience, including:
   - Narratives on CILEX Learn demonstrating the behaviours and core principles of the CILEX Competency Framework.
   - A Portfolio of Evidence against the competences outlined in CRL's Education Standards Handbook for the chosen practice area.

Further information on Professional Experience requirements is available in Section 9.

Only on completion of Professional Experience at the Professional Stage, together with the achievement of CPQ exams and Ethics and Professional Responsibility Modules, are CILEx Regulation's Education Standards met.
However, in addition to the academic and Professional Experience requirements outlined, the title of **Chartered Legal Executive Litigator** requires one additional step:

- completion of a Litigation Portfolio, outlining five cases of litigation the applicant has assisted with.

In addition to the Professional Experience requirements, the title of **Chartered Legal Executive Litigator and Advocate** requires:

- completion of the Certificate of Eligibility which includes a Litigation Portfolio, outlining five case of litigation the applicant has assisted with and, an Advocacy Portfolio, outlining three cases of advocacy the applicant has conducted.
- attendance at, and achievement of, a pass grade in a CRL approved advocacy course.

Further information on the requirements for each authorised title can be found in the CILEx Regulation Education Standards for each practice area.

Images depicting the qualification framework and exam structure are available in Appendix 1.

2. Studying with CILEX

2.1 CILEX Membership

To enrol on to the CPQ with CILEX, a trainee (you) must first be a member.

The process for becoming a member is outlined on the CILEX website and the associated membership key dates and deadlines should be adhered to. You will need to provide evidence of any previous legal qualification which will determine the grade of membership you are eligible for and the appropriate CPQ Stage for you to start. Information on exemptions can be found in the CILEX Exemption Policy and the CILEX Approved Exemption Claims Procedure.

2.2 Registering for the CPQ or CGQ

Once a trainee has joined CILEX as a member, they are ready to purchase the CPQ or one of the exemption routes. The CILEX Graduate Qualification (CGQ) is an entry point for the CPQ designed for Law graduates (see Sections 3.2 and 5.2 for an overview of the CGQ and the CGQ assessment requirements). Exemption routes are also in place for applicants with an LPC, BPC or SQE parts. The CILEX exemptions procedure gives further details on the exemptions in place for the completion of other legal qualifications.

A trainee will gain access to the relevant CPQ/CGQ/exemptions product information linked to the membership grade on the myCILEX portal CPQ home page. The intended law pathway must then be selected. After completion of the application, access will be given to the relevant resource materials and CILEX bookshelf.

To study and book an exam, all trainees must be enrolled with a CILEX accredited training provider.

2.3 Accredited Training Providers

All trainees registering for a CPQ module examinations must have undertaken and completed an accredited course of study with a training provider.

Accredited courses are offered at universities, colleges of further education and private training providers throughout England and Wales. Details of training providers are available on the CILEX website.

Contact must be made with the chosen training provider to obtain further information about the course requirements and structure.

2.4 CILEX Code of Conduct

CILEX's regulatory functions have been delegated under the Legal Services Act 2007 to CILEx Regulation Ltd. Everyone who registers as a member with CILEX is bound by its rules and regulations, which include the CILEX Code of Conduct and the CILEx Regulation Enforcement Rules. The Rules establish three panels the Professional Conduct Panel (PCP), the Disciplinary Tribunal (DT) and the Appeals Panel (AP).

The PCP has the power to consider the conduct of anyone who wishes to become a member of CILEX and the conduct of anyone who is an existing member of CILEX. If a person has declared, at the membership application Stage, a Prior Conduct (for example a bankruptcy judgement or a criminal conviction) the matter may be put to the PCP to consider. The PCP will then decide if that person has the suitable character to become a member. The PCP can refuse or approve a person's application to become a member.

The PCP will also deal with Prior Conduct declarations made by anyone who is an existing member (of any grade) or authorised person of CILEX, in addition to any complaints made against them.

The DT considers matters referred to it by the PCP and there is an Appeals Panel which deals with all matters that are being appealed from the PCP and the DT.

The PCP and the DT consider a member's conduct against the standards set out in the CILEX Code of Conduct. They decide if allegations of misconduct are found proved and therefore, breach the CILEX Code of Conduct and the person is unbefitting to the profession. The PCP and the DT have the power to sanction an existing member for any misconduct that is found proved. If the PCP does not refer the member's conduct matter to the DT, it has the power to require a member to give undertakings as to their future conduct, impose conditions in regard to their employment, reprimand and/or warn a member. The DT has the same powers as the PCP, but it also has the power to fine or exclude members from CILEX membership.

The AP will consider any appeals, for example, where a person has been refused CILEX membership or where a member is fined.

A person may also be ordered to pay the costs of any investigation into their conduct if the matter is found proved.

The standards which all members are required to observe are set out in the CILEX Code of Conduct. This sets out nine principles CILEX members must follow. It is the core guidance on the conduct, practice and professional performance expected of members and is sent to all trainees on enrolment and to newly admitted Fellows. A copy of the Code is available on the CILEX website.

All conduct matters including any that are declared at the membership application Stage are dealt with by CILEx Regulation Ltd.

3. Overview of the CPQ and CGQ

3.1 CPQ Overview

CPQ has three qualification Stages:

CILEX Diploma in Law: Foundation Stage
Developed to give trainees the general underpinning legal knowledge and skills any member practicing or aspiring to practice in a Paralegal role in a firm. This Stage is benchmarked at Level 3 and assessments are designed to be accessible, with online examinations.

CILEX Advanced Diploma in Law and Practice: Advanced Stage
This provides the progression route for the Foundation Stage and introduces further law and practice. Mandatory modules provide a consistent level of knowledge for CILEX Lawyers. There is the choice of a further four[1] law and practice modules. Benchmarked at Level 5, the Advanced Stage online examinations recognise the practical application of the law to client scenarios or problems a CILEX Advanced Paralegal might face.

CILEX Professional Diploma in Legal Practice: Professional Stage

Benchmarked at Level 6 and building on the knowledge developed during the Advanced Stage, trainees choose one combined law and practice module that reflects the area of practice in which they are gaining qualifying experience and for which practice rights are required.

This online examination is designed to provide a realistic assessment of the role of a CILEX lawyer, including the application of law in practice and the client-based problems that a CILEX lawyer is likely to encounter. In addition, trainees are required to complete a professional skills work-based project.

For trainees qualifying as Chartered Legal Executive Litigators and Advocates, a CRL-approved advocacy course and assessment must also be completed at Level 7.

All CPQ candidates must read the CILEx Regulation New Education Standards Handbook.

3.2 CILEX Graduate Qualification (CGQ) Overview

CILEX has designed a shortened route for graduates with an LLB[2] which recognises the skills and knowledge achieved from a degree awarded by a Higher Education provider. This route is referred to as the CILEX Graduate Qualification (CGQ).

The CGQ allows graduate trainees to enter the CPQ framework as a 'trainee Advanced Paralegal', at the Advanced Stage.

[1] Trainees who commenced the CPQ Advanced Stage prior to 1 March 2024 are referred to the CPQ Advanced Stage assessment requirements in Appendix 2
[2] Subject to the requirements of the CILEX Exemption Policy and Procedure

A graduate trainee will complete modules aligned to the area in which they wish to qualify, practise and achieve authorisation. Stage 1 of the CGQ comprises three or four modules subject to the trainee's area of practice; Stage 2 comprises the CPQ Professional Stage. The assessment requirements for the CGQ can be found in Section 5.2.

Trainees completing Stage 1 of the CGQ are awarded the CILEX Advanced Diploma in Law and Practice. Trainees completing Stage 2 of the CGQ are awarded the CILEX Professional Diploma in Legal Practice.

3.3 Qualification Time

The amount of time a trainee will take to complete the CPQ (or CGQ) is determined by a number of variables:

- Employment status – legal employment being essential for the achievement of Professional Experience
- Training delivery model selected, e.g. online, face to face or blended
- Personal circumstances.

CILEX gives an indication of reasonable Total Qualification Time (TQT) - the number of notional hours that could reasonably be expected for a trainee to achieve the learning and assessment outcomes; and Guided Learning Hours (GLH) – the number of taught delivery hours or hours under supervision. These are for guidance only as the CPQ should focus on outcomes.

Examples of activities included in TQT are:

- independent and unsupervised research/learning
- unsupervised compilation of a portfolio of work experience
- unsupervised e-learning
- unsupervised e-assessment
- unsupervised set tasks
- watching a pre-recorded podcast or webinar
- unsupervised work-based learning.

Estimating TQT and GLH is subjective and is influenced by the delivery structure of the training provider, the profile of the candidate and the work experience they have.

Indicative hours are:

Foundation Stage: CILEX Diploma in Law	545 TQT	185 GLH
Advanced Stage: CILEX Advanced Diploma in Law and Practice	720 TQT	240 GLH
Professional Stage: CILEX Professional Diploma in Legal Practice (exams only)	320 TQT	120 GLH
Total CPQ time	**1585 TQT**	**545 GLH**

CILEX Graduate Qualification		
Total CILEX Graduate Qualification Time-	980 TQT	370 GLH

Conveyancing, Wills and Probate, Family, Business and Employment pathways		
Total CILEX Graduate Qualification Time – Civil Litigation or Criminal Litigation pathways	850 TQT	315 GLH

CILEX Diploma in Law (Foundation Stage) Modules		
Legal Systems	75 TQT	25 GLH
Contract Law	100 TQT	35 GLH
The Law of Tort	100 TQT	35 GLH
Introduction to Property and Private Client	180 TQT	60 GLH
Professional and Legal Skills: Succeeding in the Legal Environment and Legal Research	90 TQT	30 GLH
	545 TQT	**185 GLH**
CILEX Advanced Diploma in Law and Practice (Advanced Stage) Modules -includes CGQ Stage 1b		
All modules	180 TQT	60 GLH
	720 TQT	**240 GLH**
CILEX Professional Diploma in Legal Practice (Professional Stage) Modules - includes CGQ Stage 2		
All Law and Practice modules	200 TQT	90 GLH
Professional Skills	120 TQT	30 GLH
	320 TQT	**120 GLH**

CILEX Graduate Qualification – Stage 1a		
Working in Civil Litigation	130 TQT	55 GLH
Working in Criminal Practice	130 TQT	55 GLH
Introduction to Property, Private Client and Professional Skills	220 TQT	80 GLH

4. Entry Requirements and Exemptions

4.1 Entry requirements

There are no formal entry requirements for CPQ. However, CILEX recommends that trainees considering the Foundation Stage should have an appropriate level of English to access the learning materials and assessments. Trainees specialising in particular areas of law will require a level of competence in maths.

Entry requirements for Advanced and Professional Stage s, when not achieved through the completion of the previous CPQ Stage, are outlined below.

4.2 CPQ entry routes

CPQ trainees will enter the CPQ at either Foundation Stage, Advanced Stage or Professional Stage, depending on the highest-level legal qualification they hold. Graduates with a LLB (subject to the requirements of the CILEX Exemption Policy and Approved Exemption Claims Procedure) enrol on the CILEX Graduate Qualification (CGQ).

Exemptions are a concession and are awarded at the discretion of CILEX. Depending on any existing qualifications held, exemptions can be awarded for all or part of:

- CPQ Foundation Stage
- CPQ Advanced Stage

No exemptions are awarded for:

- CPQ Professional Stage
- Ethics and Professional Responsibility module 2
- Professional Experience requirements
- Advocacy Skills Course for Litigation pathways (unless a BPC is held).

CILEX will only award exemption where there is sufficient, validated evidence in accordance with the Exemption Policy and the Approved Exemption Claims Procedure available on myCILEX and the Training Provider Hub.

The qualifications approved for exemptions are set out in the CILEX Approved Exemption Claims Procedure.

4.3 Requesting exemptions

Information about requesting exemptions can be found in the Approved Exemption Claims Procedure.

CPQ, as a professional qualification, emphasises contextualising the law, application to practice and Professional Experience and our exemptions are only awarded where we consider that this focus will not be compromised. CPQ prepares trainees to be fully qualified CILEX Lawyers with full practice rights in a chosen pathway; as such regulatory criteria must be met. The approved exemptions set out in the Approved Exemption Claims Procedure take in to account those conditions.

5. CPQ and CGQ Assessment Requirements

5.1 CPQ Assessment overview

Each CPQ module has one online examination, except for the Professional and Legal Skills modules at the Foundation Stage and the Advanced Stage, both of which have two examinations, and the Professional Skills module at the Professional Stage, which is a work-based project.

The Advanced Stage assessment elicits both new knowledge featured in the module and knowledge previously learnt (assumed knowledge) from the Foundation modules in the CPQ.

The Professional Stage builds on this by eliciting both new knowledge featured in the module or knowledge previously learnt (assumed knowledge) from the Foundation Stage and Advanced Stage modules in the CPQ.

The assessment requirements for the qualifications are set out below.

CILEX Diploma in Law

- All five Foundation Stage modules (six examinations)
- An Introduction to Ethics and Professional Responsibility

CILEX Advanced Diploma in Law and Practice[3]

- Three mandatory Advanced Stage modules (Dispute Resolution, Criminal Law and Litigation and Professional and Legal Skills)
- One option module (Family Law and Practice; Wills, Probate and Private Client; Business and Employment Law or Property and Conveyancing)
- Ethics and Professional Responsibility in context

In total, there are five examinations, two of which focus on Professional and Legal Skills.

CILEX Professional Diploma in Legal Practice

- Professional Stage Professional Skills Project (P1)
- One further module (one examination). Please note, to pass this Stage, with the exception of Immigration Law and Practice, you must have completed the Advanced Stage examination in the area of law that you are specialising in at Professional Stage
- An Introduction to Ethics and Professional Responsibility (if not previously completed)
- Ethics and Professional Responsibility in context (if not previously completed)

The Professional Skills module at Professional Stage (P1) is a not an examination but a work-based project, submitted to CILEX by the Training Provider in a specified window. The project may be used to support the attainment of the commercially related competencies required for Professional Stage Professional Experience but cannot be used for any others.

A booking must be made for submission of the project, before the Examination/Project submission

[3] Trainees who commenced the CPQ Advanced Stage prior to 1 March 2024 are referred to the CPQ Advanced Stage assessment requirements in Appendix 2

entry deadline (See Key Dates and Deadlines in myCILEX). The training provider will submit the project within the submission window (see Examination Timetables in myCILEX). There are four Professional Skills Project (P1) assessment windows per year; January, March, June and September (see Examination Timetables in myCILEX).

In addition, completion of a CILEx Regulation approved Advocacy Course is a requirement to achieve the authorised title Chartered Legal Executive Litigator and Advocate, and become a CILEX Lawyer in Dispute Resolution/Civil Litigation, Family Litigation or Criminal Litigation. This is explained in sections 1 and 9 of this handbook.

Details of CILEx Regulation approved Advocacy Courses can be found on the CILEx Regulation website. To be accepted on to a course an applicant must have successfully completed CPQ exams, Professional Experience and the Certificate of Eligibility accompanying Litigation and Advocacy Portfolio, and have been given approval to enrol by CRL. For guidance on the Certificate of Eligibility and Portfolio, and for a copy of the application form, please visit the CILEx Regulation website. Links are also available in the CRL Education Standards handbook for the chosen practice area.

See Appendix 1 for qualification structure images.

Further information about Professional Experience is provided in Section 9.

5.2 CGQ Assessment Requirements

CGQ Stage 1a

CGQ trainees must complete the three modules listed in the table below (F7*, F8* and F9), unless Dispute Resolution or Criminal Law and Litigation are being selected at CGQ Stage 1b. Trainees taking CGQ Stage 1b Advanced Stage Dispute Resolution are exempt from F7 Working in Civil Litigation. Likewise, trainees taking CGQ Stage 1b Advanced Stage Criminal Law and Litigation are exempted from F8 Working in Criminal Practice.

CGQ Stage 1a	
F7*	Working in Civil Litigation
F8*	Working in Criminal Practice
F9	Introduction to Property, Private Client and Professional Skills

Exemptions:

- *F7 - when Advanced Stage A1 Dispute Resolution is selected for Stage 1b
- *F8 – when Advanced Stage A2 Criminal Law and Litigation is selected for Stage 1b

CGQ Stage 1b.

Trainees must select ONE CGQ Stage 1b Advanced Stage Law and Practice module from the following:

CGQ Stage 1b - Advanced Stage	
A1	Dispute Resolution and Litigation
A2	Criminal Law and Litigation
A3	Property and Conveyancing
A6	Wills, Probate and Private Client
A7	Family Law and Practice
A8	Business and Employment Law

Please note, P10 Immigration Law and Practice has no specific underpinning CGQ Stage 1b Advanced Stage module; therefore, learners wishing to qualify at Professional Stage in Immigration must either choose A1 Dispute Resolution or A2 Criminal and Law Litigation.

Trainees must also complete the eLearning module - An Introduction to Ethics and Professional Responsibility.

CGQ Stage 2

Trainees complete the Professional Skills Project (P1) and select ONE CGQ Stage 2 Professional Stage Law and Practice module (P2 – P10) from those listed in the table below. With the exception of Immigration Law and Practice (P10), which has no specific underpinning CGQ Stage 1b Advanced Stage module, the Professional Stage module choice made must correspond to a module passed at CGQ stage 1. A Stage 1 Working in Civil Litigation module will not meet the requirements to select P2 Dispute Resolution at Professional Stage. The same is true for 'Working in Criminal Litigation' and P3 Criminal Litigation.

CGQ Stage 2 - Professional Stage	
P1	Professional Skills work-based project
P2	Dispute Resolution
P3	Criminal Litigation
P4	Residential Conveyancing
P5	Commercial Conveyancing
P6	Probate and Private Client
P7	Family Law and Litigation
P8	Employment Law and Practice
P9	Business and Commercial Law and Practice
P10	Immigration Law and Practice

The Professional Skills module at Professional Stage (P1) is a not an examination but a work-based project, submitted to CILEX by your Training Provider in a specified window. The project may be used to support the attainment of competencies required for Professional Stage Professional Experience.

Trainees must also complete the eLearning module – Ethics and Professional Responsibility in Context.

Finally, completion of a CILEx Regulation approved advocacy course is a requirement to achieve the authorised title Chartered Legal Executive Litigator and Advocate, and become a CILEX Lawyer,

in the litigation pathways Dispute Resolution/Civil Litigation, Family Litigation and Criminal Litigation. This is explained in section 1 of this handbook.

Details of CILEx Regulation approved advocacy courses can be found on the CILEx Regulation website. To be accepted on to a course the applicant must have successfully completed CPQ exams and Professional experience and the Certificate of Eligibility, and have been given approval to enrol by CRL.. For guidance on the Certificate of Eligibility and for a copy of the application form, please visit the CILEx Regulation website. Links are also available in the CRL Education Standards handbook for the chosen practice area.

Further information about Professional Experience is provided in Section 9.

Qualification Images are available in Appendix 1.

5.3 Examination overview and question styles

All examinations are online and remotely invigilated and can be sat in either the January or June window of each examination series. A third window for Foundation Stage F1-F6 is also offered in September.

CPQ and CGQ examinations vary in length and style across the Stages.

At Foundation and Advanced Stage, automated item types are used and include:

- Multiple choice
- Multiple choice, multiple response
- Multiple choice, single best answer
- Cloze drag and drop
- Ordering
- Highlighting
- Matching

Open response questions are used at Advanced Stage and Professional Stage, as well as in the Professional and Legal Skills – Succeeding in the Legal Environment examination at the Foundation Stage.

The table below outlines the format and structure of the CPQ examinations for Foundation, Advanced and Professional Stages. On-screen calculators and notepads are provided for all examinations.

Foundation Stage modules		
Law modules F1 – F4	2 hours	Automated examination. 60 MCQ. 80 marks
Professional and Legal Skills – F5 Succeeding in the Legal Environment	2 hours 30 minutes	Automated and open response examination. 60 marks
Professional and Legal Skills – F6 Legal Research	2 hours 30 minutes	Automated examination. 35 questions. 40 marks
Advanced Stage modules		
Law and practice modules A1 – A3 & A6 – A8	2 hours 30 minutes	Section A: Automated questions testing knowledge of the practice area. Section B: Progressive case study testing application of the law to a client scenario within the area of practice through open response tasks.
Professional and Legal Skills – A4 Succeeding in the Legal Environment • Option 1 – Dispute Resolution • Option 2 – Criminal law	1 hour 30 minutes	Open response examination. 2 questions. 60 marks
Professional and Legal Skills – A5 Legal Research and Accounts	2 hours 30 minutes	• Section A (Accounts) 16 Automated response questions, 20 marks; Section B (Legal Research) 1 open response report task. 80 marks. • Use of Lexus Nexus or similar paid products are not permitted resources. Legal research should only be completed through standard internet searches. • *If AI is used to undertake all or part of the research, the candidate must ensure that they identify which AI source they used and whether the references generated by the AI source are:* ➢ *primary or secondary references;* ➢ *correctly cited; and* ➢ *evaluated for reliability.*
Professional Stage modules		
P1 Professional Skills	N/a	Work-based Professional project - CILEX marked

All Law and Practice modules P2 – P10	Divided into two parts within a day. Morning: 10:30 am- Secure Pre-release(preliminary) materials- 2 hours- No remote invigilation. Afternoon: 3 hours 30 minutes- remotely invigilated examination	Open response examination. Assessment of the application of knowledge and skills, (Information gathering, problem analysis, developing solutions, communicating effectively) through office- based type tasks. Morning of examination: Preliminary materials released at 10.30am, linking to one or two client scenarios in the question paper. Afternoon Examination: A third unseen client (or a new scenario for Client one or two) and potentially, additional materials will be introduced in the afternoon examination.

The table below outlines the format and structure of the examinations for the CILEX Graduate Qualification (CGQ)

CGQ Modules		
Stage 1a of CGQ		
F7 Working in Civil Litigation F8 Working in Criminal Practice	2 hours	Section A: 30 x 1-mark automated questions. Section B: 1 x 20-mark open response question.
F9 Introduction to Property, Private Client and Professional Skills	2 hours 30 minutes	Total 100 marks: Section A- Property and Private Client 80 marks MCQ. Section B- Professional Skills- Accounting (MCQ): 15 marks. Technology (MCQ): 5 marks
Stage 1b of CGQ		
A1 – A3 & A6 – A8	2 hours 30 minutes	Section A: Automated questions testing knowledge of the practice area. Section B: Progressive case study testing application of the law to a client scenario within the area of practice through open response tasks.
Stage 2 of CGQ (Professional Stage)		
P1 Professional Skills	NA	Work-based professional report
All Law and Practice modules P2 – P10	Divided into two parts within a day. Morning: 10:30am- Secure Pre-release(preliminary) materials- 2 hours- No	Open response examination. Assessment of the application of knowledge and skills, (Information gathering, problem analysis, developing solutions, communicating effectively) through

	remote invigilation. Afternoon: 3 hours 30 minutes- remotely invigilated examination	office- based type tasks. Morning of examination: Preliminary materials are released at 10.30am, linking to two client scenarios that will be revealed in the question paper. Afternoon Examination: A third unseen client (or a new scenario for Client one or two) and potentially, additional materials will be introduced in the afternoon examination.

Sample assessment materials can be found on the Training Provider Hub for CILEX accredited training providers.
Examination windows are offered twice a year in January and June.
Professional Skills Project assessment submissions are offered four times a year in January, March, June and September. Note: for overseas trainees, all CPQ examinations are scheduled to take place at UK time.

5.4 Notional grade boundaries

CPQ and CGQ examinations are graded pass/fail.

The notional grade boundaries offer tutors and trainees the opportunity to understand the approximate level of achievement necessary to achieve a pass grade for a CPQ assessment. However, notional grade boundaries are not fixed boundaries, and as part of ongoing quality assurance of the assessment process, CILEX reserves the right to amend notional grade boundaries. The CPQ notional pass grade boundaries are:

- Foundation Stage (including Stage 1a of CGQ): 60%
- Advanced Stage (including Stage 1b of CGQ): 60%
- Professional Stage (including Stage 2 of CGQ): 50%.

CILEX takes every precaution to ensure that the examinations are fair, accurate and set at the right level. Prior to releasing results, CILEX scrutinises the performance of each examination question to identify and address any issues. Remedial action is taken to address any performance issues to ensure that the results issued to trainees are fair. Remedial action may include but is not limited to adjusting the grade boundaries.

5.5 Preparing for Professional Skills Examinations and Assessments

The following guidance should be reviewed by training providers and trainees in preparation for skills exams at Foundation and Advanced Stages and the Professional Stage Professional Skills Project.

Foundation Stage modules		
Module	**Design**	**Important information for trainees**
Professional and Legal Skills – F5 Succeeding in the Legal Environment	These assessments require supporting documents. These can only be reviewed using the document library in the online examination platform. Guidance on how to do this can be found in the 'Candidate Guide to TestReach'. Alternatively, a remote invigilator is able to support with technical queries.	• These examinations do not test specific legal knowledge. All required legal content is included within each exam.
Professional and Legal Skills – F6 Legal Research		
Advanced Stage modules		
Module	**Design**	**Important information for trainees**
Professional and Legal Skills - A4 Succeeding in the Legal Environment: Option 1 – Dispute Resolution Option 2 – Criminal Law and Litigation	These assessments require supporting documents. These can only be reviewed using the document library in the online examination platform. Guidance on how to do this can be found in the 'Candidate Guide to TestReach'. Alternatively, a remote invigilator is able to support with technical queries.	• Trainees choose which of the A4 options they sit. • Trainees are required to achieve one of the A4 options only.
Professional Skills – A5 Legal Research and Accounts	This assessment requires a candidate to research using freely available resources on the internet.	• Candidates' onscreen activity will be monitored throughout the examination by a live, online invigilator. • A mark of 60% in both Legal Research and Accounts must be achieved to pass the exam.
Professional Stage (CGQ Stage 2)		
Module	**Design**	**Important information for trainees**
Professional Stage Professional Skills Project	This assessment requires a candidate to	Further information and guidance can be found on the Training Provider Hub and

(P1)	demonstrate their ability to design and carry out an independent piece of research-based work that directly contributes to the strategic objectives of the legal practice or organisation that the candidate is employed at. The output will be in the form of a business report and with an advised word count of no more than 7.000 words.	on myCILEX

5.6 Ethics and Professional Responsibility Modules

Ethics and Professional Responsibility modules are accessed via CILEX Learn. When registering for the Foundation Stage, only Module 1 of the Ethics and Professional Responsibility module will be available. Access to Ethics and Professional Responsibility Module 2 is granted once registered for the Advanced or Professional Stage of the CPQ. On registering for CGQ, both Ethics and Professional Responsibility modules will be available.

The modules are e-learning with integrated assessment. Each module includes a final summative MCQ assessment which should be completed to pass.

The modules may be taken at the trainee's own pace; there are no time restrictions.
Enquires about results and other access arrangements and adjustment policies do not apply to these modules.

6. Qualification administration

6.1 Examination timetables

Examination timetables are published each year and can be found on myCILEX and the Training Provider Hub. Once bookings are available, trainees can book via myCILEX.

6.2 How to book an examination

Trainees book examinations via their myCILEX account.

Foundation Stage	
F1	Legal Systems
F2	Law of Tort
F3	Contract Law
F4	Introduction to Property and Private Client
F5	Professional and Legal Skills: Succeeding in the Legal Environment
F6	Professional and Legal Skills: Legal Research

CGQ Stage 1a	
F7	Working in Civil Litigation
F8	Working in Criminal Practice
F9	Introduction to Property, Private Client and Professional Skills

Advanced Stage (and CGQ Stage 1b)	
A1	Dispute Resolution and Litigation
A2	Criminal Law and Litigation
A3	Property and Conveyancing
A4	Professional and Legal Skills: Succeeding in the Legal Environment: • Option 1: Dispute Resolution • Option 2: Criminal Law and Litigation • Option 3: Property and Conveyancing (available for final time in June 2024)
A5	Professional and Legal Skills: Legal Research and Accounts
A6	Wills, Probate and Private Client
A7	Family Law and Practice
A8	Business and Employment Law

Professional Stage (and CGQ Stage 2)	
P1	Professional Skills - Work based Project
P2	Dispute Resolution
P3	Criminal Law and Litigation
P4	Residential Conveyancing
P5	Commercial Conveyancing
P6	Probate and Private Client
P7	Family Law and Litigation
P8	Employment Law and Practice
P9	Business and Commercial Law and Practice
P10	Immigration Law and Practice

Candidate Booking Guidance

Step 1 - Log on to myCILEX

Candidates must have registered for the CPQ/CGQ Stage before they are able to book examinations/Professional Skills Project (P1) assessment submission.

The information below is designed to guide a trainee through the examination booking process.

- To book an examination/ Professional Skills Project (P1) assessment submission, a candidate will visit CILEX online https//www.CILEX.org.uk and log in to their myCILEX account. The Key Dates and Deadlines and Examination Timetables are also available on this account.
- They will then select the correct accredited training provider.
- Candidates will then immediately receive confirmation of their booking.
- Administration fees will apply to amendments requested for an examination booking. Amendments can be made up to 14 days after the examination closing date, after which refunds and deferrals will not be available.
- Once a booking has been made for the submission of the assessment of the Professional Skills Project (P1), the candidate must liaise with their Training Provider, who will submit the project on the candidate's behalf within the submission window.

Step 2 - Online system preparation

- Candidates must check their booking confirmation details carefully.
- IMPORTANT: When candidates have made their booking – approximately four weeks before their examination date they will receive an email from TestReach, our online system, providing a username, password and instructions for the examination, and inviting candidates to log into the system. They may also receive an SMS alert on their phone once their account is created.
- Candidates should follow the instructions and log on to the online system to ensure this will work on their computer. Minimum system requirements are set out in the 'Candidate Guide to TestReach'.
- IMPORTANT. At this Stage, candidates will also be asked to select and book their remote invigilation time slot. These are offered up to 15-minute intervals. The last interval, where set by CILEX, will be one hour past the advertised examination start time on their myCILEX account. Remote invigilated slots are offered on a first come first served basis. A reminder for overseas trainees, that all time slots will be in UK time.
- P2-10- Pre-release (Preliminary) Materials will be available via the Digify platform. Emails with instructions and links will be sent to the candidate ahead of the exam window. It is essential that they test access to Digify during the specified dates.

Step 3 – Choosing the examination venue

- CPQ/CGQ examinations are sat using remote invigilation. This means that candidates can sit their assessment in a location that is convenient and appropriate for them. We suggest a quiet home office space or a closed office space with their employer or training provider.
- Our live remote invigilation means that candidates will be monitored via webcam and microphone and it is essential that these are in working order. Please be aware that attempting to use a laptop or device that is intended for work purposes may have security settings that prevent the TestReach application from connecting to components such as the webcam and screenshare and therefore it is recommended that candidates use a personal laptop/desktop.
- It is the candidate's responsibility to ensure that
  a) they will not be disturbed, and that they fully comply with the Examination Regulations
  b) their computer meets the minimum system requirements outlined in the candidate guide.

Step 4 - Preparing for the remote invigilated examination

- Once candidates have received the email from TestReach inviting them to log in and access the resources available, they will also be asked to download and install the TestReach desktop application and carry out a short system check, which ensures their computer is all set for the examination day.
- Candidates do not need any special equipment for examination day, but must ensure that their laptop or computer meets the minimum system requirements.
- As candidates work through a system checking process, any systems issues will be flagged so that they can work to resolve these prior to their examination day.
- TestReach technical support is also available to assist if required and can be accessed by emailing support@testreach.com

Step 5 – The examination day

- Candidates should launch your examination 20-30 minutes before their examination start time (please note it can take up to 15 minutes to complete this process). It's important to be ready to start the examination on time, as candidates will not be able to start the launch process 15 minutes after their scheduled examination start time.
- If necessary, candidates will need to fully close all applications using task manager so as to avoid examination disruption (using Ctrl-Alt-Del for PCs, or Command-Option-Esc for Mac).
- Candidates should be prepared for identity checks. They will need either a:
  - current valid passport (any nationality)
  - current full or provisional UK photo card driving licence
  - UK residence card
- Queries about the identity checks should be raised with the Customer Service Team at least 10 days before the examination.
- P2-10- Pre-release (Preliminary) Materials will be available from 10.30am on the morning of their exam until the end of the afternoon exam. A second screen is advised to be used for this purpose.

6.3 Examination Regulations

The Examination Regulations are found on the myCILEX portal. All candidates are required to comply with these Examination Regulations. Alleged breaches of the regulations may result in a malpractice investigation.

7. Examination support

7.1 Reasonable adjustments

CILEX recognises that reasonable adjustments allow trainees to show what they know and can do without changing the validity or demands of the assessment. Reasonable adjustments are offered within the scope of the Equality Act 2010. The Act requires awarding organisations to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

Trainees who require reasonable adjustments should apply when they commence each Stage of the CPQ/CGQ. An application for reasonable adjustments will apply to all examinations required for the relevant Stage of the CPQ/CGQ, i.e. Foundation, Advanced or Professional.

The Reasonable Adjustments Policy – CILEX Professional Qualification and Reasonable Adjustments Procedure – CILEX Professional Qualification is available on myCILEX and the Training Provider Hub. Trainees can apply for reasonable adjustments using the online application in myCILEX.

7.2 Access arrangements

CILEX recognises that access arrangements allow trainees to show what they know and can do without changing the validity or demands of the assessment. Access arrangements are agreed before an assessment takes place to enable trainees who have temporary injuries, temporary illness or other temporary indisposition that present a barrier to accessing the assessment, to access the assessment. Examples of arrangements include extra time for breaks or providing a scribe for a learner with a recently broken arm.

Trainees, who require access arrangements should apply as soon as possible after they experience the temporary illness, injury or indisposition which will adversely impact their examination performance. The deadline for applications is set out in the CPQ Key Dates and Deadlines.

The Access Arrangements Policy – CILEX Professional Qualification and Access Arrangements Procedure – CILEX Professional Qualification is available on myCILEX and the Training Provider Hub. Trainees can apply for access arrangements using the online application in myCILEX.

7.3 Technical Support for your online examination

Issues on examination day are addressed by TestReach, CILEX's online assessment provider. TestReach can be contacted on:

Phone: +44 (0)20 34758685
Phone: +353 (0)1 6991385
Phone (US): +1 833-202-2819
Email: support@testreach.com
An **in-app chat function** is available when in your online examination

It is the candidates' responsibility to ensure their computer meets the system requirements that are set out in the 'Candidate Guide to TestReach' and that it:

- is in good order
- has sufficient memory
- has up-to-date software, drivers etc
- has good internet connection speeds
- is plugged into a power source so you have enough power for the duration of the examination
- will not be blocked by work firewalls should a work- based device be used.

If the equipment fails on exam day, then there are troubleshooting steps that the TestReach Support team can work through as follows:

Poor internet connection at the time of the exam
Candidates may have their exam resumed up to a maximum of three times. After this they will be asked to contact CILEX to rebook their exam[1].

A candidate experiences an issue local to their device, i.e. issues with their webcam, sound card or graphics card.
The TestReach Support team will spend up to a maximum of 15 minutes on a telephone call helping the candidate to resolve issues local to their device.

After this, the TestReach Support team will end the call and advise the candidate to contact CILEX to rebook their exam.

A candidate experiences problems logging on to the TestReach app
The candidate should telephone the TestReach Customer Support line within 30 minutes of their exam start time; the Customer Support Team will help them to resolve the issue.

If a candidate calls after 30 minutes, they will be advised to contact CILEX to rebook their exam.

For major or critical incidents with the TestReach platform candidates should go to https://status.testreach.com

This website will keep the candidate up to date on any actions that they should take and when TestReach expects the service to resume.

In the event of a disruption to the TestReach service, the TestReach support lines would naturally see a spike in activity and it is unlikely that that candidates will be able to speak to a TestReach agent. The https://status.testreach.com page is TestReach's sole source of communication with candidates during this time.

8. Following an examination

8.1 Accessing examination results

Examination results will be available via myCILEX on results day.

The key dates, outlining results day, are available on myCILEX. Training providers can access this information via the Training Provider Hub.

8.2 Special consideration

Special consideration is a post-exam adjustment that may be applied in circumstances where a trainee is materially affected by adverse circumstances beyond their control at the time of an assessment. Adverse circumstances may include temporary injury, illness, other indisposition or event outside of the trainee's control.

Special consideration will depend on the nature of the assessment and the adverse circumstances and may include:

- a small post-assessment adjustment to a trainee's mark
- rearranging an assessment for a future session at no extra charge

The Special Consideration Policy – CILEX Professional Qualification and the Special Consideration Procedure – CILEX Professional Qualification are available on myCILEX and the Training Provider Hub. Trainees can apply for special consideration using the online application in myCILEX.

8.3 Enquiries about results

CILEX has a wide range of checks and quality assurance procedures in place to ensure that every trainee who takes an assessment receives a result that accurately reflects their performance in the assessment. However, on occasion, a trainee may consider that their assessment result is not an accurate reflection of their performance. In such cases a trainee may challenge the mark/grade they have received.

There are two types of enquiries about results: Clerical Check and Review of Marking (which includes a Clerical Check). A review of marking is not available for multiple-choice/auto-marked questions.

The Enquiries about Results Policy – CILEX Professional Qualification and the Enquiries about Results Procedure – CILEX Professional Qualification are available on myCILEX and the Training Provider Hub. Trainees can apply for Enquiries about Results using the online application in myCILEX.

The fees for Enquiries About Results are available on myCILEX and the Training Provider Hub.

8.4 Appeals

An appeal is a formal request for the review of a decision. An appeal considers whether CILEX followed the correct policies and procedures and applied these policies and procedures fairly. Subject to the principles set out in the Appeals Policy – CILEX Professional Qualification and the associated procedure CILEX allows appeals of:

- enquiries about assessment results (EARs)
- decisions regarding reasonable adjustments, access arrangements and special consideration
- decisions relating to sanctions imposed on a trainee or CILEX training provider, following an investigation into malpractice or maladministration
- other administrative decisions, for example exemption application decisions

The Appeals Policy – CILEX Professional Qualification and Appeals Procedure – CILEX Professional Qualification are available on myCILEX and the Training Provider Hub. Trainees should download and complete the CILEX CPQ Appeals Form in myCILEX to request an appeal. The form should be submitted via the Contact Us function in myCILEX.

8.5 Malpractice

Candidates must comply with the Examination Regulations.

CILEX has policies and procedures in place for dealing with cases of alleged candidate malpractice.

The CILEX Malpractice and Maladministration Policy – CILEX Professional Qualification and the Malpractice and Maladministration Procedure – CILEX Professional Qualification are available on myCILEX and the Training Provider Hub.

8.6 Release of examination papers and scripts

CILEX will not release examination papers after each examination series. Stage Chair of Examiners' reports will be available for feedback on the session. Further support materials will be provided to accredited training providers at various intervals.

Trainees' examination scripts are the property of CILEX and are not released to trainees or tutors.

8.7 Transcripts and certification

On completion of an examination, a transcript of the results will be available on myCILEX and a digital credential is issued.

Qualification digital credentials are awarded when the requirements for a qualification are met e.g. CILEX Diploma in Law, CILEX Advanced Diploma in Law.

A Stage digital credential is issued when all the requirements for a Stage are met.

8.8 Resitting examinations

Re-sits are available for all CPQ/CGQ examinations and are not limited.

Re-sits are payable via myCILEX on booking. The re-sit fees are available on myCILEX.

8.9 Complaints

CILEX welcomes and values feedback from members and other stakeholders. Your feedback helps us to develop and improve our services and ensure that our Customer Service Standards are appropriate for your needs.

CILEX has a Complaints Policy which is available on the CILEX website. The policy clearly outlines the process to follow.

If, post exam, there is a need to report an exam-related concern, either a technical issue or an exam content query, log into myCILEX portal and select one of the two drop down options to register your query.

9. Professional Experience

CPQ includes a Professional Experience component at each Stage of the framework. Derived from the CILEX Competency Framework, and CILEX Regulation (CRL) New Education Standard requirements for practice, it provides a valuable opportunity to evidence work-based competence and to support meaningful conversations between employers and trainees with regards to progression.

Although CILEX only mandates Professional Experience at the Professional Stage of the framework, all CPQ trainees are encouraged to familiarise themselves with the Behaviours and Activities of the CILEX Competency Framework and to undertake it where their roles and circumstances allow. Professional Experience is not optional for Welsh apprentices.

Stage	Professional Experience Status	Membership
Foundation Stage	Optional. Required for a membership upgrade or for Welsh Apprentices completing the Level 3 in Legal Services.	On completion of the Diploma in Law and Professional Experience: CILEX Paralegal member
Advanced Stage / CGQ Stage 1	Optional. Required for a membership upgrade or for Welsh Apprentices completing the Level 5 in Legal Services.	On completion of the Advanced Diploma in Law and Practice, and Professional Experience: CILEX Advanced Paralegal member
Professional Stage / CGQ Stage 2	Mandatory	On completion of one law exam, one Professional project and full Professional

		Experience as required for the authorised title: CILEX Lawyer

Supervision Requirements

The best person to determine competence is an occupationally competent individual in the trainee's workplace. This may be a line manager or someone else within the firm who is able to observe the trainee to determine their competence.

If the supervisor is not the trainee's line manager they should have conversations with the trainee's formal line manager, to consider examples of the work undertaken by the trainee and to determine competence.

To complete Foundation and Advanced Stage of the CPQ framework, a supervisor does not need to be an authorised person as defined by s.18 Legal Services Act 2007 but should be occupationally competent to review a trainee's work and validate their competence.

At CPQ Professional Stage, the Portfolio of Evidence compiled for CRL must be signed off by an authorised person as defined by the Legal Services Act. If an authorised person is not available this must be raised and discussed with CRL.

Professional Stage Requirements

At CPQ Professional Stage, a portfolio of professional experience must be compiled to demonstrate meeting both:

- CILEX professionalism competencies as set out in the CILEX Competency Framework (narratives to be completed on CILEX Learn); and
- the CRL Education Standards Competencies for your specialism, through a Portfolio of Evidence.

The CILEX CPQ requirements can be accessed on the CILEX Learn account.
9 narrative statements demonstrating how CILEX'S 9 core Principles have been met and 6 narrative statements demonstrating how CILEX'S 6 core Behaviours have been met must be submitted.

A Portfolio of Evidence showing how CRL competencies, that are detailed in the Education Standard Pathway Handbook correlating to the Practice Right, have been met must also be compiled.

The CRL Education Standard requires evidence of meeting 8 competencies which are broken down into 25 compulsory outcomes specific to the pathway. The portfolio must include:

- examples of meeting each of the outcomes in competency 1, using 3 different types of documents
- 1 example of meeting each of the outcomes from competencies 2 – 6.

Details on how to submit the Professional Experience Portfolio can be found in CILEX Learn and in the CRL Education Standards handbook for the chosen pathway.

Litigation Practice Rights

When selecting Dispute Resolution/Civil Litigation, Criminal Litigation or Family Litigation to specialise in and to achieve a Practicing Certificate, a choice must be made. To qualify as a

- Chartered Legal Executive Litigator, or
- Chartered Legal Executive Litigator and Advocate.

If a trainee chooses to qualify with Litigation Practice Rights only, it is possible to achieve advocacy Rights of Audience later on by completing a CRL approved advocacy course and assessment.

Qualifying with Litigation Rights requires the submission of a Litigation Portfolio to CRL, along with the Portfolio of Evidence.

The portfolio must outline 5 cases of litigation during the 2 years preceding the application to CRL.

For each of the 5 cases included in the portfolio must set out the following:

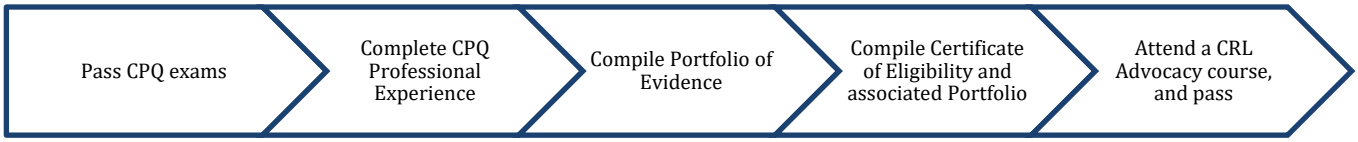
- a concise description of the case, its progression and the outcome;
- the law arising in the case and its application to the facts;
- procedural or process issues, including the court and, where relevant, the track to which the case was allocated;
- evidential issues arising in the case;
- ethical or conduct issues arising in the case;
- funding issues arising in the case;
- research undertaken in the case, relating to law or procedure;
- decision making in the case and any advice taken on strategic issues in the case;
- any training or development needs identified, arising from the case

The link to the template to outline the litigation cases can be found in the CRL Handbook for each of the litigation pathways – Litigation only rights.

The Litigation Portfolio must be submitted to CRL at the same time as the Portfolio of Evidence.

Litigation Practice Rights and Advocacy Rights of Audience

Trainees choosing to complete the CPQ and qualify as a Chartered Legal Executive Litigator and Advocate as their first authorisation, must submit a Certificate of Eligibility to CRL at the same point as submitting the Portfolio of Evidence. If successful, permission will be granted by CRL to attend a CRL approved Advocacy course. The course must be attended and the assessment passed.



The application form for Certificate of Eligibility for the Advocacy Skills Course can be downloaded from the CILEx Regulation website along with guidance on completing the form.

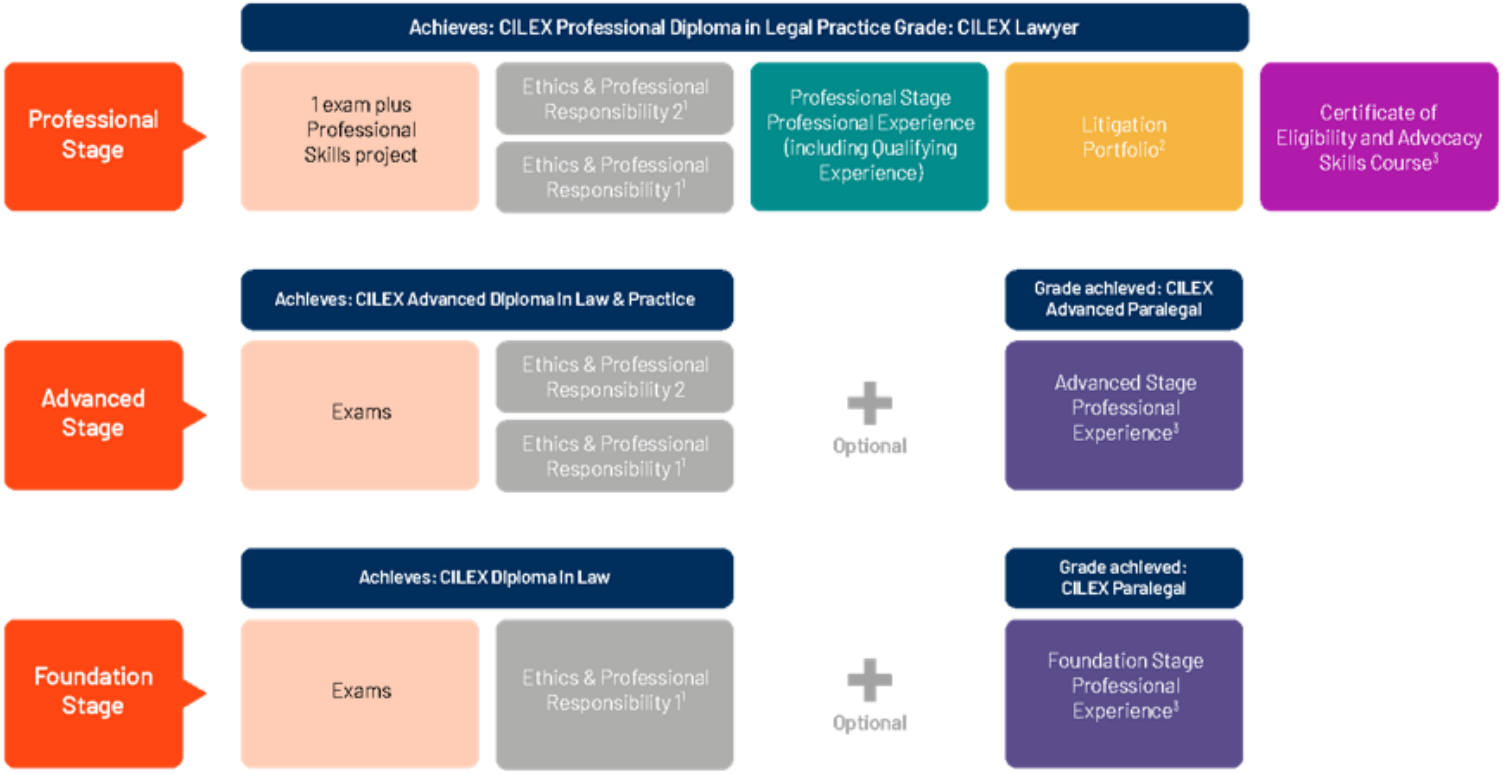
Additional evidence must be provided to support the Certificate of Eligibility application.
A trainee must submit a portfolio of cases in which they have been involved. It should comprise of:

- 5 cases in which experience of assisting litigation during the 2 years preceding the application can be shown; and
- 3 cases in which experience of demonstrating advocacy experience during the 2 years preceding the application can be shown.

The link to the Certificate of Eligibility form and templates to be used can be found in the CRL Handbook for each of the litigation and Advocacy pathway.

Appendix 1
Qualification Images

CPQ Framework

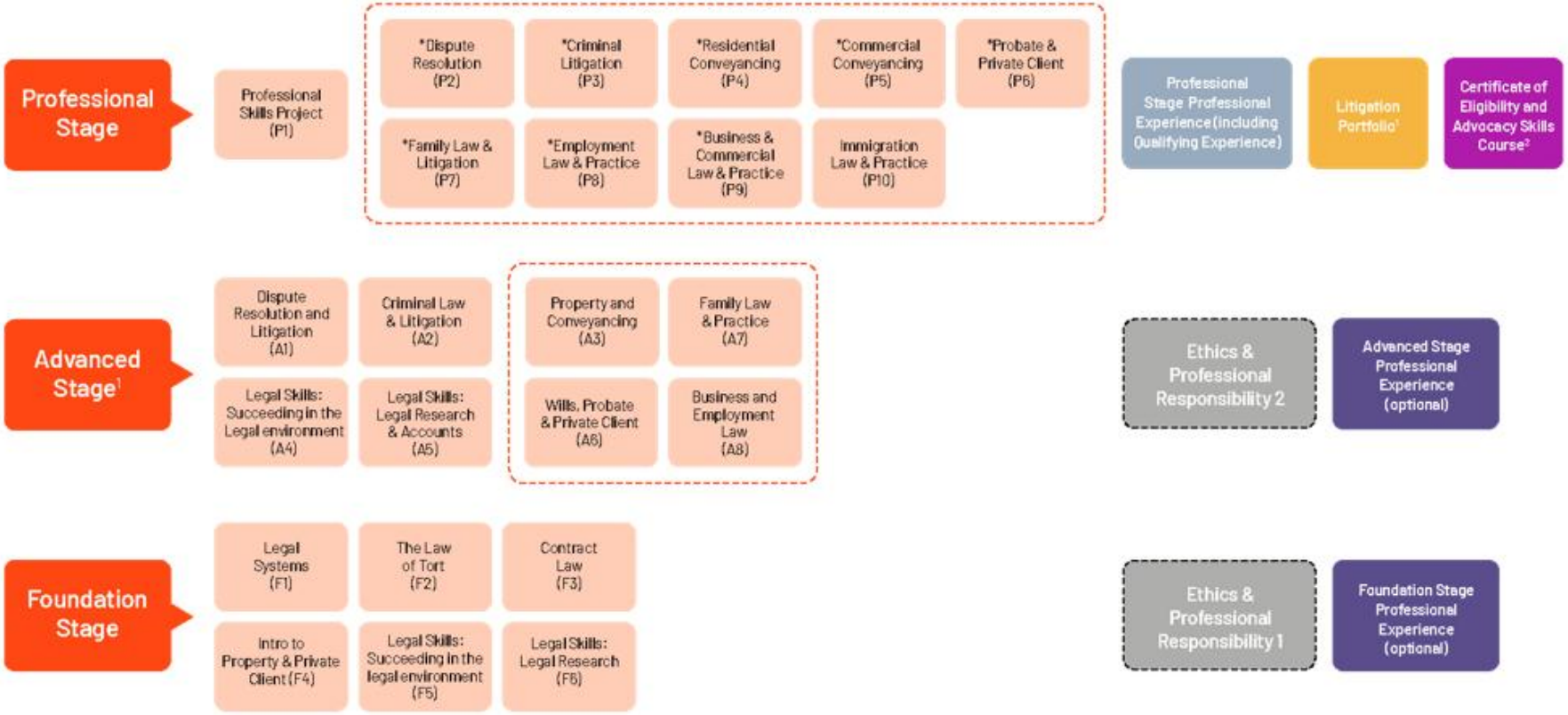


[1] If not completed prior

[2] **Litigation** - Trainees working in contentious areas of law - Civil Litigation, Criminal Litigation and Family Litigation must complete the Litigation Portfolio to achieve the title Chartered Legal Executive Litigator

[3] **Litigation and Advocacy** - Trainees working in contentious areas of law - Civil Litigation, Criminal Litigation and Family Litigation must complete the Certificate of Eligibility (incorporates the litigation portfolio) and a CRL approved Advocacy Skills course to achieve the title Chartered Legal Executive Litigator and Advocate

CPQ Qualification Structure



Key:

[1]**Litigation** - Trainees working in contentious areas of law - Civil Litigation, Criminal Litigation and Family Litigation must complete the Litigation Portfolio to achieve the title Chartered Legal Executive Litigator.

[2]**Litigation and Advocacy** - Trainees working in contentious areas of law - Civil Litigation, Criminal Litigation and Family Litigation must complete the Certificate of Eligibility (incorporates the litigation portfolio) and a CRL approved Advocacy Skills course to achieve the title Chartered Legal Executive Litigator and Advocate.

Module options - take one of the available options from each stage

Ethics & Professional Responsibility are e-learning modules with integrated assessment

*with the exception of Immigration Law and Practice (P10) (which will choose either Dispute Resolution and Litigation (A1) or Criminal Law and Litigation (A2) at Advanced stage, the Professional stage module must align with that taken at Advanced stage.

[1] The Advanced Stage overview applies to Advanced Stage purchases from 1 March 2024

CGQ Structure - Civil Litigation/Dispute Resolution and Criminal Litigation Pathways

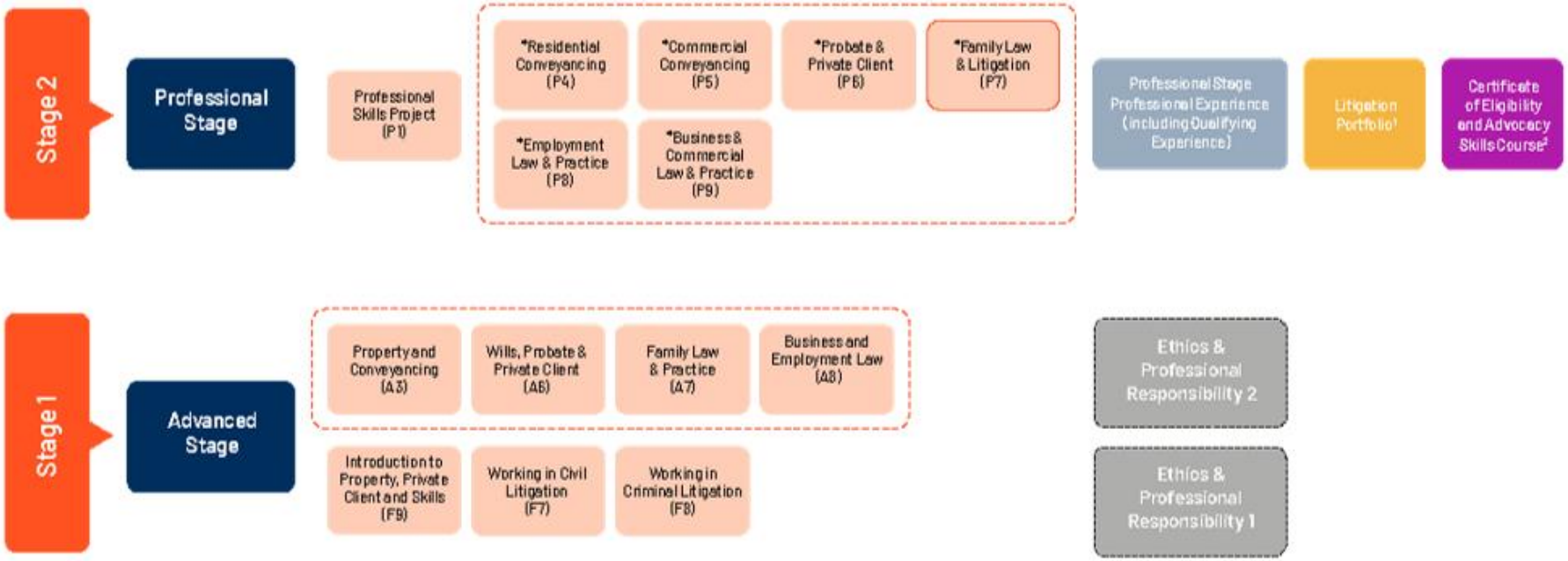
Key: – – – – –

Ethics & Professional Responsibility are e-learning modules with integrated assessment

[1] **Litigation** – Trainees working in contentious areas of law – Civil Litigation, Criminal Litigation and Family Litigation must complete the Litigation Portfolio to achieve the title Chartered Legal Executive Litigator.

[2] **Litigation and Advocacy** – Trainees working in contentious areas of law – Civil Litigation, Criminal Litigation and Family Litigation must complete the Certificate of Eligibility (incorporates the litigation portfolio) and a CRL approved Advocacy Skills course to achieve the title Chartered Legal Executive Litigator and Advocate.

CGQ Structure - Conveyancing, Probate, Family, Employment and Business Pathways



Key:

[1]**Litigation** - Trainees working in contentious areas of law - Civil Litigation, Criminal Litigation and Family Litigation must complete the Litigation Portfolio to achieve the title Chartered Legal Executive Litigator.

[2]**Litigation and Advocacy** - Trainees working in contentious areas of law - Civil Litigation, Criminal Litigation and Family Litigation must complete the Certificate of Eligibility (incorporates the litigation portfolio) and a CRL approved Advocacy Skills course to achieve the title Chartered Legal Executive Litigator and Advocate.

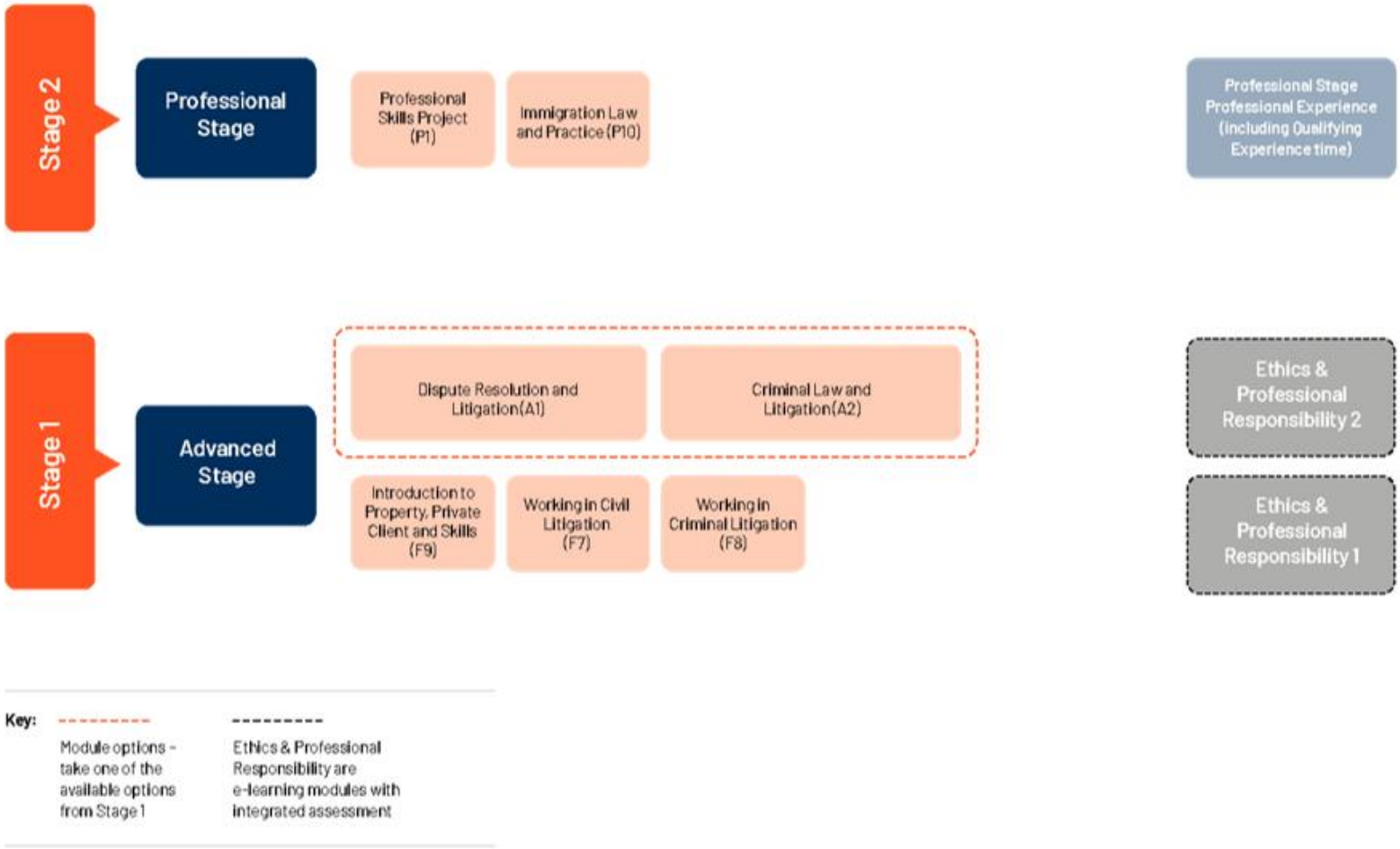
Module options - take one of the available options from each stage

Ethics & Professional Responsibility are e-learning modules with integrated assessment

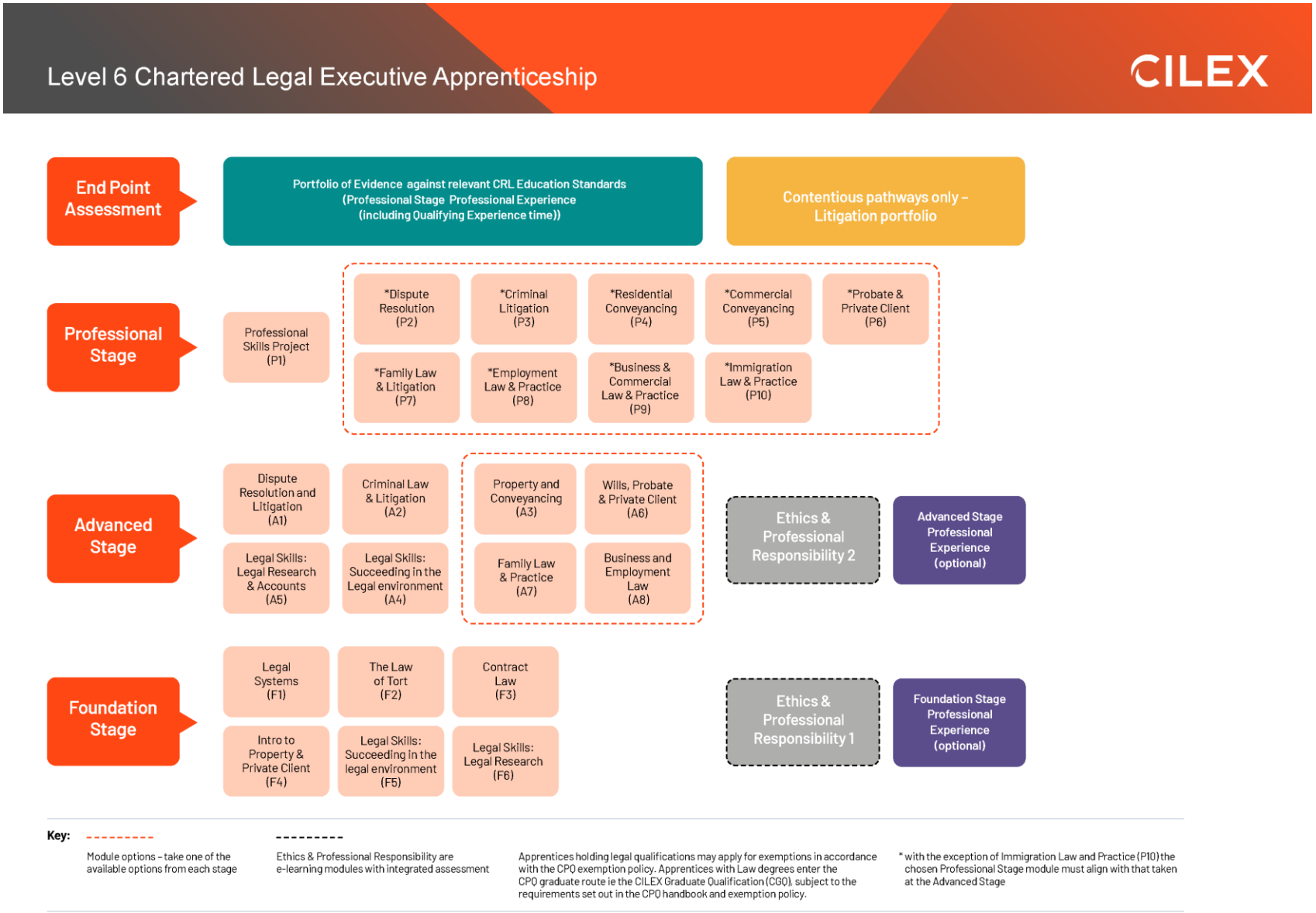
The chosen Professional Stage module must align with that taken at Advanced Stage

CPQ

CGQ Structure - Immigration Pathway



CGQ Structure – Level 6 Chartered Legal Executive Apprenticeship



CPQ

Appendix 2

CPQ Advanced Stage Assessment Requirements Pre-1 March 2024

The information provided in this appendix is for trainees who purchased and commenced the Advanced Stage before 1 March 2024.

To achieve the assessment requirements of the CILEX Advanced Diploma in Law and Practice, trainees must complete the following examinations:

Mandatory examinations

- A1 Dispute Resolution
- A2 Criminal Law and Litigation
- A3 Property and Conveyancing
- A4 Professional and Legal Skills: Succeeding in the Legal Environment
- A5 Professional and Legal Skills: Legal Research and Accounts

One option examination from the following:

- Family Law and Practice
- Wills, Probate and Private Client
- Business and Employment law

Information about the above examinations is provided in Sections 5.3, 5.4, 5.5.

Qualification time

The amount of time a trainee will take to complete the CPQ is determined by a number of variables:

- Employment status – legal employment being essential for the achievement of professional experience
- Training delivery model selected e.g. online, face to face or blended
- Personal circumstances

CILEX gives an indication of reasonable Total Qualification Time (TQT) - the number of notional hours that could reasonably be expected for a trainee to achieve the learning and assessment outcomes; and Guided Learning Hours (GLH) – the number of taught delivery hours or hours under supervision. These are for guidance only.

Examples of activities included in TQT are:

- independent and unsupervised research/learning
- unsupervised compilation of a portfolio of work experience
- unsupervised e-learning
- unsupervised e-assessment
- unsupervised set tasks
- watching a pre-recorded podcast or webinar
- unsupervised work-based learning

Estimating TQT and GLH is subjective and is influenced by the delivery structure of the training

provider, the profile of the candidate and the work experience they have. Set out below are the TQT and GLH addressing the Advanced Stage examination requirements set out above.

Advanced Stage	900 TQT (or 90 credits)	300 GLH

These hours breakdown as follows:

Advanced Stage Modules		
All modules	180 TQT	60 GLH

Appendix 3

Welsh Level 3 Apprenticeship in Legal Services and Level 5 Apprenticeship in Legal Services

Overview

Level 3 apprentices must complete the CPQ Foundation Stage exams, Ethics and Professional Responsibility Module 1 and the Foundation Stage Professional Experience.

Level 5 apprentices must complete the CPQ Advanced Stage exams, Ethics and Professional Responsibility Module 1 and the Foundation Stage Professional Experience.

The image below shows an overview of the Welsh apprenticeships:

Assessment requirements

Level 3 apprentices are required to complete the following Foundation Stage examinations:

Level 3 Apprenticeship in Legal Services - Foundation Stage examinations	
F1	Legal Systems
F2	The Law of Tort
F3	Contract Law
F4	Introduction to Property and Private Client
F5	Professional and Legal Skills: Succeeding in the Legal Environment
F6	Professional and Legal Skills: Legal Research

The Level 5 apprentices are required to complete the following Advanced Stage examinations. Apprentices take five mandatory examinations and one option examination.

Level 5 Apprenticeship in Legal Services - Advanced Stage		
A1	Dispute Resolution and Litigation	Mandatory
A2	Criminal Law and Litigation	Mandatory
A3	Property and Conveyancing	Mandatory
A4	Professional and Legal Skills: Succeeding in the Legal Environment: • Option 1: Dispute Resolution • Option 2: Criminal Law and Litigation • Option 3: Property and Conveyancing (available for the final time in June 2024)	Mandatory
A5	Professional and Legal Skills: Legal Research and Accounts	Mandatory
A6	Wills, Probate and Private Client	Option
A7	Family Law and Practice	Option
A8	Business and Employment Law	Option

Information about the examinations is provided in Sections 5.3, 5.4, 5.5. Apprentices are also referred to Sections 6, 7, 8, 9, 10 and 11.