

Graduate Fast-Track Diploma



(Incorporating registration, exemption and membership)

In order to obtain exemption from the Level 3 and Level 6 law units you must provide certified copies of both your degree.

Office use only: Reg. no.

Please complete in block capitals in black or blue ink (handwriting), or type using upper and lower cases.

Checklist	<input checked="" type="checkbox"/>
Registration application completed	<input type="checkbox"/>
Certified copies of certificates and transcripts	<input type="checkbox"/>
Exemption form completed	<input type="checkbox"/>
Payment instructions completed	<input type="checkbox"/>

1. Personal Details

Title: Mr Ms Miss Mrs Other _____

Family Name: _____

Forenames: _____

Address: _____

Town: _____

County: _____ Postcode: _____

Postcode: _____ Country: _____

Daytime Tel: _____ Fax: _____

Email _____

Date of birth: Day Month Year Age Gender (M/F)

2. Name of Employer (current)

Name: _____

Address: _____

Town: _____

County: _____

Postcode: _____

Tel: _____ DX No: _____

Town: _____ Email: _____

Address for communication: Home Work

Preferred means of contact: Post Email Telephone

3. Qualifications

LLB GDL

* Mandatory

4. Marketing / How did you hear about us?

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Advert | <input type="checkbox"/> News article | <input type="checkbox"/> Search engine |
| <input type="checkbox"/> Mailing | <input type="checkbox"/> Careers advisor/school | <input type="checkbox"/> Careers fair |
| <input type="checkbox"/> Social media | <input type="checkbox"/> Colleague/boss | <input type="checkbox"/> Friend/relative |

Data Protection Act: The information you provide in this form will enable the CILEx Group to provide you with membership services, and to meet our obligations as a professional body. It will be updated regularly through our contact with you. CILEx will share your membership number with your accredited centre in order that they can enter and register you for appropriate qualifications. CILEx will also share your contact information with your local CILEx branch. You can opt out of this by contacting the CILEx Membership team below. Some of them may share your ULN and PLR with other education related organisations. Further details can be found at: <https://www.gov.uk/government/publications/lrs-privacy-notice>

5. Specialist Categories of Practice (Please tick the appropriate box(es))*

Main category:

Civil litigation

Criminal litigation

Family law

Conveyancing

Public law work

Private client

Corporate

Legal practice

Non legal

Crown Prosecution Service

Sub categories:

Personal injury

Housing

General litigation

Defence

Family

Conveyancing

Local authority

Welfare benefits

Finance

Company

Practice management

Non legal work

Associate Prosecutor

Debt recovery

Employment

Prosecution

Government

Immigration

Probate / Wills

Commercial

Costs / accounts

6. Categories of Employment (Please tick the appropriate box)*

- | | | | |
|----------------------------------|--------------------------|--------------------------|--------------------------|
| Solicitors' firm (0-20 partners) | <input type="checkbox"/> | Government department | <input type="checkbox"/> |
| Solicitors' firm (20+ partners) | <input type="checkbox"/> | Law Centre/CAB | <input type="checkbox"/> |
| Licensed conveyancers firm | <input type="checkbox"/> | Self employed | <input type="checkbox"/> |
| Commercial company | <input type="checkbox"/> | Other legal organisation | <input type="checkbox"/> |
| Local authority | <input type="checkbox"/> | Non legal organisation | <input type="checkbox"/> |

7. Nature of Duties (Please tick the appropriate box)

- | | | | |
|---------------------|--------------------------|------------------|--------------------------|
| Fee earner | <input type="checkbox"/> | Legal accounts | <input type="checkbox"/> |
| Practice management | <input type="checkbox"/> | Other legal work | <input type="checkbox"/> |
| Legal secretary | <input type="checkbox"/> | Non legal work | <input type="checkbox"/> |

8. Other Professional Membership

Tick box if you are a member of another professional body:

Please specify details: _____

9. Equality Act 2010

CILEx is asked to monitor and provide statistical reports to the Ministry of Justice in keeping with equality and diversity. Additionally, CILEx is under a statutory duty to publish an Equality and Diversity Scheme; the Scheme includes monitoring the diversity of CILEx members.

WHITE: British Irish Other white background

MIXED HERITAGE: White and Black Caribbean White and Black African
 White Asian Other Mixed Background

ASIAN OR ASIAN BRITISH: Indian Pakistani Bangladeshi Other Asian background

BLACK OR BLACK BRITISH: Caribbean African Other Black background

CHINESE or OTHER ETHNIC GROUP: Chinese Other ethnic group NOT STATED (prefer not to say)

10. Disability

The Equality Act 2010 generally defines a disabled person as someone who has a mental or physical impairment that has a substantial and longterm adverse effect on the persons ability to carry out normal day to day activities.

Do you consider yourself to have a disability according to the definition in the Equality Act? Yes No

If yes, please outline any reasonable adjustments which you might need to allow you to study/take examinations:

11. Prior Conduct (Please answer ALL questions by ticking Yes or No)

You must provide an answer to each of the questions 1 to 10 below and sign and date the declaration below

Please read the guidance note below which explains the questions.

1. Have you been convicted or accepted a caution in the UK or elsewhere (other than a motoring offence, not resulting in disqualification)? This includes a fixed penalty notice that you have failed to pay. Yes No
2. Have you ever been subject to any investigations or proceedings concerning your fitness to practise by any regulatory or professional body (including findings or orders currently under appeal)? Yes No
3. Have you ever been adjudged bankrupt or made a composition with creditors? Yes No
4. Have you ever been removed from being a trustee of a charity, or removed from being concerned with the management or control of a charity? Yes No
5. Have you been removed from office as a member, director or manager of any public body? Yes No
6. Have you been disqualified as acting as a director of a company? Yes No
7. Have you been the subject of a civil judgment? Yes No
8. Has a determination (i.e. a decision) been made by the Legal Ombudsman in the last 12 months against you or your employer in relation to a complaint about your work and/or service? Yes No
9. Have any clients made a complaint about your work and/or service to you or your employer in the last 12 months? Yes No
10. Have you previously declared any prior conduct to CILEx Regulation? Yes No

If the answer to any of the above questions is 'YES' you must provide details of the circumstances below (use a separate sheet if needed); we may request further information.

GUIDANCE NOTES:

1. A conviction is where you have been found guilty of a criminal offence. A caution is where the police have disposed of the matter against you rather than send your case to the court. A fixed penalty notice is where you have been given a financial penalty by the police. If you have failed to pay the penalty you must declare it. This declaration is subject to the provisions of the Rehabilitation of Offenders Act 1974. You do not need to declare protected cautions and protected convictions.
2. An order by a regulatory or professional body may have been made where you belonged to another organisation and they disciplined you.
3. A bankruptcy order is where a court has said you are unable to pay your debts. A composition with creditors is where you agree to repay people to who you owe money.
4. A trustee is someone that has been given responsibility for another person's property.
5. A public body is an organisation whose work is part of the process of Government.
6. A company is any business firm in the private (non-public) sector of an economy, controlled and operated by private individuals (and not by civil servants or government employees).
7. A civil judgment is a court order which states that you owe a debt to someone else and must pay it back. If you have any other civil judgment made against you that involves any matter such as debt, fraud, misrepresentation or conduct related to the administration of justice please let us know.
8. Legal Ombudsman determinations relating to complaints that involve you will usually be directed at entities. This question is to enable CILEx Regulation to collect information about the types and numbers of complaints made against CILEx members. Your response will not be recorded against your personal record.
9. This question is to enable CILEx Regulation to collect information about the types and numbers of complaints made against CILEx members. Your response will not be recorded against your personal record.
10. This question enables CILEx Regulation to link any previous information provided by you to avoid duplication of information.

DECLARATION:

I declare that the information given in this form is correct. I understand that once registered as a member of CILEx I shall be regulated by CILEx Regulation and be bound by the provisions of the Charter bye-laws and all other rules and regulations of CILEx for the time being in force, including the CILEx Code of Conduct. Where information provided is found to be false disciplinary action may be pursued.

Signed:

Date:

12. Fees

If your employer or a third party is paying your fees please send a letter on headed paper (signed by a partner if a firm of solicitors) containing an undertaking to pay your fees within 28 days

The fee payable for this application is £430. This includes exemption and membership fees and a non-refundable registration fee of £40.

Payment method (please tick appropriate box): * To be made payable to The Chartered Institute of Legal Executives

Personal cheque* Employers cheque* Invoice employer

Credit/Debit card Visa Mastercard

Card No:

Issue No:

Valid from

Expiry date

Security code

Cardholder details if different from above

Name: _____

Address: _____

Postcode: _____

Email: _____

Tel: _____

Signature: _____

Your Right to Cancel:

You can cancel your application within 14 days of the application being received by CILEx. Fees will not be refunded or credited after the cancellation period.

About the Chartered Institute of Legal Executives

The Chartered Institute of Legal Executives (CILEx) is the representative membership body for around 20,000 qualified and trainee lawyers and paralegals. CILEx plays a unique and important role within the legal sector, as it is the only vocational route to becoming a lawyer. CILEx works closely with Government and is recognised and listed by the Ministry of Justice as a main branch of the legal profession (alongside barristers and solicitors). Since 1989, over 82,500 people have chosen the CILEx route for their legal career.

“Opportunity has always been at the centre of CILEx’s philosophy.

CILEx trains, develops and encourages people to reach their full potential”

Ministry of Justice

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 #CILExHelp