



CILEX Employer Guide

Grow your business
by developing your team

In the legal world, your business is your people. Their expertise and skills are what enable you to provide practical legal solutions and quality service to your clients – helping them to address the challenges that shape their businesses and lives.

But in the fast-changing legal landscape, pure legal expertise isn't enough. You need to be able to offer commercial savvy and practical, problem-solving approaches that leverage technology and real-world awareness. You also need to attract and develop talent from across the spectrum of society, both to capture diverse perspectives and also to reflect your client base.

At CILEX we recognise these challenges.

We've been doing things differently and pioneering new and better ways to develop legal professionals for decades. Today, we provide the CILEX Professional Qualification (CPQ), a three-tier suite of qualifications that provides professional development and education for team members at every level of your business – from paralegals to specialist lawyers.

CILEX training and qualifications are the fastest and most cost-effective way of enhancing the value your team can bring to your clients and to your business.

 AdmiralLaw

 DAC BEACHCROFT

 dwf

 FLETCHERS
EST. 1987

 Government
Legal Department

 irwinmitchell
solicitors

 Keoghs

 Kennedys

 Slater
Gordon
Lawyers

5 key benefits of the CILEX Professional Qualification (CPQ)

1 | Support for your business at every level

We recognise that legal firms need paralegals, case handlers and managers as much as they need lawyers, so CPQ provides three tiers of qualification, each building on the last. It's up to you how far to support your employees in their professional journey but through CILEX there are now formal, accredited and regulated professional designations for people at every level in your business.

2 | Buy what you need – flexible and cost-effective

With multiple points of entry and a structure that allows you to buy only what you need – stage by stage or even module by module – CILEX helps you to develop your legal professionals according to your business requirements and concentrate your spend in the areas that will deliver the greatest value. That could mean developing more paralegals or case handlers, or it could mean augmenting your practice with fully qualified specialist CILEX Lawyers.

- Flexibility enables you to control development costs
- Access individual modules to target specific areas for staff development
- Buy only the level of training and qualification that your business needs
- A standalone qualification at the end of each stage
- Professional recognition at the end of each stage
- You decide who to sponsor to higher levels
- Bespoke units to suit your business – call us

3 | Develop the specialists that will grow your business

CILEX allows you to develop the specialist skills that your business needs. Our three-tier professional qualifications offer:

- A broad legal foundation with early opportunities to focus on practice strengths
- A choice of modules for early specialisation in the areas of law most relevant for your business
- Pathways to develop your top talent into CILEX Lawyers with full practice rights

4 | Help your people do more, better

- Consistent, rounded training enhances efficiency and service delivery
- Quality assurance and professional code of conduct at all levels
- Improve client satisfaction – reduce risk and indemnity costs
- Add value to your bottom line, including increased chargeable rates for formally qualified legal professionals

5 | Attract and retain the best and most diverse talent

- Be an employer of choice
- Drive loyalty and commitment across all your professional legal staff
- Reward high-performing team members with status and professional recognition
- Remove obstacles to career progression
- Address diversity and social mobility visibly and credibly



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



Key features of CPQ

In response to the changing legal landscape and the need for more representative, more practically qualified legal professionals, CILEX has developed a suite of innovative and forward-looking legal qualifications:


- Three-tier progressive qualification framework
- Flexible start, study and assessments allows your people to manage their progress
- Choice of training providers and delivery method – remote, face-to-face and hybrid
- Competency-based
- Broad foundation with early opportunities to specialise
- Clear professional progression and recognition at each stage
- Leads to full practice rights in specialist areas
- Integrates practical, professional experience into every stage of development
- Flexible payment
- Apprenticeship pathways available

Developing legal professionals for the future

Clients want advice from specialist professionals – experts who focus on their specific concerns every day and who know the relevant areas of law inside out.

The CILEX Professional Qualification framework (CPQ) begins by giving your people a broad base of functional knowledge across the spectrum of legal practice areas and professional skills and ethics. It then enables trainees to begin to specialise progressively, developing deep expertise in the areas most relevant to their work and your business. They can stop or pause at any time, but if they successfully complete all three stages of CPQ, they will already be fully qualified specialists in their chosen field, unlike trainees on the Solicitors Qualifying Exam (SQE) who qualify as legal generalists and still need to specialise in order to add maximum value.

CPQ is built on an extensively researched competency framework that places a strong focus on practical experience and professional competence, ensuring that at each stage, professionals are putting their knowledge and skills to work and evidencing their progress. It also features compulsory ethics and professional responsibility modules that will give your staff an understanding of their regulatory responsibilities and the behaviours required of a modern legal professional.



Building a fit-for-purpose workforce

CPQ is a flexible and progressive three-tier framework of qualifications that delivers legal professionals at three levels:

- **CPQ Foundation stage** leads to CILEX Paralegal and the CILEX Diploma in Law
- **CPQ Advanced stage** leads to CILEX Advanced Paralegal and the CILEX Advanced Diploma in Law & Practice
- **CPQ Professional stage** leads to CILEX Lawyer and the CILEX Professional Diploma in Legal Practice

With multiple entry points, the CPQ framework recognises trainees' previous legal education and allows them to learn and qualify at their own pace while gaining experience and professional qualifications at the end of each stage. So, whether you need to support team members to gain their first legal qualifications or take high-performers to the next level, CILEX can support your workforce-development needs.

At the same time, providing team members with development opportunities and the chance to formalise their expertise and experience in a recognised professional designation delivers significant benefits in terms of employee satisfaction and retention. This ensures that you get the best out of your people and consolidate your investment in their development.



New designations for a new breed of legal professional

CILEX Diploma in Law

CPQ Foundation stage leads to the CILEX Diploma in Law and CILEX Paralegal designation – formal recognition that an individual has reached a prescribed level of legal education, understands the professional standards and ethics required of them and is regulated by a professional legal body.

CILEX Diploma in Law provides a broad legal education with modules on:

- Ethics and professional responsibility
- Professional and legal skills
- Legal systems
- The law of tort
- Contract law
- Property and private client

Supporting your junior team members to achieve this designation is proof to your clients that you value professionalism and high standards, and to your people that you're invested in their careers.

- CILEX Diploma in Law is achieved on completion of CPQ Foundation stage.
- Suitable for team members working as or aspiring to be paralegals, account handlers and legal assistants.

CILEX Advanced Diploma in Law & Practice

CPQ also introduces a formal professional designation for senior paralegal professionals, case managers and law graduates. On completing CPQ Advanced stage, trainees are awarded the CILEX Advanced Diploma in Law & Practice and the professional designation CILEX Advanced Paralegal. This title is recognition that they have achieved a prescribed level of expertise and experience – including specialisation in areas of law relevant to your business – and are equipped to lead files and manage teams. By taking your high-performing team members to this level you are supporting their career development, recognising their contribution, and confirming their professional status to clients.

All CILEX Advanced Paralegals take modules in:

- Property and conveyancing
- Dispute Resolution
- Criminal law and litigation
- Professional and legal skills

In addition, they will choose an optional module from:

- Business and employment law
- Family law and practice
- Wills, probate and private client
- CILEX Advanced Paralegal is achieved on completion of CILEX Advanced Diploma in Law & Practice at the end CPQ Advanced stage
- Suitable for team managers, case managers and senior and experienced paralegals

CILEX Professional Diploma in Legal Practice

On successful completion of the CPQ Professional stage team members will gain the CILEX Professional Diploma in Legal Practice and become qualified specialist CILEX Lawyers with full practice rights – equal to those of a solicitor – in their chosen area of law. CILEX Lawyers are a different breed of lawyer – specialists from the outset and drawn from a wider pool of talent that doesn't set a university degree as a threshold of entry, but values instead experience and practical knowledge.

CILEX Professional Diploma in Legal Practice allows professionals to qualify in one of nine specialist areas:

- Criminal litigation
- Residential conveyancing
- Commercial conveyancing
- Employment law and practice
- Business and commercial
- Family law and litigation
- Probate and private client
- Immigration law and practice

The cost-effective platform to develop your team

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.

CPQ also has multiple points of entry, allowing you to recognise and build on your team's previous experience and qualifications so that you need only buy the training that your people need. With CILEX you can focus on developing your staff according to your business requirements and concentrate your spend in the areas that will deliver the greatest value.

Whichever stages or modules you choose, CILEX's approach combines high-quality technical training with practical insight and on-the-job experience. Your teams will be implementing their learning in real time, delivering real value to your clients and to your business.

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

CILEX PARALEGAL		
No prior legal qualification	£3,700 over 2 years	£1,850p.a.
Previous practice-based competence	£2,200 over c.1.5 years	£1,466p.a.
CILEX Advanced Paralegal		
No prior legal qualifications	£9,550 over 4 years	£2,387p.a.
Law graduate	£3,525 over 1.5 years	£2,350p.a.
CILEX Lawyer		
No prior legal qualifications	£12,500 over 6 years	£2,083p.a.
Law graduate	£6,475 over 2.5 years	£2,590p.a.
LPC/BPC	£2,950 over c.1.5 years	£1,966p.a.



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. The three stages of CPQ mean that there are now opportunities for people at every level within our business to obtain respected qualifications. CILEX is a key part of how we develop our future talent.



MARK GRAY
Foot Anstey



CILEX is a great investment in your staff. It helps you to have staff who are working for you at the same time as learning alongside you. With guidance from you and input from them, together you make a great team through that route.



GEMMA SPARKS
The Family Law Company

Flexibility – buy what you need when you need it

We recognise that staff development is a significant financial commitment. That's why we provide flexibility in our fee structure, allowing you to buy CPQ training on a stage-by-stage and even a module-by-module basis, spreading the cost over a period that suits your budget. Buy the modules and stages that you need when you need them and structure your staff development in a way that suits your business priorities.

CPQ Stage	CILEX one-off *registration fee	Number of exams	Exam fee per module	Total exam fees	Total CILEX Costs	CILEX Law** School course fees per module	Total CILEX Law** School course fees	Total stage price if purchased by module
Foundation	£400	6	£100	£600	£1,000	£600	£3,000	£4,000
Advanced	£750	6	£150	£900	£1,650	£895	£4,475	£6,125
Professional	£1,100	2	N/A	N/A	£1,100	N/A	£1,850	£2,950
Total	£2,250			£1,500	£3,750		£9,325	£13,075

*Registration fee provides access to the professional experience portfolio, ethics e-learning modules and core resource (coursebooks). 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 September 2022.

Apprenticeships

Our apprenticeships are designed to meet the workforce needs of our employers. They offer a great way for apprentices to learn valuable skills and knowledge in a specific job role relevant to your company, while helping to enhance your workplace culture.

Now is the perfect time to employ an apprentice, develop your staff, recruit fresh talent, meet your CSR objectives and leverage your apprenticeship payments:

- Increase efficiency and productivity
- Recruit and retrain a diverse, talented workforce
- Leverage the levy
- Develop your staff
- Recruit fresh talent

Talk to our team about the new Apprenticeship Standards, what has changed and how hiring an apprentice could help your business.



“

The CILEX route is such a good route into law. It gives the best possible balance between practical skills and learning the law, whilst gaining everyday experience. That's why we would recommend it to all of our team.

”

IAN HUNT
East Devon Law LLP

Bespoke training

We can also work with you to develop bespoke modules that focus specifically on areas of business and legal practice relevant to your business and clients.

Certificates in Legal Practice

CILEX has launched a suite of qualifications for new-to-law and junior team members that provide a solid grounding in legal practice. These provide structure and a formal qualification for employers who are seeking to upskill cohorts of junior employees and also secure exemptions for trainees progressing to CPQ Foundation stage, making it faster and easier for them to achieve the CILEX Paralegal designation.

- CILEX Certificate in Conveyancing Practice
- CILEX Certificate in Civil Litigation Practice
- CILEX Certificate in Criminal Law Practice



CILEX was the most cost-effective option compared to qualifying through traditional routes. It also meant that I could work alongside studying, which was the decider for going down this route.



FAISAL ALI
Irwin Mitchell

Building a partnership that lasts

20k+

MEMBERS

OVER

1,000

CILEX-QUALIFIED PARTNERS

ESTABLISHED

50+

YEARS

EMPLOYED AT

70%

OF TOP 200 LAW FIRMS

We work closely with employers to support your workforce development needs. Our programmes are constantly being updated and CPQ itself was designed following extensive consultation with employers and other stakeholders about the competencies required for each stage.

Working with us, you'll be assigned your own account manager who will help you to access the most appropriate programmes for your team – including bespoke and tailored options to suit your specific business needs.

We partner with a wide range of leading training providers around the country for the delivery of our programmes so you can choose your provider based on location and the delivery channel that's best for your needs.

Supporting your ESG initiatives

With growing pressure for firms to diversify their workforce and demonstrate inclusive hiring practices, partnering with CILEX makes sense from an ESG as well as a workforce-development perspective.

CILEX has pioneered diversity and social mobility within the legal sector. It is our stated objective to break down the barriers that prevent people from non-traditional and diverse backgrounds from entering the legal professions and this is reflected in our membership. Compared to other professional bodies within the sector, CILEX has proportionally more female members and more state-educated members.

Unlike other legal qualifications, there are no higher academic requirements* for entry onto our programmes and we do not require learners to secure a training contract or graduate placement to begin training. Neither do we require students to meet a pre-defined schedule. Instead, learners can take their qualifications as quickly or as slowly as they like, enabling them to combine professional development with their work and life commitments. This flexible and progressive approach supports diversity and social mobility, enabling people from different backgrounds, including those with little previous exposure to legal careers, as well as 'career changers' and 'returners', to launch and develop rewarding careers in law.



Voice of the legal sector

CILEX is a leading membership and qualification awarding body for the legal profession with more than 20,000 members in the UK – lawyers, paralegals and other skilled legal professionals. We provide advocacy, thought leadership and commentary on developments in our sector, particularly around the way legal professions need to evolve to better support their business and private clients' changing needs.

Our annual member survey provides insights into the makeup of our professions and the issues with which legal professionals are contending.

Supporting your team members in pursuing CILEX qualifications will mean they become members of CILEX, with access to this rich repository of knowledge and insight as well as a wide range of member benefits and discounts to help them make the most of their time – at work and beyond.

Regulating your firm and your team

CILEX is a regulated body. Our qualifications and our members' professional behaviour are held to exacting standards. This is important, not just to maintain high levels of professionalism and ethics within our sector, but also to provide reassurance to your client base that there is oversight and quality assurance to everything your firm and your people do.

*CILEX requires GCSE or equivalent in Maths and English



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

