

Application for an unlisted exemption 2017

CILEx will consider applications for exemption based on completion of qualifications that are **not** listed in the CILEx Exemptions table but are set at the same or a higher level and with substantially similar content to that of CILEx unit(s). A non-refundable fee of £100 will also need to be made.

Please read through all guidance attached and complete all sections of this application form.

Incomplete applications will be returned.

1: Your contact details:

CILEx Membership Number (if applicable): _____

Title: _____

Surname: _____

Forenames: _____

Address: _____

Preferred daytime telephone number: _____

Email: _____

2. Details of your qualification

Qualification full title (as shown on your certificate): _____

Qualification awarded by (Institution): _____

Date qualification awarded: _____

3. Payment details:

Payment by cheque:

Amount:

Cheque Number:

Payment by card:

Card Type: Visa MasterCard

Card Number (19 Digits):

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Valid From:

Expiry Date:

Security Code:

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Card Holders Details (If different to Main Applicant):

Name on Card: (Up To 40 Digits)	
Address:	
	Postcode:
Email:	
Phone:	
Signature:	

4. Details of exemption applied for: applications for exemption may be made from one or more units of the CILEx professional qualifications. Please ensure that only the units relevant to your qualification are marked. If a unit does not relate to your qualification, it will not be eligible for exemption.

Please read carefully through the guidance overleaf before making your application.

CILEx Level 3 units - please select the Level 3 units from which you are applying for exemption:

Unit	Title	Select
Unit 1	Introduction to Law and Practice	
Unit 2	Contract Law	
Unit 3	Criminal Law	
Unit 4	Land Law	
Unit 5	Law of Tort	
Unit 6	Employment Law	
Unit 7	Family Law	
Unit 8	Law of Wills and Succession	
Unit 9	Civil Litigation	

Unit	Title	Select
Unit 10	Conveyancing	
Unit 11	Criminal Litigation	
Unit 12	The Practice of Family Law	
Unit 13	The Practice of Employment Law	
Unit 14	Probate Practice	
Unit 15	The Practice of Law for the Elderly Client	
Unit 16	Client Care Skills	
Unit 17	Legal Research Skills	
Unit 18	The Practice of Childcare Law	
Unit 19	Residential and Commercial Leasehold Conveyancing	

CILEx Level 6 units - please select the Level 6 units from which you are applying for exemption:

Unit	Title	Select
Unit 1	Company and Partnership Law	
Unit 2	Contract Law	
Unit 3	Criminal Law	
Unit 4	Employment Law	
Unit 5	Equity and Trusts	
Unit 6	European Union Law	
Unit 7	Family Law	
Unit 8	Immigration Law	
Unit 9	Land Law	
Unit 10	Landlord and Tenant Law	
Unit 11	Planning Law	
Unit 12	Public Law	

Unit	Title	Select
Unit 13	Law of Tort	
Unit 14	Law of Wills and Succession	
Unit 15	Civil Litigation	
Unit 16	The Practice of Company and Partnership Law	
Unit 17	Conveyancing	
Unit 18	Criminal Litigation	
Unit 19	The Practice of Employment Law	
Unit 20	The Practice of Family Law	
Unit 21	Probate Practice	
Unit 22	Client Care Skills	
Unit 23	Legal Research Skills	

5. Criteria for unlisted exemptions

Applicants must meet the following criteria:

1. Applicants must have fully completed the qualification.
2. Applicants must have completed the qualification at an appropriate place of learning.
3. Applicants must submit a certified certificate showing they have achieved the qualification.
4. Applicants must submit a transcript showing they have achieved the relevant modules/units (see Note 5 in the Guidance for applicants).
5. The level of the modules or units achieved must be at the same level or above as the units for which exemption is sought.
6. Each of the modules/units achieved must show substantial coverage of the English Legal system.
7. The content/syllabus of the modules/units achieved must each cover at least 75% of the relevant CILEx unit content.
8. The qualification assessment methods must be appropriate (see Note 1 in the Guidance for applicants).
9. A period of work experience will not be considered for exemption.

6. Guidance for applicants applying for unlisted exemptions

Applicants must submit all relevant documentation:

1. Applicants must submit a detailed syllabus/course specification and details of how they were assessed. This information must be obtained from the institution at which the qualification was achieved. This should include:
 - Content of Units- This needs to match to 75% of the comparable CILEx unit. eg, what aspects of Contract Law have been studied. What acts/concepts were covered?
 - method of assessment – eg, were the modules/units assessed by examination, assignment or some other means?
 - duration of assessment – eg, if the modules/units were assessed by examination, how long were these examinations? Were there any other time factors in the way in which the modules/units were assessed?
 - conditions of assessment – eg, were the examinations closed or open book? If assignments were used in the assessment, how were these organised? How long are learners given to undertake them? Did learners complete them in supervised conditions?
 - details of grade boundaries applied – eg, what marking/grading system was used by the institution? Are there any special circumstances (eg re-sits) relevant to the marks/grades that you achieved?

The above examples are illustrative and are not an exhaustive list. Each of these points should be addressed in a way that is relevant to the course/programme and institution at which you studied. CILEx will consider these factors when considering the appropriateness of assessment. **Please be advised that exemptions can only be granted on the basis of information provided with the application. If there is insufficient evidence for a particular unit, exemptions for that unit cannot be granted.**

2. Where applicants have been working towards a qualifying law degree but have not achieved this, they must submit a statement explaining how their qualification differs from a qualifying law degree. CILEx reserves the right to request from the applicant further information in relation to this which may require the applicant to seek further information from their institution of study.
3. Practice unit exemptions must only be applied for if the module/unit achieved shows substantial coverage of practice elements through the syllabus content and assessment methods.
4. Applicants must submit a certified copy of their certificate which has been appropriately signed and certified before submission. The person certifying your certificate must be a practising or retired professional registered with the appropriate professional body, for example, a Chartered Legal Executive, solicitor, barrister or licensed conveyancer. Please note that CILEx will carry out spot checks to confirm the authenticity of documents. CILEx will not accept original certificates.
5. CILEx will only consider as eligible for exemption those modules/units which set a grade/mark comparable to CILEx's pass standard.
6. Applicants who wish to appeal exemptions decisions must acknowledge this formally with the Exemptions Administrator within 10 working days from date of the decision letter. Appeals received after this time will not be considered.

CHECKLIST

- Completed Form
- Payment
- Certified Copy of Certificate
- Transcript
- Syllabus

Please ensure that you have completed all sections of this application form, as incomplete applications will be returned.

Return your completed application form, supporting documents and administration fee to:

The Exemption Administrator
The Chartered Institute of Legal Executives
Assessment Team
Kempston Manor
Bedford
MK42 7AB

DX 124780 Kempston 2

Or please send electronic applications to: awards@cilex.org.uk