



## Why choose the CILEx route to a career in law?

### Chartered Legal Executive Lawyer Qualifications

Becoming a qualified lawyer does not mean you have to start your career with masses of student debt. Taking the Chartered Legal Executive lawyer route means you can earn-as-you-learn and gain valuable practical experience while those studying traditional law degrees are stuck in the classroom. Once your Chartered Legal Executive studies and qualifying employment are complete you will be able to call yourself a **qualified lawyer** straight away without having to undertake an LPC or wait for an elusive training contract to become a solicitor. *"Legal Executive lawyers stand shoulder to shoulder with solicitors in the legal sector"*

CILEx qualifications are cost effective, 70% of employers pay for their staff to study with us. That means you get your training for free and earn a salary at the same time. Law firms across the country recognise the quality and skills that CILEx qualifications bring to their teams.

Completing your Chartered Legal Executive lawyer training means you will have a qualification set and assessed at honours degree level and will be tackling specific areas of law with enviable knowledge and skill. Many students have already studied through CILEx and forged successful and rewarding careers at law firms across England and Wales. Some are heading up departments in large law firms where they manage other lawyers (including solicitors), some have gone on to become advocates to help represent clients in court, some have become partners in law firms such as Irwin Mitchell or have set up their own business but there is also the option of choosing to enter the Judiciary later on in their career too.

The Chartered Institute of Legal Executives (CILEx) is the professional association for 20,000 Chartered Legal Executive lawyers, paralegals and other legal practitioners in England and Wales.

CILEx offers self-study and a pathway to Legal qualification in the following areas of Legal Practice:

Countrywide Tax & Trust Corporation Ltd will provide the funding to cover the cost of these examinations and study / examination leave (where appropriate) for the following 2 areas of Law which are relevant to our business :- Conveyancing and Wills & Probate.



# How to Qualify as a Chartered Legal Executive Lawyer

To become a Chartered Legal Executive Lawyer (Fellow of CILEx) you must have:

- Completed the academic stage of training.
- Been in qualifying employment for at least 3 years, of which at least one must be in the Graduate membership grade of CILEx.
- Met the work-based learning outcomes.

To satisfy the academic stage of training you are required to complete and pass the 10 units of the [CILEx Level 3 Professional Diploma in Law and Practice](#) and 6 units of the [CILEx Level 6 Diploma in Law and Practice](#). Timescales are flexible according to your personal and professional needs and the choice of full, part-time or distance learning can enable you to fit study around your personal and work life. On average, both parts of your academic qualification can be achieved within four years of part-time study. Alternatively, we offer the [CILEx Graduate Fast-track Diploma](#) for Law and GDL Graduates who wish to complete the academic part of the Chartered Legal Executive qualification. Having your Law Degree or GDL means that you do not need to study any more law subjects. You just need to acquire the legal practice and professional skills elements of the qualification.

Remember, you are likely to be working and studying at the same time, which means that you are earning a valuable salary income from the outset, thereby avoiding the hefty future debts incurred by full-time university law students.

If you have already studied the LLB/GDL and the LPC/BPTC you are exempt from all academic study and can become a Graduate Member of CILEx on payment of the relevant [fees](#).

To become a Chartered Legal Executive Lawyer you must also satisfy requirements for Qualifying Employment and fulfill the Work Based Learning Portfolio.

**Qualifying Employment and Work Based Learning**

You must have completed at least 3 years' qualifying employment of which:

- 1 year must be served as a Graduate member of CILEx.
- The 2 years immediately before you apply for Fellowship must be served consecutively.

Qualifying employment is work that is wholly of a legal nature. You must be undertaking work that is qualifying employment for at least 20 hours per week and also be supervised by an authorised person.

CILEx Regulation's rules provide for a break in the 2 years' continuous employment of up to 12 months. A break for up to 12 months will not count as part of the 2-year period but will not break the continuity of employment.

Visit the [Qualifying Employment](#) page for more information on the application process and resources.

The Day One Outcomes function as a competence framework for Fellows of CILEx. They set out the knowledge, skills and experience which you must demonstrate before you can be admitted as a Chartered Legal Executive. The CILEx examinations, qualifying employment and work based learning that you undertake will enable you to satisfy the requirements of the [Day One Outcomes](#)

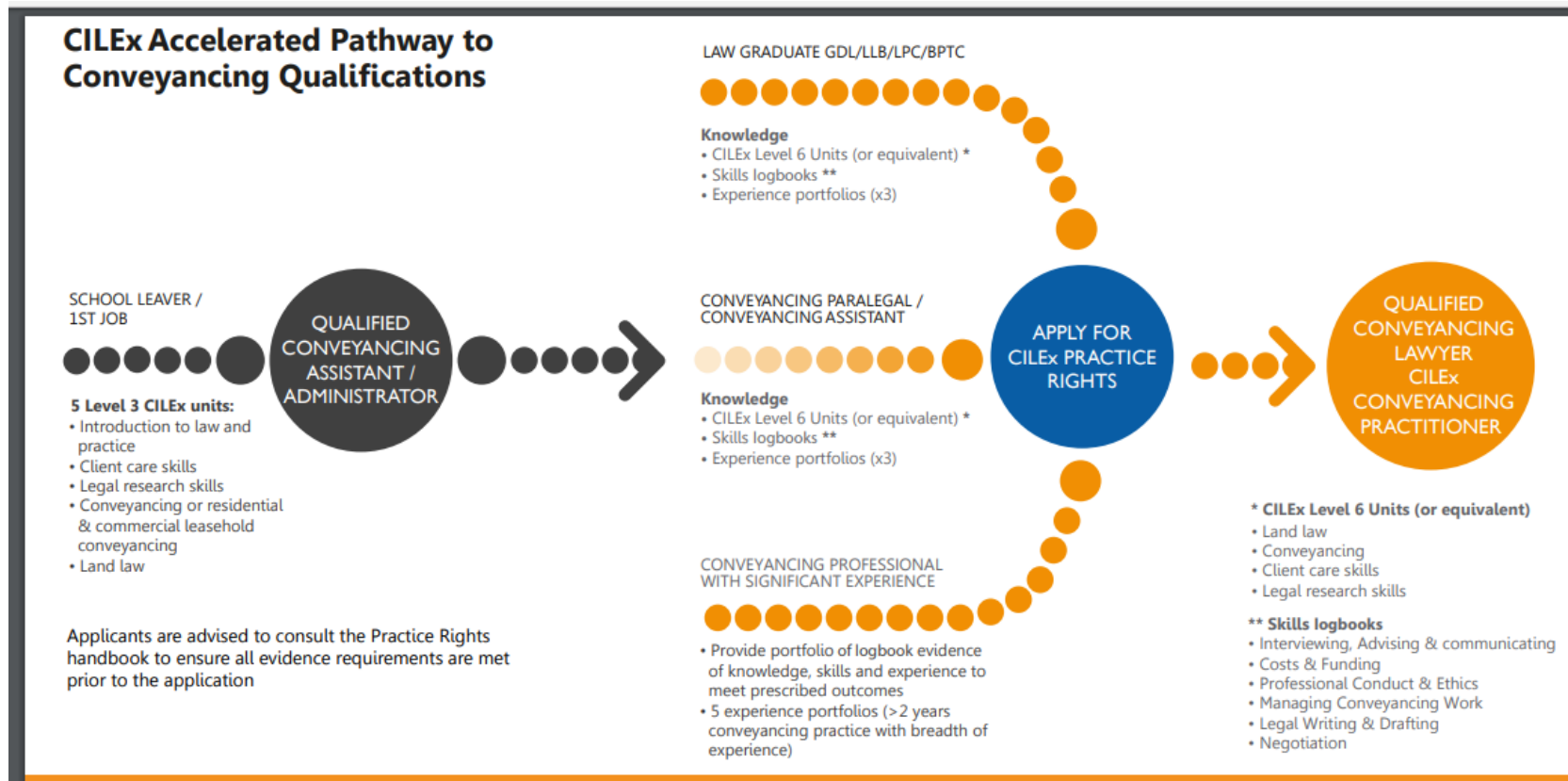
To be admitted as a Fellow of CILEx you must demonstrate that you meet 8 competencies, which have been broken down into 27 learning outcomes.

Once you have been upgraded as a Graduate member or been admitted as a Fellow you will be invited to attend the CILEx Graduation and Admission ceremony.

# Conveyancing - Land Law and Conveyancing

## CILEx Accelerated Pathway to Conveyancing Qualifications

The Chartered Institute of Legal Executives' (CILEx) accelerated pathway in Conveyancing, delivers the knowledge and experience of Land Law and Conveyancing Practice in England and Wales. This Pathway educates on laws and acts governing land and property, property rights, property title and easement, leasehold and freehold estate and the affect of covenants, mortgages, trespass and entitlement.



This pathway prepares individuals for a legal career in conveyancing as a case worker dealing with the conveyancing process, compliance to building and planning regulation in relation to residential or commercial property sales transactions as well as property management arrangements.

## Conveyancing - Accelerated Pathway

The Accelerated Pathway in Conveyancing is wholly focused on qualifications and experience for a legal career in property. It does not include the wider breadth of law required for Chartered Legal Executive/CILEx Fellowship status but the option exists for individuals to top-up with qualifications to further a career in this way after becoming a qualified Conveyancer or to combine the Accelerated Conveyancing Pathway with the Accelerated Pathway in Wills and Probate.

### CONVEYANCING

School Leaver / 1st Job

### CONVEYANCING

Conveyancing Paralegal /  
Conveyancing Assistant

### CONVEYANCING

Law Graduate  
GDL/LBB/LPC/BPTC

### CONVEYANCING

Conveyancing Professional with  
significant experience

### CONVEYANCING

Apply for Practice Rights

### CONVEYANCING

Top-up Qualifications for  
Chartered Legal Executive /  
CILEx Fellowship

# Probate - Accelerated Pathway in Wills and Succession and Probate Practice

The Chartered Institute of Legal Executives' (CILEx) accelerated pathway in Wills and Probate, delivers the knowledge and experience of the Law in Wills and Succession and Probate Practice in England and Wales. This Pathway educates on laws and acts governing wills and codicils, the concept of valid wills, clauses and gifts, revoking wills, rules for intestacy, rules for inheritance tax, the role of representatives including trustees and executors as well as the probate process.

## CILEx Accelerated Pathway to Probate Qualifications

SCHOOL LEAVER /  
1ST JOB

- 5 Level 3 CILEx units:
- Introduction to law and practice
  - Client care skills
  - Legal research skills
  - Probate practice
  - Law of wills and succession

Applicants are advised to consult the Practice Rights handbook to ensure all evidence requirements are met prior to the application

QUALIFIED  
PROBATE  
ASSISTANT /  
ADMINISTRATOR

LAW GRADUATE GDL/LLB/LPC/BPTC

- Knowledge
- CILEx Level 6 Units (or equivalent) \*
  - Skills logbooks \*\*
  - Experience portfolios (x3)

PROBATE PARALEGAL /  
PROBATE ASSISTANT

- Knowledge
- CILEx Level 6 Units (or equivalent) \*
  - Skills logbooks \*\*
  - Experience portfolios (x3)

PROBATE PROFESSIONAL WITH SIGNIFICANT  
EXPERIENCE

- Provide portfolio of logbook evidence of knowledge, skills and experience to meet prescribed outcomes
- 5 experience portfolios (> 2 years probate practice with breadth of experience)

APPLY FOR  
CILEx PRACTICE  
RIGHTS

QUALIFIED  
PROBATE LAWYER  
CILEx PROBATE  
PRACTITIONER

- \* CILEx Level 6 Units (or equivalent)
- Law of wills & succession
  - Probate practice
  - Client care skills
  - Legal research skills

- \*\* Skills logbooks
- Drafting
  - Managing probate activities

The Wills & probate pathway prepares individuals for a legal career in probate as a case worker or a Chartered Legal Executive and fully qualified lawyer dealing with wills and probate, administering estates or handling claims.

## WILLS AND PROBATE

School Leaver / 1st Job

## WILLS AND PROBATE

Wills and Probate Paralegal /  
Wills and Probate Assistant

## WILLS AND PROBATE

Law Graduate  
GDL/LBB/LPC/BPTC

## WILLS AND PROBATE

Wills and Probate Professional  
with significant experience

## WILLS AND PROBATE

Apply for Practice Rights

## WILLS AND PROBATE

Top-up Qualifications for  
Chartered Legal Executive /  
CILEx Fellowship



## **Probate Practice Rights Application**

Probate services are regulated under the Legal Services Act. Individuals need to be authorised to undertake Probate work.

CILEx Regulation can award Probate Practice Rights to gain the required authorisation to provide the full range of probate services to clients through a regulated firm, without supervision.

The scheme of Authorisation is open to all practitioners who can demonstrate their competence through qualifications and/or experience as evidenced by portfolio. CILEx Membership is not strictly required and applications can be made irrespective of membership grade. Probate Practitioners will be required to undertake Continuing Professional Development (CPD). CPD support is a core part of CILEx membership benefits amongst many other professional and personal benefits.