

GUIDANCE ON COMPLETING THE WORK BASED LEARNING APPLICATION FORM FOR FELLOWSHIP

In order to be admitted as a Fellow of CILEx, Graduate members (i.e. members who have completed their academic training) must demonstrate that they have completed a total of 3 years' qualifying employment.

Fellowship applications are considered by CILEx Regulation (CILEx Regulation). As the independent regulator of CILEx members, CILEx Regulation oversees the education, qualification and practice standards of CILEx members.

The 2 years immediately preceding the application must be served consecutively and the year immediately preceding the application must be served in the Graduate grade of membership. A break in employment of up to 12 months for any reason will not break continuity of qualifying employment but cannot be counted towards it.

CILEx Regulation will conduct an review of your application to determine whether you have demonstrated the necessary level of experience over an adequate period of time. If you have, it will determine whether to approve your application. In some circumstances, further information may be requested from you in support of your application.

The general requirements that must be met in order to be admitted as a Fellow are as follows:

- At least 3 years of qualifying employment must be demonstrated
- 2 consecutive years of qualifying employment must be demonstrated immediately preceding your application, and
- The year immediately preceding your application must be served in the Graduate grade of membership.

NB: To be qualifying employment your work must be 'wholly of a legal nature' for at least 20 hours per week.

To be in qualifying employment, you should be employed by:

- An authorised person* in private practice
- An organisation where the employment is subject to the supervision of an authorised person* employed in duties of a legal nature by that organisation

*An authorised person is a person defined by section 18 of the Legal Services Act 2007.

You must demonstrate through your application that the work you undertake goes beyond legal administration. These guidance notes are designed to assist you in providing the type of information required in a clear and concise manner.

In addition to providing the information requested on the application form, you should provide the following:

- The completed logbook and portfolio of evidence
- References

Guidance on completion of the logbook and portfolio of evidence can be found in the Work Based Learning handbook [here](#).

References should be substantive references and not simply factual confirmation of employment. You should ask your referee(s) to comment on the duration and quality of your work, the level at which you worked, the degree of knowledge the referee has of your work and your ability to work independently. References should relate to the last 2 years of your employment.

Completed applications (including the logbook and portfolio of evidence) together with the relevant fee and any supporting references should be returned to:

The Chartered Institute of Legal Executives
Kempston Manor
Kempston
Bedford
MK42 7AB

Any queries should be directed to membership@cilex.org.uk

Completing the forms

Registration

As soon as you decide to start collecting the portfolio of evidence which will support your application for Fellowship under the new Work Based Learning scheme, you should register for the scheme.

The registration process consists of an application for assessment of your employment, to determine whether it meets the definition of qualifying employment and a fee of £35.

The application form can be found [here](#)

Changes in employment

If you change your employment once you have registered for the scheme, you will need to re-register using the details of your new employer.

You should also submit your part completed logbook and portfolio of evidence before you leave your employment. This will enable you to gain credit for the evidence already gathered to support your meeting of the learning outcomes and to provide additional information should we need it before that employment ends.

Presentation

The Work Based Learning application form and the Work Based Learning Handbook are available electronically [here](#). Where possible, you should avoid handwriting your substantive responses to the questions on the application form. These should be typed into the application form. Once complete, you should sign and return all the documentation in hardcopy to the CILEx.

If you are completing the form by hand, you must ensure that your answers are clear and legible, wherever possible written in block capitals and using black ink.

Personal Information

You should enter the personal information requested.

You should confirm whether you are happy for CILEx Regulation to use anonymised extracts from your portfolio and logbook for the purposes of providing guidance to prospective applicants.

The purpose of the 'Employment' section is to provide a brief overview of your employment history and to establish the length of time you have been in qualifying employment.

You should begin with you *current employer's details and work backwards from that date listing all of your employment.*

- You must state your employer's name and address
- Your job title and a brief summary of your duties
- You must confirm the number of hours you work each week (and the number of hours employed in work wholly of a legal nature if different)
- The name and job title of your supervisor and their legal qualification
- The dates (day, month and year) when each period of employment started and finished.

Note: If your job title changed whilst you were with an employer, you should list this separately including all relevant information as listed above.

Any gaps in employment should be listed chronologically in your employment history and should be explained.

General Information

You should choose the area of practice and duties which most closely represent your work.

You must provide evidence of your eligibility, through the provision of a statement which answers the questions outlined on the application form.

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

Prior Conduct

You must answer each question and provide further information where appropriate.

Payment

You should complete this section and include the appropriate fee.

Declaration

You must sign and date the declaration.

Completion form

You must ask an authorised person who supervises your work to complete, sign and date this section of the application form. If the person signing this form is not an authorised person, you should explain the capacity in which they have signed the form and explain why an authorised person was not able to sign the form.

Equality and Diversity Monitoring Form

You are asked to complete this form although it is not compulsory. The form is used for monitoring purposes only and will not form part of your application for Fellowship.

If you have a disability you should provide details of any reasonable adjustments that are necessary to enable you to complete the Fellowship application. The success of your application will not be affected by such a request.

Logbook and Portfolio of evidence

Detailed guidance on collating your logbook and portfolio of evidence can be found in the Work Based Learning handbook, which can be found [here](#). Should you require any further information or guidance, please contact the CILEx Membership Team at membership@cilex.org.uk or by telephoning 01234 845777.