

# Graduate Entry Scheme

(Incorporating registration, exemption and membership)

In order to obtain exemption from the Level 3 and Level 6 examinations (law and practice) you must provide certified copies of both your degree and Legal Practice/Bar Vocational Course/Bar Professional Training Course certificates.



Office use only: Reg. no.

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

## 1. Personal Details

Title: Mr  Mrs  Miss  Ms  Other

Family Name:

Forenames:

Address:

Town:

County:  Postcode:

Daytime Tel:  Fax:

Email:

Date of Birth: Day  Month  Year 19  Age  Gender (M/F)

## 2. Name of Organisation (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

LPC

BVC

## 4. Marketing

Advert

News article

Search engine

Mailing

Careers advisor/school

Careers fair

College open day

Colleague/boss

Friend/relative

Data Protection Act: The information requested in this form has been solicited solely to enable ILEX and ITC to provide you with the membership assessment services for which you have applied, and to meet our obligations as a professional body. It will be updated regularly through our contact with you. ILEX has a variety of Membership Benefit products that are sourced from approved suppliers. From time to time they may wish to send you relevant information. If you do not wish to receive such information, please write to ILEX Membership Dept Institute of Legal Executives, Kempston Manor, Kempston, Bedford, MK42 7AB. tel: +44 (0)1234 845777 email: membership@ilex.org.uk

## 5. Fees

The fee payable for this application is £620. This incorporates registration, exemption and membership charges.

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

Personal cheque\*  Invoice employer  Firm's cheque\*  Postal order\*

Credit/charge card  (We accept Visa, Mastercard and Switch. Please delete as appropriate)

Card No:

Exp  Security

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## 6. 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

## 7. Categories of Employment (Please tick the appropriate box)

Solicitors' firm (0-20 partners)

Solicitors' firm (20+ partners)

Licensed conveyancers firm

Commercial company

Local authority

Government department

Law Centre / CAB

Self employed

Other legal organisation

Non legal organisation

## 8. Nature of Duties (Please tick the appropriate box)

Fee earner

Practice management

Legal secretary

Legal accounts

Other legal work

Non legal work

## 9. Other Professional Membership

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

Please specify details: \_\_\_\_\_

## 10. Equality Act 2010

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

- WHITE**  British  Irish  Other White background
- MIXED HERITAGE**  White and Black Caribbean  White and Black African  
 White and 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)

The definition of disability is a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. Do you consider yourself to be disabled within this definition?  Yes  No If yes, what reasonable adjustment do you need to use our services?

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

1. Has any decision ever been made against you (whether currently under appeal or not) excluding or expelling you from any professional body? Yes  No
2. Have any proceedings been taken against you under the Solicitors' Act 1974, including under section 43 which provides for the control of the employment of solicitors' staff? Yes  No
3. Has a declaration of bankruptcy been made against you or have you made any arrangement with your creditors? Yes  No
4. Has any order been made against you by the Legal Ombudsman? Yes  No
5. Are there any outstanding judgments or orders of the Court against you? Yes  No
6. Has a caution or conviction been recorded against you in the UK or elsewhere (other than a motoring offence not resulting in disqualification)? This declaration is subject to the provisions of the Rehabilitation of Offenders Act 1974. Yes  No

If the answer to any of the above questions is 'YES', please provide further details below (use a separate sheet if needed). If you have answered 'YES' to question 6 please provide details of the offences and any convictions; a copy of any memorandum of conviction; and confirmation whether you have paid any fine or complied with any other order imposed on you.

## 12. Declaration

I declare that the information given in this form is correct. I understand that once registered as a member of ILEX I shall be bound by the provisions of the Memorandum and Articles of Association, the bye-laws and all other regulations of ILEX for the time being in force, including the Code of Conduct and supporting guides to good practice.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## About the Institute of Legal Executives

The Institute of Legal Executives (ILEX) is the representative membership body for around 22,000 qualified and trainee Legal Executive Lawyers and plays a unique and important role within the legal sector. ILEX 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). Over 84,000 people have chosen the ILEX route for their legal career.

## About Legal Executive Lawyers

A Legal Executive is a qualified lawyer specialising in a particular area of law. Qualifying as a Legal Executive provides access to an interesting, valued and prestigious career; As a Legal Executive lawyer you will have great opportunities to work in the legal profession, in corporate in-house legal departments, or in local or national government.

Salaries will vary according to your location and chosen specialist area of law, but as a Graduate Member grade you can expect to earn up to £38,000. Fully qualified Legal Executive lawyers can then expect to earn around £35,000-£55,000 on average across England and Wales, but salaries can be much higher depending on your talent and ambition.

Legal Executive lawyers are increasingly enjoying all the same career opportunities as solicitors or barristers, but without the high study fees. There are opportunities for Legal Executive lawyers to run their own departments, manage other Legal Executive Lawyers, administrative staff and junior solicitors.

Legal Executive lawyers can become Partners in a law firm. Legal Executive lawyers are also eligible to apply for judicial appointment. After the appropriate training and qualifications, Legal Executive lawyers can go on to become Advocates and represent clients in court.

## Becoming a Legal Executive Lawyer

If you hold an Legal Practice Course (LPC) or Bar Professional Training Course (BPTC)/ Bar Vocational Course (BVC) you will immediately be eligible to join ILEX as a Graduate Member and will be entitled to use the designatory letters G.Inst.L.Ex after your name. All Graduate Members are required to undertake 12 hours of CPD.

When you have successfully completed a period of qualifying employment, you can become a Fellow of ILEX, a qualified lawyer and eligible to use the term 'Legal Executive' and use the designatory letters "F.Inst.L.Ex."

To be admitted as a Fellow you will need to have completed a minimum of five years' employment experience in legal work, including at least two consecutive years of experience after completion of your legal qualifications, and satisfy the ILEX Council on your fitness for admission.

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“Opportunity has always been at the centre of ILEX’s philosophy. ILEX trains, develops and encourages people to reach their full potential”

Ministry of Justice

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