



# Employer Guide

## 2025



Grow your business by developing your team



Every organisation needs a legal team that can deliver a diverse range of legal skills, from specialised lawyers to motivated administrative or support staff. At CILEX, our legal qualifications, courses and membership offer unparalleled opportunities for employers to build talented, committed and diverse legal teams.



# CONTENTS

CILEX Qualifications	04
CILEX Professional Qualifications	05
Costs	06
CILEX Apprenticeships	08
CILEX Membership	10
Recruitment Support	13
Meet the Team	13
Get in Touch	14



# CILEX QUALIFICATIONS

Our qualifications deliver the specialist talent your organisation needs for success.

## About CILEX qualifications

With flexible entry and exit points, CILEX qualifications allow employees to learn and qualify at their own pace, with professional experience built in to ensure they're quickly making a positive impact to your organisation.

We offer the CILEX Professional Qualification (CPQ) for those looking to become a CILEX Paralegal or CILEX Lawyer, and the CILEX Graduate Qualification (CGQ) for law graduates looking to progress to CILEX Lawyer.

## How CILEX qualifications benefit your organisation

- **Create work-ready lawyers:** CILEX qualifications are focused on practical legal and business skills, designed to align with actual job roles.
- **Grow specialist skills:** Rather than being a generalist qualification as seen in the solicitor route, CILEX learners specialise in an area of law as they progress through their studies.
- **Increase revenue opportunities:** Increase your chargeable rates for formally qualified legal professionals.
- **Increase diversity:** With no prior academic qualifications required, you'll increase diversity in your team and be better able to meet client needs.
- **Attract and retain employees:** Learners gain a standalone qualification and professional recognition at the end of each stage, so you can adapt training needs to individuals.



# CILEX PROFESSIONAL QUALIFICATIONS

CPQ is a three-stage, progressive training programme that takes learners from an initial introduction to law all the way to being practising specialist lawyers, qualified and able to operate in their chosen areas at the same level as solicitors.

The qualification has multiple entry points and allows learners to qualify at their own pace while gaining experience and professional qualifications along the way. So, whether you need to support your team to gain their first legal qualifications or further invest in those who wish to take their career to a high level, CPQ can support your workforce-development needs.



# COSTS

Investing in your workforce is a vital but potentially costly part of being an employer so you need to know that your outlay on development is going to deliver value to your business. CPQ’s progressive three-tier framework allows you to develop your staff to the level that your business needs – whether that means more paralegals and case handlers or more qualified specialist CILEX Lawyers.

See the table below for indicative costs for each stage of CPQ:

Features	Stage	CILEX Fee†	Course Fee*	Total
Enhanced e-book	Foundation	£964	£2,999	£3,963
Assessments	Advanced	£1,443	£4,437	£5,880
Professional experience portfolio	Professional**	£1,178	£2,091	£3,269
Ethics & professional responsibility e-learning	Total	£3,585	£9,527	£13,112

†Includes resources and assessments. Excludes annual membership, which varies according to membership level.

\*Based on CILEX Law School. Other training providers are available and may have different pricing.

Prices correct at 1 January 2025.

**Please note:** If you are specialising in civil, criminal or family litigation, you will need to complete the advocacy course, delivered by CILEx Regulation. Fees can be found on the CILEx Regulation site delivered by a CILEX Regulation approved provider <https://cilexregulation.org.uk/i-am-an-applicant/chartered-legal-executive-advocate/>

We pride ourselves on providing an accessible route into law, and so we offer the greatest flexibility in paying for your qualification. You can choose to purchase each module separately, or as complete stages.



As one of the largest employers of CILEX members, we have worked closely with CILEX for many years and, following the introduction of the CILEX Professional Qualification (CPQ), will continue to do so to attract talent and to develop our people.

JADE BATSTONE - DAC Beachcroft



# CILEX APPRENTICESHIPS

Apprenticeships are designed to meet the workforce needs of employers, increase efficiency while enhancing your workplace culture.

**Why you should offer apprenticeships with CILEX:**

Apprenticeships offer a versatile approach, allowing you to develop your current staff, recruit fresh talent, meet your CSR objectives and maximise the benefits of apprenticeship payments. With CILEX apprenticeships, there is no need for your learners to complete multiple seats in different areas; instead, your levy will be better spent as they build their knowledge and skillset in the area in which they will be working.

- **Increase efficiency and productivity:** apprentices learn valuable skills and knowledge in a specific job role relevant to your company. Progressing through training and study programmes to gradually increase their responsibility as they grow in their role.
- **Recruit and retain a diverse, talented workforce:** our range of apprenticeships blend legal expertise with hands-on experience, developing specialists that bring a range of dynamic skills and perspectives to your workforce.

- **Leverage the levy:** optimise your levy payments by investing in to upskilling and developing your staff. Take a strategic approach to ongoing workforce development, ensuring your team is equipped with the latest skills and knowledge to thrive in an ever-evolving landscape.
- **Develop your staff:** unlock the potential of your existing staff with flexible entry points, allowing for seamless development and retention within your company.
- **Recruit fresh talent:** apprenticeships attract a diverse range of individuals, enriching your talent pool and contributing to the enhancement of your workplace culture and community.

Embarking on an apprenticeship programme forms a collaborative three-way partnership, between you, your employees chosen training provider who will be responsible for delivering the off-the-job study element and your chosen End Point Assessment Organisation.

Find out more about how CILEX apprenticeships can help you [here](#) or contact us to discuss [here](#)



“CPQ is a pathway into law that increases the opportunities and diversity of our people. It offers a flexible way to qualify and many of our people study alongside existing roles to further their careers. CILEX is a key part of how we develop our future talent.”

MARK GRAY – Foot Anstey



# CILEX MEMBERSHIP

Motivate employees and help them keep their skills up to date through CILEX membership.

CILEX membership is a great way to motivate employees, help them keep their skills up to date, and provide confidence to clients.

## What is CILEX membership?

We have a growing network of over 18,000 legal professionals, committed to keeping their skills up to date and showcasing their professional designation to their network.

Our professional memberships demonstrate the level of qualifications or professional work experience gained by an employee, so you can recognise your employees at all levels.

## Benefits of CILEX membership to your organisation

- **Reduced recruitment costs:**  
Demonstrating your commitment to employee professional development will lead to increased motivation and retention.
- **Increased chargeable rates:**  
Professional designation may mean you can increase chargeable rates for some employees.
- **CPD and career resources for employees:**  
CILEX members have access to events, latest news, online learning, and career development resources to help them keep up to date.

Talk to us about enrolling your staff into CILEX Membership.



“Our staff are keen to be developed – they want training and qualifications, especially those who came to us without any legal background. CILEX is a key part of our development and retention strategy. Its progressive approach to legal careers fits perfectly with our values and the way we see development.”

Admiral Law





We have always promoted and endorsed the CILEX route to qualification. It's a route I've taken myself while working, so I'm happy to advocate its quality and flexibility. The CILEX route fits with our values and promotes diversity and inclusion. We are looking forward to seeing the benefits the newly launched CPQ will bring.

LORNA BAILEY - Fletchers



## RECRUITMENT SUPPORT

Attract top talent as a CILEX Affiliated Employer. This scheme offers a platform from which we will build a meaningful and long-term partnership, supporting your workforce development and recruitment strategy and helping you to stand out from the competition and attract the best candidates.

Contact us

Download the Affiliated Employer Brochure [here](#)



## MEET THE TEAM

Our Business Development team are here to support. With a combined 25 years of working in the legal sector, we've got the expertise to help you develop a workforce strategy for your legal teams.

Contact us: [businessenquiry@cilex.org.uk](mailto:businessenquiry@cilex.org.uk)

The logo for CILEX, featuring the word "CILEX" in a bold, white, sans-serif font. The letter "C" is stylized with a circular cutout on its left side. The background is a solid orange color with a darker orange curved shape in the bottom-left corner.

# CILEX

[www.cilex.org.uk](http://www.cilex.org.uk)