



**ILEX CENTRE ACCREDITATION HANDBOOK
2010/2011**

Issued June 2010

Welcome

Welcome to the ILEX Centre Accreditation Handbook for 2010/2011.

This handbook is for centres seeking to deliver programmes of learning towards the ILEX Level 3 Certificate in Law and Practice, the ILEX Level 3 Professional Diploma in Law and Practice, the ILEX Level 3 Extended Diploma in Law and Practice, the ILEX Level 6 Single Subject Certificate, the ILEX Level 6 Professional Higher Diploma in Law and Practice and the ILEX Graduate 'Fast-Track' Diploma.

This handbook should be read in conjunction with the relevant Qualifications Handbooks for full details of each of the ILEX programmes of learning.

How to use this handbook

The handbook has a comprehensive contents page designed to help programme managers, course coordinators and tutors locate the relevant information they require.

Section 1: The ILEX Awarding Organisation outlines the ILEX Mission Statement and the role of an Awarding Organisation, together with a brief introduction to the ILEX qualifications and how they are each accredited by the Office of the Qualifications and Examinations Regulator (Ofqual) formerly the Qualifications and Curriculum Authority (QCA).

Section 2: Achieving Standards sets out the details of the ILEX Centre Accreditation approval and application processes, including timelines, fees and how to apply, together with details of the procedures which all centres must follow.

The quality standards which all centres are required to meet to achieve ILEX Accredited Centre status are detailed in **Section 3: Maintaining Standards**. It is essential that you are aware of our standards in advance of making an application for ILEX Centre Accreditation.

Section 4: On-going Requirements for Maintaining Standards outlines the requirements for all centres to complete and submit regular updates to advise us of important information relating to ILEX programmes of learning at centres in the upcoming academic year. Again, this section includes important procedures which all centres must follow.

Further recommendations for good practice for all centres are outlined in **Section 5: Additional Guidance for Maintaining Standards**.

Section 6: Monitoring Standards outlines the ILEX policy on risk based monitoring, including visits to centres.

Section 7: ILEX Qualifications provides details of each of the ILEX qualifications, including references to the relevant Qualifications Handbook, which centres may find informative and helpful.

Information relating to transitional arrangements, exemption arrangements and the schedule for the qualifications is outlined in **Section 8: Further Information** which centres may find helpful for the operation of ILEX programmes of learning in 2010/2011.

Section 9: Keeping in Touch outlines the key details for communicating with the ILEX Centre Liaison Team, including full contact details to help centres direct enquiries to the relevant ILEX contact.

The handbook also includes the following appendices for the information and reference of all centres:

- Appendix A: ILEX Centre Accreditation Quality Standards**
- Appendix B: ILEX Centre Accreditation Application Form**
- Appendix C: Intention to Run ILEX Programmes Form**
- Appendix D: Confirmation of ILEX Programmes Running Form**
- Appendix E: Examination Venue Confirmation Form**
- Appendix F: Change of Centre Contact Details Confirmation Form**
- Appendix G: ILEX Qualification Titles**
- Appendix H: Schedule for the Academic Year 2010/2011**
- Appendix I: ILEX Customer Service Statement**
- Appendix J: ILEX Equality and Diversity Policy**

It is strongly recommended that programme managers, course coordinators and tutors regularly refer to the ILEX website (www.ilex.org.uk). The website is frequently updated and is used to communicate key information to ILEX Accredited Centres, programme managers, course coordinators and tutors.

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Section 1: The ILEX Awarding Organisation

1.1 ILEX Mission Statement

The Institute of Legal Executives (ILEX) is the Professional Body which represents Legal Executives and enhances their role and standing in the legal profession.

ILEX is the leading provider of comprehensive legal education and influences law reform.

1.2 ILEX qualifications – an overview

ILEX Centre Accreditation is open to any learning provider offering one or more of the following ILEX qualifications:

The **ILEX Level 3 Certificate in Law and Practice** and the **ILEX Level 3 Professional Diploma in Law and Practice**, the first stages of qualifying to become a Legal Executive have been delivered through our accredited centres since September 2008. Both qualifications have been designed to assess knowledge, understanding and skills at Level 3 of the Qualifications and Credit Framework (QCF). They are set at a standard equivalent to GCE A Levels.

The new ILEX Level 6 qualifications, the ILEX Certificate in Law (for ILEX purposes the **ILEX Level 6 Single Subject Certificate**), the ILEX Level 6 Diploma in Law and Practice (for ILEX purposes the **ILEX Level 6 Professional Higher Diploma in Law and Practice**) and the ILEX Level 6 Diploma in Legal Practice (for ILEX purposes the **ILEX Graduate 'Fast-Track' Diploma**) have been delivered through our accredited centres since September 2009. These qualifications have been designed to assess knowledge, understanding and skills at Level 6 of the Qualifications and Credit Framework (QCF) and are all set at honours degree standard.

1.3 The role of an Awarding Organisation

England, Wales and Northern Ireland share a common system of external qualifications. Statutory regulation of these qualifications is used to safeguard the public interest, ensure fairness for candidates and maintain public confidence. Under the Education Act 1997 and the Education (Northern Ireland) Order 1998, responsibilities for regulating external qualifications lie with three regulatory authorities:

- The Office of the Qualifications and Examinations Regulator (Ofqual) formerly the Qualifications and Curriculum Authority (QCA) in England
- Department for Children, Education, Lifelong Learning and Skills (DCELLS) in Wales
- Council for the Curriculum, Examinations and Assessment (CCEA) in Northern Ireland.

An Awarding Organisation is accredited and regulated by Ofqual (formerly the QCA) DCELLS & CCEA to offer qualifications. The regulators have published criteria for regulating a range of awarding bodies and qualifications in England, Northern Ireland and Wales. They ensure that awarding bodies and qualifications meet, and continue to meet, the relevant criteria.

Further details of the responsibilities of the regulators are set out in *The statutory regulation of external qualifications in England, Wales and Northern Ireland (2004)* available from the Ofqual website (www.ofqual.gov.uk)

1.4 Ofqual accreditation

ILEX is a nationally recognised Awarding Organisation offering legal qualifications accredited by Ofqual as follows:

Ofqual new accreditation dates for ILEX's Level 3 and Level 6 qualifications on the Qualifications and Credit Framework (QCF)

ILEX qualification	QCF	Accreditation code:	Accreditation end date	Certification end date
ILEX Level 3 Certificate in Law and Practice	3	500/3394/3	31/03/2015	31/03/2018
ILEX Level 3 Professional Diploma in Law and Practice	3	500/3395/5	31/03/2015	31/03/2018
ILEX Level 3 Extended Diploma in Law and Practice	3	500/3714/6	31/03/2015	31/03/2018
ILEX Level 6 Certificate in Law	6	500/5612/8	31/03/2015	31/03/2018
ILEX Level 6 Professional Higher Diploma in Law and Practice	6	500/5611/6	31/03/2015	31/03/2018

ILEX Level 6 Diploma in Legal Practice	500/5610/4	31/03/2015	31/03/2018
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Accreditation end date – this is the date to which ILEX qualifications are accredited as live QCF qualifications.

Certification end date – this is the last date on which a certificate may be issued by the awarding body.

Section 2: Achieving Standards

2.1 Introduction

An Accredited Centre is an organisation or consortium accountable to an Awarding Organisation for the assessment arrangements leading to a qualification or unit. ILEX Centre Accreditation is designed to meet regulatory requirements and the learning and quality assurance needs of the providers of learning, training and skills development. Accredited centres include universities, colleges of further education, sixth form colleges, community colleges and private training providers.

ILEX Centre Accreditation aims to establish quality standards for you as an ILEX learning provider and to provide reassurance to our students that we have judged the standards offered by our accredited centres as meeting ILEX standards.

We have designed our scheme of Centre Accreditation to ensure that centres meet our required standards of resources, organisation and expertise of staff. We aim to ensure that centres develop, maintain and improve the quality of ILEX programmes, as well as the integrity and impartiality of our qualifications, through the dissemination of good practice. Learning providers seeking ILEX Accredited Centre status must satisfy all of our quality standards and accreditation procedures and are required to complete the **ILEX Centre Accreditation Application Form** provided in **Appendix B** available from the ILEX website (www.ilex.org.uk).

2.2 The benefits of ILEX Centre Accreditation

As an ILEX Accredited Centre, we can provide you with:

- Up-to-date programmes of learning for the legal profession
- Nationally recognised qualifications at Level 3 and Level 6
- Rigorous quality assurance
- The opportunity to work in partnership with ILEX

- Inclusion on the list of *ILEX Study Centres* on the ILEX website (www.ilex.org.uk)
- Help and support from the ILEX Centre Liaison Team
- Access to information and supporting documents on the ILEX website (www.ilex.org.uk)
- ILEX promotional materials
- Access to ILEX learning provider events
- Free copy of the ILEX *Legal Executive* journal.

As an ILEX Accredited Centre, you can:

- Market and deliver ILEX qualifications from the QCF
- Contact the ILEX Centre Liaison Team for support and advice
- Access the Tutors' area of the ILEX website (www.ilex.org.uk)
- Receive first hand information on ILEX developments and advance notification of any changes.

2.3 The approval process

Your centre must be formally approved before you can offer an ILEX programme of learning. Your centre must follow the accreditation process, which includes the completion of the ***ILEX Centre Accreditation Application Form*** and the payment of the accreditation fee, which is reviewed annually. The application form is provided in **Appendix B** available from the ILEX website (www.ilex.org.uk).

As a centre applying for initial accreditation or an ILEX Accredited Centre applying for re-accreditation, you must be able to satisfy our requirements outlined in **Appendix A: *ILEX Centre Accreditation Quality Standards***. These enable ILEX, in partnership with accredited centres, to develop, maintain and improve the quality and delivery of the ILEX qualifications.

You should allow up to 28 days for your application to be processed, subject to approval. We ask that you are mindful of this when planning any ILEX programmes promotional material for your centre. Ensuring that you complete all the required forms correctly and submitting the required supporting documentation will greatly assist us in processing your application within this timescale. We reserve the right to process applications outside of this timeframe if we have to contact you for additional, correct or more up-to-date information, or issue reminders to you to submit additional, correct or more up-to-date information to enable us to process your application effectively.

The approval process will include the verification of all the information you supply. It will also evaluate the ability of your centre to provide the expertise and resources to deliver an ILEX programme of learning.

Centre approval provides for accreditation for a period of three years. We reserve the right to require centre re-accreditation within the three year period if we believe that your centre's circumstances have changed significantly since achieving ILEX Accredited Centre status. You are reminded to notify us immediately of any significant change, for example, in your centre provision or your ability to meet our quality standards. While your centre may be accredited by ILEX for the purpose of delivering ILEX qualifications, you should not represent your centre as acting on behalf of ILEX in respect of any other activity.

All students registering for entry to any ILEX examination/assessment must have undertaken an accredited programme of learning for the subject(s) or unit(s) they wish to take. Students enrolled on programmes at centres that have not been accredited by us will not be permitted to take an ILEX examination/assessment. Please note the examination entry deadlines in Appendix H Schedule for the Academic Year 2010/2011 which will be strictly enforced.

Student's examination results will not be released to a centre which has not been accredited.

2.4 The application process

As a learning provider wishing to apply for ILEX Centre Accreditation, you will need to complete the ***ILEX Centre Accreditation Application Form*** and enclose the required documentation in support of your application. The application form is provided in **Appendix B** available from the ILEX website (www.ilex.org.uk).

All applications should be submitted to the Centre Liaison Officer. If you need help in accessing the relevant information from the ILEX website, in completing the application form or have any other queries on any aspect of ILEX Centre Accreditation, please feel free to contact the Centre Liaison Officer. Please refer to **Section 9: Keeping in Touch** for contact details.

If your centre has more than one site, you will need to complete a separate application for each site but will only be charged one

annual accreditation fee. You will also need to ensure that each site is able to meet the ***ILEX Centre Accreditation Quality Standards*** outlined in **Appendix A**.

2.5 How do I apply as a prospective centre?

For prospective centres, there are 6 steps to becoming an ILEX Accredited Centre as outlined in the following table:

Step 1	Notify the ILEX Centre Liaison Officer of your interest
Step 2	Ensure your centre can meet the <i>ILEX Centre Accreditation Quality Standards</i> – see Appendix A and Section 3 - and our on-going requirements – see Section 4
Step 3	Complete the <i>ILEX Centre Accreditation Application Form</i> - see Appendix B
Step 4	Collect together the required supporting documentation – see Section 2.7
Step 5	Complete the <i>Intention to Run ILEX Programmes Form</i> – see Appendix C and Section 4.2
Step 6	Send the <i>ILEX Centre Accreditation Application Form</i> , the <i>Intention to Run ILEX Programmes Form</i> and the required supporting documentation to us with the ILEX Centre Accreditation annual fee

If your centre is considering whether to deliver an ILEX qualification, please notify the ILEX Centre Liaison Officer in the first instance. The Centre Liaison Officer will provide further information and arrange for a pre-accreditation visit. This will enable us to provide information, guidance and support throughout the accreditation process.

As a prospective centre, you will need to ensure that your centre is able to meet the requirements outlined in **Appendix A: *ILEX Centre Accreditation Quality Standards***, together with the on-going requirements outlined in **Section 4**. You will then need to complete **Appendix B: *ILEX Centre Accreditation Application Form*** and **Appendix C: *Intention to Run ILEX Programmes Form*** and submit these together with the required supporting documentation and the payment of the annual fee. All forms are provided within the appendices to this handbook and are available from the ILEX website (www.ilex.org.uk).

Your centre must be formally accredited **before** you can offer an ILEX programme of learning. ILEX Accredited Centre status and approval to run ILEX programmes of learning will be granted for a period of three years. Where possible, your centre will be subject to

an accreditation visit by a representative of ILEX during your first year of achieving ILEX Accredited Centre status.

Once approved, your centre will be able to offer programmes of learning towards the ILEX Level 3 Certificate/Professional Diploma in Law and Practice, the ILEX Level 6 Single Subject Certificate, the ILEX Level 6 Professional Higher Diploma in Law and Practice and the ILEX Graduate 'Fast-Track' Diploma.

2.6 How do I apply as an ILEX Accredited Centre seeking re-accreditation?

For existing ILEX Accredited Centres, there are 5 steps to becoming re-accredited as outlined in the following table:

Step 1	Ensure your centre can continue to meet the <i>ILEX Centre Accreditation Quality Standards</i> – see Appendix A and Section 3 - and our on-going requirements – see Section 4
Step 2	Complete the <i>ILEX Centre Accreditation Application Form</i> - see Appendix B
Step 3	Collect together the required updated or revised supporting documentation – see Section 2.7
Step 4	Complete the <i>Intention to Run ILEX Programmes Form</i> – see Appendix C and Section 4.2
Step 5	Send the <i>ILEX Centre Accreditation Application Form</i> , the <i>Intention to Run ILEX Programmes Form</i> and the required supporting documentation to us with the ILEX Centre Accreditation annual fee

As an existing ILEX Accredited Centre, you will **not** be required to apply for re-accreditation until your three year period has expired. If your centre's existing ILEX Accredited Centre status is not due for renewal in the academic year 2010/2011, you will be automatically approved to run programmes of learning towards the ILEX Level 3 Certificate/Professional Diploma in Law and Practice. Your centre will also be automatically approved to run programmes of learning towards the ILEX Level 6 Single Subject Certificate, the ILEX Level 6 Professional Higher Diploma in Law and Practice and the ILEX Graduate 'Fast-Track' Diploma, **provided your centre has previously run ILEX programmes of learning towards the ILEX Level 6 qualifications**. If your centre has not previously run programmes of learning towards the ILEX Level 6 qualifications, you will be required to apply for accreditation in the same way as a prospective centre. Please refer to Section 2.5 for details.

If you are an existing ILEX Accredited Centre not applying for re-accreditation until your three year period has expired, we will require you to meet our on-going requirements in completing and submitting updates. This will be necessary for you to advise us of important information regarding the ILEX programmes of learning at your centre in the upcoming academic year. You will also be required to pay an ILEX Centre Accreditation annual fee. Please refer to **Section 4.6** for details.

To be considered for re-accreditation, you will first need to ensure that you can continue to meet the requirements outlined in **Appendix A: ILEX Centre Accreditation Quality Standards**, together with the on-going requirements outlined in **Section 4**. You will need to complete **Appendix B: ILEX Centre Accreditation Application Form** and **Appendix C: Intention to Run ILEX Programmes Form** and submit these together with the required supporting documentation and the payment of the annual fee. All forms are provided as appendices to this handbook and are available from the ILEX website (www.ilex.org.uk).

Once your centre becomes re-accredited, you will have ILEX Accredited Centre status and approval to run ILEX programmes of learning for a period of 3 years. The ILEX centre accreditation fee will be charged on an annual basis.

Your centre will then be able to offer programmes of learning towards the ILEX Level 3 Certificate/Professional Diploma in Law and Practice, the new ILEX Level 6 Single Subject Certificate, the ILEX Level 6 Professional Higher Diploma in Law and Practice and the ILEX Graduate 'Fast-Track' Diploma.

2.7 What documentation do I need to support my application?

To confirm that your centre has the relevant arrangements and documentation relating to policies, procedures and requirements in place, you will need to submit a copy of the following with your completed **Appendix B: ILEX Centre Accreditation Application Form** on initial accreditation:

- Health & Safety Policy
- Employment and Public Liability Insurance
- Data Protection Policy
- Equality and Diversity Policy applicable to students
- Quality Assurance Policy
- Access to Fair Assessment Statement

- Compliance with the Disability Discrimination Act 1995 Code of Practice
- Complaints Procedure applicable for students
- Malpractice Policy
- Reasonable Adjustments and Special Consideration Policy
- Appeals Procedure for students
- Student Handbook applicable to ILEX programmes of learning

Welsh centres

ILEX is required to monitor the need for assessments in Welsh or Gaeilge.

ILEX will monitor demand on an annual basis to see if there is a requirement from our Welsh centres for the provision of the ILEX professional qualifications in Welsh and/or dual language medium.

Welsh centres are therefore required on an annual basis to confirm by **1 November 2010** if there is demand for the provision of the ILEX professional qualifications and/or dual language medium.

FOR PRIVATE TRAINING PROVIDERS ONLY

- Home Office approval for foreign students relating to Highly Trusted Sponsor status
- British Accreditation Council Certificate (BAC) – Certified Copy if your centre has been accredited by the BAC.
- Border Immigration Agency (BIA) Certificate to be submitted yearly
- A copy of your last company accounts
- The name and addresses of the organisations directors (home and business).

ILEX will also obtain a credit reference report on a private training provider.

Please note, from Spring 2009 onwards all educational establishments accepting students from outside the European Economic Area (EEA) have been required to have a licence before migrant students (i.e. those coming to the UK expressly to study) will be permitted to study at a school, Further Education or Higher Education establishment. This licence will be issued by the UK

Border and Immigration Authority (the BIA). Further details, including how to apply and fees payable, are available from the BIA website (www.bia.homeoffice.gov.uk).

If your centre is wishing to accept students from outside the EEA on ILEX programmes of learning, we will require you to submit a certified copy of your centre's current BIA certificate to ILEX by **28 August 2010**. We will require you to submit this certificate annually. Please refer to Section 14 of **Appendix B: ILEX Centre Accreditation Application Form** for specific details.

Please note, if you are an ILEX Accredited Centre seeking re-accreditation, you are only required to submit copies of the documentation listed above which have been updated or significantly revised since your initial application.

2.8 What are the timelines?

There are no closing dates when applying for ILEX Centre Accreditation. You can apply for accreditation at any stage throughout the academic year, although applications in advance of the start of a new academic year are encouraged. You should allow up to 28 days for your application to be processed, subject to approval, as outlined in **Section 2.3**.

Once approved, you will be advised of the date of your status as an ILEX Accredited Centre. You will be expected to meet our on-going requirements and submit information updates via the completion of the *Intention to Run ILEX Programmes Form*, the *Confirmation of ILEX Programmes Running Form* and the *Examination Venue Confirmation Form* and the *Change of Centre Contact Details Confirmation Form*. Please refer to **Section 4** for further details.

2.9 What are the fees?

The accreditation fees for the academic year 2010/2011 are:

- **Sixth Form/Community/Further Education/Higher Education Colleges/Universities/Other:**
£400 plus VAT = £470
- **Private Training Providers:**
£800 plus VAT = £940

Please note, prospective centres applying for accreditation should submit their annual fee payment with their completed application

form. You must pay the fee in **full** before your application can be processed.

ILEX Accredited Centres applying for re-accreditation will be invoiced for the annual fee upon receipt of their completed application form.

ILEX Accredited Centres will be invoiced for the annual fee upon receipt of their ***Confirmation of ILEX Programmes Running Form***. Please refer to **Section 4.3** for further details.

All centres seeking accreditation to be able to deliver ILEX programmes of learning starting in September are required to pay the annual accreditation fee **by 1 November 2010**. Centres seeking accreditation for a later start date for the delivery of ILEX programmes of learning are required to pay the annual accreditation fee within 1 calendar month from the date of approval for ILEX Accredited Centre status.

Any centre not complying with these payment procedures may be subject to the suspension or withdrawal of their ILEX Accredited Centre status and have all details of their ILEX programmes removed from the ILEX website. Please refer to **Section 4.6** for more details.

Invoices will be sent to current ILEX Accredited Centres and ILEX Accredited Centres applying for re-accreditation, as applicable. Cheques should be made payable to: Institute of Legal Executives. Payment can also be made using BACS (Bankers Automated Clearing System).

If your centre is unsuccessful in your application for ILEX Centre Accreditation, you will be reimbursed the fee less a **£100 for Sixth Form/Community/Further Education/Higher Education Colleges/Universities/Other** and **£200 for Private Training Providers handling charge**.

The ILEX bank account details are as follows:

Account Name: Institute of Legal Executives
Account Number: 51998866
Sort Code: 60-12-45
National Westminster Bank
231 Bedford Road
Kempston
Bedfordshire
MK42 8YY

2.10 How will my application be evaluated?

When we receive your application, the Centre Liaison Officer will evaluate all the information you have submitted. For Private Training Providers, we may also obtain a company and director search before we approve an application. We also reserve the right to complete a credit reference report. We will contact you if anything is missing or if we require clarification of any point. However, please note, we reserve the right to operate outside of our usual 28 day processing timeframe if we have to contact you for additional, correct or more up-to-date information, or issue reminders to you to submit additional, correct or more up-to-date information to enable us to process your application effectively. Please refer to **Section 2.3** for more details.

We will also contact you in writing to confirm our decision. After receipt of confirmation from ILEX, you may describe your organisation as an ILEX Accredited Centre.

2.11 How long does ILEX Accredited Centre status last?

On approval, ILEX Accredited Centres will receive an official approval letter which may include any conditions upon which the approval is based. These conditions must be complied with by the required date to ensure the extension of ILEX Accredited Centre status beyond the initial period stated. You will receive a Certificate of ILEX Centre Accreditation, subject to the receipt of the annual accreditation fee, and will become eligible for all the benefits outlined in **Section 2.2**.

Centre approval provides for accreditation for a period of three years. We reserve the right to change this frequency in the event of any significant change. You will remain registered as an ILEX Accredited Centre for a period of three years at a time as long as you meet:

- our quality standards and any conditions set
- our on-going requirements
- pay the ILEX Centre Accreditation annual fee
- demonstrate best practice in your dealings with ILEX students and
- your actions do not impact on the reputation and integrity of the ILEX qualifications and ILEX's reputation

2.12 What do I do if my application is refused?

We reserve the right to refuse any application where we consider our quality standards have not been met. If you fall into this category, you will be advised by letter of the criteria that have not been satisfied. You may re-apply after remedial action has been taken but only after a period of at least six months has elapsed from the date of our decision to allow new procedures to be implemented. Any re-applications must include a schedule of changes made since the last application and an evaluation of the effectiveness of any changes made.

Section 3: Maintaining Standards

3.1 Introduction

We have developed the *ILEX Centre Accreditation Quality Standards* to support our commitment to develop and improve the quality of programme provision. As an ILEX Accredited Centre and stakeholder in our professional qualifications, you will wish to seek recognition for good quality programme provision as this will assist you in recruiting students and gaining the support of employers. We aim to ensure that standards are maintained nationally so that trainee Legal Executives will receive a high standard of tuition and support.

Our quality standards form the basis of an on-going monitoring and review process that helps to ensure providers meet acceptable standards of programmes of learning delivery. These requirements outlined in **Appendix A: ILEX Centre Accreditation Quality Standards** and detailed within this section, deal with criteria including students, staff, resources and a centre's obligations to ILEX.

We have identified requirements within our quality standards which centres are asked to declare they meet through the completion of **Section 15** of the application form. Centres may also be required to demonstrate compliance with these standards during an ILEX visit, investigation and/or centre inspection.

Please note that centres will no longer be expected to supply an annual monitoring report at the end of each academic year. However, we place an emphasis on centres self-monitoring and encourage all centres to monitor their activities on an on-going basis.

3.2 Requirements relating to students

As an ILEX programme manager or course coordinator, you are required to ensure that an adequate assessment of the students' existing skills, knowledge and understanding is made prior to registration for a particular programme and that there is an accurate record of the students' progress and achievements. We also require you to provide students with accurate and up-to-date information about the ILEX qualifications available at your centre and ensure that you fully understand the assessment specifications provided by us and comply with our provision.

We require you to ensure that valid and reliable assessments of students' achievements are conducted and that details of these are made available to us at the appropriate time in an appropriate way. Similarly, you are required to ensure that internally assessed work is submitted to the agreed deadlines we specify.

3.3 Requirements relating to staff

Your centre is required to provide all ILEX tutors with appropriate inductions and professional development (including a development plan) to ensure that they can maintain their expertise and competence to deliver the ILEX qualification(s).

Your centre is also required to have in place appropriate staff, or have plans in place to appoint appropriate staff, before the ILEX qualifications are made available, in accordance with the requirements of the ILEX qualification(s).

3.4 Qualifications and experience of ILEX Tutors

An ILEX tutor must have a recognised qualification in Law. ILEX Fellowship/Membership or a Law degree is acceptable. Previous teaching experience of Law courses will be an advantage. It is recommended that tutors discuss the requirements for obtaining an accredited teaching qualification with their centre before they are approved as tutors and have, or are completing, an accredited teaching qualification. This may include, for example a Further Education teaching qualification recognised by Lifelong Learning UK (LLUK) or a Higher Education teaching qualification, such as a Postgraduate Certificate in Learning and Teaching (Higher Education) accredited by the Higher Education Academy.

It is the responsibility of your centre to verify and confirm the academic and professional qualifications of any tutor. We strongly recommend that a tutor should be employed in, and has extensive up-to-date practical experience of, the areas in which he or she is

teaching, particularly for Practice subjects. We ask you to declare on the application form your understanding that any misleading information provided in response to our requirements relating to staff at your centre, and/or failure to supply CVs and/or other evidence we request, may prevent approval for centre accreditation being granted.

Occasionally, centres may be unable to continue to meet their teaching commitments to their students because of unforeseen circumstances. We recommend that your centre maintains contingency lists of suitably qualified and experienced tutors who could provide cover in the event that the main programme tutor(s) becomes incapacitated. However, should you anticipate that your centre, for whatever cause, cannot continue to provide the normal teaching programme, you must inform the Centre Liaison Officer immediately. In such circumstances, alternative teaching modes may need to be considered.

If the continuing delivery of an ILEX programme of learning becomes at risk, please contact the Centre Liaison Officer at your earliest opportunity to discuss options that may be available before any decision is made to close your centre's ILEX programme(s).

3.5 Programme information and structure

An ILEX programme manager/course coordinator and tutors must be appointed with responsibility to manage and deliver the programme for each academic year.

As an ILEX programme manager/course coordinator or tutor you should divide each syllabus into weekly units and include an outline of the topics and subject matter to be covered in each session. You should also be sufficiently flexible to provide time for lost lectures to be rescheduled. The programme structure must also allow time for revision and the assessment of students' progress. The completion of home study should be encouraged. The ILEX syllabuses are demanding and attendance at lectures should be supported by a substantial amount of private study.

Resource requirements

As an ILEX programme manager, course coordinator or tutor, we require you to adhere to any assessment requirements in accordance with our qualification(s) requirements.

We require your centre to ensure the security and confidentiality of assessment materials and records, including examination question papers, examination scripts, records of marking and Professional Skills assessments before, during and after the assessment has taken place.

We expect your centre to be working towards the full implementation of all the requirements associated with qualifications accredited to the Qualifications and Credit Framework (QCF). This includes arrangements for the acquisition of Unique Learner Numbers (ULNs) for students (where appropriate), and the development of systems and processes necessary to ensure that students' QCF achievements and their associated credit are both tracked and maximised.

We also require your centre to have a documented quality management system in place that is systematically reviewed to ensure that students and staff needs are addressed, that all appropriate persons are kept up-to-date with the quality policy, procedures and standards, and that responsibilities for the management of these systems are clearly and appropriately allocated.

Your centre is required to have effective communication systems in place both internally and with ILEX and students, and have an appropriate and effective system for the management of all sub-contracted services. We require all policies and requirements referred to in your application for ILEX Centre Accreditation to apply to all satellite sites affiliated to your centre, for example, remote assessment sites or delivery points.

Additionally, your centre is required to have adequate systems and resources in place, including staff, equipment, materials and software, to support the delivery of the ILEX programmes and to meet the specific requirements outlined in **Section 3.7** and **Section 3.8** below.

3.7 Student facilities

Centres are required to use buildings that provide access for all students, in accordance with relevant legislation including without limitation the Disability Discrimination Act and any successor legislation. Centres are also required to provide a suitable environment in which students can work comfortably, with access to the learning resources and IT facilities they require to complete an ILEX programme of learning. Although students will be expected to buy their own key texts, it is important that each centre's learning

resource centre or library has up-to-date copies of relevant Law text books, practice manuals and journals.

3.8 Examination facilities

We require you, as a centre seeking accreditation, to be able to provide suitable facilities for your ILEX students to sit their examinations. This will include appropriate provision for invigilation and security, as well as ensuring our standards for the invigilation of all ILEX examinations/assessments held at your centre are met.

All ILEX Accredited Centres will need to take receipt of examination/assessment material and hold these securely until the time of the scheduled examination/assessment. Your centre will also need to provide suitable accommodation, desks and chairs and invigilation within examinations/assessments, agree to regular random examination facilities inspection visits and return the completed examination/assessment materials and Invigilator's Report Forms at the end of each examination/assessment session.

The delivery of examination/assessments for ILEX qualifications, the examination facilities and the provision of invigilation at your centre should conform to the following documents which are posted on the ILEX website (www.ilex.org.uk):

- *Examination Regulations*
- *Professional Skills regulations*
- *Instructions to Examination Centres and Invigilators*
- *ILEX Procedures for Dealing with Cases of Suspected Student Malpractice*
- *ILEX Procedures for Dealing with Cases of Suspected Accredited Centre Malpractice*
- *Guidance to Candidates: Reasonable Adjustments & Special Consideration*

Please also refer to **Section 4.4** regarding the on-going requirements to provide up-to-date details of the examination facilities available at your centre. Any delay in notifying us of these details may jeopardise your students from sitting their examinations at your centre and/or result in correspondence and examination/assessment materials being sent to the incorrect contact and/or venue.

3.9 Requirements relating to a centre's obligations to ILEX

We require your centre to keep complete and accurate records, for at least three years from the end of the year to which they relate,

for all ILEX qualifications and make these available to us upon request.

In terms of any suspected malpractice at your centre, we require you to report this to us immediately in line with the statutory regulation and respond speedily and openly to all requests for an investigation into an incident. A nominated representative of your centre will be required to personally supervise all investigations resulting from an allegation of suspected malpractice/maladministration. Centres are also required to ensure that any breach in security is reported to ILEX immediately.

We also require your centre to comply with all relevant legal, regulatory criteria and codes of practice as updated and amended from time to time and to ensure that all of your centre policies are up-to-date and reflect any legal changes which have been implemented or changes to the centre. Additionally, we require you to agree to comply with additional requirements as requested by us following reasonable notice.

3.10 Boards of Study

We believe that it is important for students to have a forum to air their views about their ILEX programmes of learning. To enable this, we require all centres to establish a Board of Study comprising of student representatives and programme tutors. A Board of Study is a useful link between your accredited centre and ILEX. It provides us with the opportunity to understand the needs of stakeholders including students, tutors and employers.

A Board of Study must be brought to the attention of students as soon as possible after enrolment. As an ILEX Accredited Centre, you are required to hold, as a minimum, an annual Board of Study meeting. Minutes of the meeting should be forwarded to the Centre Liaison Officer within six weeks of the meeting being held.

3.11 Data Protection

We require that ILEX Accredited Centres have appropriate measures to ensure that students' personal data is held in accordance with current Data Protection legislation.

3.12 Equality and Diversity

We wish to ensure that the programmes leading to all ILEX qualifications are accessible to all students who wish to take them. Accredited Centres are required to ensure that there are no

unnecessary barriers to access or to learning, that the programme content and structure are non-discriminatory and that any special needs of individual students are met both in terms of learning and of assessment. Please refer to **Section 2.7** of this handbook and **Section 14** of the *ILEX Centre Accreditation Application Form* for further details and to ensure that you submit your centre's policy and procedure statements with your application in fulfilment of these requirements.

Section 4: On-going Requirements for Maintaining Standards

4.1 Introduction

Once your centre has achieved ILEX Accredited Centre status, we will require you to complete and submit regular updates to advise us of important information relating to ILEX programmes of learning at your centre in the upcoming academic year. You will also be required to pay the ILEX Centre Accreditation annual fee **by 1 November 2010**. All centres must meet these requirements in order to maintain ILEX Accredited Centre status.

4.2 Intention to run ILEX programmes

To help you and your centre recruit students for ILEX programmes, we are introducing the concept of "Intention to Run". All existing ILEX Accredited Centres, who are considering running ILEX programmes in an upcoming academic year, are required to submit an ***Intention to Run ILEX Programmes Form*** as soon as their intentions are known. This will not bind your centre to running a programme but will enable us to identify, for prospective students through the ILEX website, those centres considering running programmes. In this way, we can help prospective students find prospective centres, and help you and your centre make quicker decisions about the viability of ILEX programmes earlier in the academic year.

Prospective centres and ILEX Accredited Centres applying for re-accreditation are required to submit an ***Intention to Run ILEX Programmes Form*** at the same time as the completed application form. Please note, if you do not submit the required ***Intention to Run ILEX Programmes Form*** at the required time you will have your programme status on the ILEX website listed as '*No information available*'. This form is provided within **Appendix C** and is also available from the ILEX website (www.ilex.org.uk).

4.3 Confirmation of ILEX programmes running

After submitting an *Intention to Run ILEX Programmes Form*, you are required to inform us of your **confirmed** programmes via the completion and submission of a *Confirmation of ILEX Programmes Running Form*. This will enable the most up-to-date programme information to be made available on the ILEX website.

You should submit this form as soon as you are able to confirm which ILEX programmes are actually running at your centre, together with the units and details of the mode of delivery. The sooner this form can be submitted, the sooner the most up-to-date information on the ILEX programmes available at your centre can be listed on the ILEX website.

If you have previously submitted an *Intention to Run ILEX Programmes Form*, you will be sent a reminder to check that the details listed on the ILEX website are accurate and asked to submit a *Confirmation of ILEX Programmes Running Form*. This form is provided in **Appendix D** and is also available from the ILEX website (www.ilex.org.uk).

4.4 Confirmation of centre examination venue details

In order to maintain the security of the examination/assessment materials, you are required to confirm all the details relating to your examination facilities by completing an *Examination Venue Confirmation Form*. This is provided within **Appendix E** and is also available from the ILEX website (www.ilex.org.uk). Please submit this form as soon as all the relevant details can be confirmed. Any delay in notifying us of these details may jeopardise your students from sitting their examinations at your centre and/or result in correspondence and examination/assessment materials being sent to the incorrect contact and/or venue.

4.5 Confirmation of change of centre contact details

To enable us to correspond with your centre efficiently and send out important programme update information/materials to all centres, you are required to notify us of any changes to your centre contact details. We ask you to do this via the completion of a *Change of Centre Contact Details Confirmation Form* provided within **Appendix F** and available from the ILEX website (www.ilex.org.uk). Please submit this form to us as soon as all the relevant change in contact details can be confirmed, including any changes of venue for the delivery of ILEX programmes of learning at your centre. Any delay in notifying us of any change in contact details may result in

correspondence and important programme update materials being sent to the incorrect contact and/or programme delivery venue.

4.6 Payment of annual Centre Accreditation fee

An ILEX Accredited Centre has approval to run ILEX programmes of learning for the duration of their centre accreditation which runs for a three year period. The ILEX Centre Accreditation fee will be charged on an annual basis. All centres seeking accreditation to be able to deliver ILEX programmes of learning starting in September are required to pay the annual accreditation fee **by 1 November 2010**. Centres seeking accreditation for a later start date for the delivery of ILEX programmes of learning are required to pay the annual accreditation fee within 1 calendar month from the date of approval for ILEX Accredited Centre status.

You will remain registered as an ILEX Accredited Centre for this time period as long as you meet the ILEX Centre Accreditation annual fee payment dates. Please refer to **Section 2.9** for further details of fees and method of payments.

Section 5: Additional Guidance for Maintaining Standards

5.1 Introduction

The following sections outline additional information and recommendations which you may find useful when planning to deliver ILEX programmes of learning at your centre.

5.2 Neighbouring centres

We recommend that prospective centres seeking ILEX Accredited Centre status complete market research, including ascertaining employer demand and support, to determine the demand and viability of a proposed new programme(s). A list of current *ILEX Study Centres* is available to view on the ILEX website (www.ilex.org.uk).

5.3 Advertising and Marketing

To help you and your centre with advertising and marketing strategies in recruiting students for ILEX programmes, we require the completion of both an "Intention to Run" and "Confirmed Programmes Running" form. Please refer to **Section 4.2** and **Section 4.3** for full details of these forms. Through your submission of this information, we can help prospective students find

prospective centres, and help you and your centre make quicker decisions about the viability of ILEX programmes earlier in the academic year. It will also enable the most up-to-date programme information to be made available on the ILEX website (www.ilex.org.uk).

A centre is only authorised to use the ILEX crest/logo when they have been granted accredited status. Students must not be misled regarding the accreditation status of any centre.

Please refer to **Appendix G: ILEX Qualification Titles** for details of the qualifications titles you may use for advertising and marketing purposes for each of the programmes of learning towards ILEX qualifications.

5.4 Comparable courses

We recommended that centres and ILEX tutors have experience of providing programmes at an academic level comparable to the units you wish to offer at your centre. For example, for the Level 6 units centres should offer programmes of learning at honours degree standard which are designed to assess knowledge, understanding and skills at Level 6 of the QCF. Centres wishing to offer the Level 3 Certificate/Professional Diploma in Law and Practice should already offer units that are set at GCE A Level standard or equivalent and which are designed to assess knowledge, understanding and skills at Level 3 of the QCF.

Section 6: Monitoring Standards

6.1 ILEX visits

It is ILEX policy for accredited centres to receive periodic visits during their accreditation period. This may be to perform sample checks on centre performance or it may be associated with specific, identified risks arising through ILEX's risk-based monitoring of centres process (see below).

Prospective centres will receive a visit as part of the centre accreditation process. Existing centres whose three year period is up and are re-applying for ILEX Centre Accreditation are not required to have a visit but ILEX reserves the right to do so.

One condition of ongoing ILEX Centre Accreditation is that your centre must allow ILEX and the relevant regulatory authority to provide the awarding organisation and the qualifications regulators with access to premises, people and records, and to cooperate with

the awarding organisation's monitoring activities. As such, we reserve the right to visit and enter a centre's premises with reasonable notice to ensure that all requirements relating to the accreditation of a centre are met and that ILEX programmes that are fit for purpose are delivered to all students. An accredited centre is required to cooperate with ILEX's monitoring activities.

6.2 Risk-based monitoring

For 2010/11, ILEX is introducing a formal risk-based monitoring system in relation to centre activity. ILEX is devising a set of performance standards for centres against which key centre activity will be judged. Centres which are identified as presenting a risk in a specific area of activity will have that risk added to a risk register for that centre. Identified risks will be weighted and specific actions by ILEX may follow either in relation to those individual risks which are considered serious by ILEX or in relation to an accumulated pattern of risk that gives ILEX growing cause for concern.

All actions taken on the part of ILEX will be proportionate and in keeping with the nature of the risk(s) identified. ILEX is keen to allow centres, in the first instance and where appropriate, time and space to resolve their own issues. However, where ILEX is not convinced that appropriate actions have been taken by centres to remedy issues that have arisen, then ILEX reserves the right to perform a centre visit and, potentially, if appropriate remedial action is not taken, suspend or withdraw ILEX accredited centre status.

The following is an example of the kinds of issues that ILEX might consider to pose risks to the effective delivery of its qualifications:

- Poor student feedback on ILEX programmes of learning
- Moderators' concerns about Professional Skills assessments
- Low pass rates
- Student complaints
- Poor programme administration
- Poor examination/assessment administration
- Security breaches relating to examinations/assessments
- Other breaches of ILEX regulations
- Failure to comply with our on-going requirements
- Failure to reply to contact from ILEX
- Non-payment of centre accreditation fees by the date specified within your official approval letter.

A full and final version of the ILEX centre performance standards and the way in which risk will be identified, evaluated and addressed by ILEX will be posted to the ILEX website later this year (www.ilex.org.uk). Centres are encouraged to read and understand the developing requirements in this area, and to build this feature of centre accreditation into their ongoing course and process reviews.

6.3 Suspension or withdrawal of ILEX Accredited Centre status

On the basis of the formal process described in 6.2, ILEX reserves the right to suspend or withdraw ILEX Accredited Centre status from any centre. Full details, including the grounds for suspension or withdrawal of ILEX accredited centre status, will be made available on the ILEX website (www.ilex.org.uk) later in the year.

If we suspend your ILEX Accredited Centre status, your centre may lose all of the benefits outlined in **Section 2.2**. If we withdraw your ILEX Accredited Centre status, your centre will lose all of the benefits outlined in **Section 2.2** and we will remove your centre's details from the list of *ILEX Study Centres* on the ILEX website. In such a case, you will not be permitted to make reference to previous ILEX Accredited Centre status and you will be required to immediately return all materials supplied by us which directly refer to your previous ILEX Accredited Centre status.

6.4 Appeals process

Should we suspend or withdraw your ILEX Accredited Centre status, your centre may appeal in writing within 28 days of the notification of our decision.

Section 7: ILEX Qualifications

7.1 ILEX Level 3 Certificate in Law and Practice

The Level 3 Certificate in Law and Practice has been developed to recognise the growing number of students who are either interested in a short but rounded introduction to law and practice or have a specific learning need within an area of law and legal practice. It also requires that students understand the kinds of professional legal skills necessary to begin to research the law and work with clients.

The ILEX Level 3 Certificate in Law and Practice, whilst still retaining a set of core units, can be achieved in a number of ways. To

enhance this variety, we are offering this qualification with an endorsement. This means that each ILEX Level 3 Certificate in Law and Practice will be endorsed with the legal practice area in which it has been achieved, for example, ILEX Level 3 Certificate in Law and Practice (*Conveyancing*).

The Level 3 Certificate in Law and Practice can be achieved in a number of ways. There are seven endorsements available as outlined below. An endorsement means that every ILEX Level 3 Certificate will be issued with the qualification recognising the legal area in which the qualification was achieved. For example, the *ILEX Level 3 Certificate in Law and Practice (Conveyancing)* or the *ILEX Level 3 Certificate in Law and Practice (Civil Litigation)*. These seven different variations of endorsement ensure that students' achievements in the respective legal practice areas are recognised appropriately.

The seven ILEX Level 3 Certificate in Law and Practice endorsements are as follows:

Conveyancing	Employment Practice
Civil Litigation	Probate Practice
Criminal Litigation	Family Practice
The Practice of Law for the Elderly Client	

This qualification consists of 5 units in total which are individually accumulated. Again, each unit is regarded as a worthwhile achievement in its own right, and certification is available at unit level. In terms of guided learning hours, each unit has been designed to be delivered by tutors in approximately 25 hours.

For further details of the Level 3 Certificate in Law and Practice, including information on the qualification structure and guided learning hours, please refer to the ILEX Level 3 Certificate in Law and Practice/Professional Diploma in Law and Practice Qualifications Handbook (See **Section 7.6**).

7.2 ILEX Level 3 Professional Diploma in Law and Practice

The Level 3 Professional Diploma in Law and Practice is the ILEX Level 3 academic stage qualification. Students wishing to become Legal Executives and proceed to Fellowship of ILEX must achieve the Level 3 Professional Diploma in Law and Practice and the ILEX Level 6 Professional Higher Diploma in Law and Practice.

The ILEX Level 3 Professional Diploma in Law and Practice replaces the previous ILEX Level 3 Professional Diploma in Law which had the final examination session in October 2009.

The Level 3 Professional Diploma in Law and Practice is a broad-based, practical introduction to law and legal practice. It requires that students achieve knowledge, skills and understanding across 10 units in key areas of law and legal practice. There are seven mandatory Law units and students must then take three other units of which at least two units must be Practice units.

The Level 3 Professional Diploma in Law and Practice has been developed as a unitised qualification which permits students and centres to adopt a flexible and tailor-made approach to learning. Whilst all students undertake a certain amount of core study, there is also room for centres to deliver units that better reflect individual or group interests.

We have included a practical legal skills component within the Level 3 Professional qualification. The Professional Skills units (Units 16 and 17) require that students demonstrate key transferable legal skills in practical situations. The mandatory inclusion of these units in the Level 3 Professional Diploma in Law and Practice ensures that the qualification reflects the pace of change in the legal sector and that ILEX students are well-prepared to embrace this change.

The qualification consists of 10 units in total which are each assessed by ILEX and accumulated by the student. Each unit is regarded as a worthwhile achievement in its own right and certification is available at unit level. In terms of guided learning hours, each unit has been designed to be delivered by tutors in approximately 25 hours.

We anticipate that the vast majority of students intending to study the ILEX Level 3 Professional Diploma in Law and Practice will firstly achieve the ILEX Level 3 Certificate in Law and Practice. As the qualifications draw from the same choice of units and are both cumulatively achieved, this is the best way to ensure that students are progressively rewarded for their achievements.

For further details of the Level 3 Professional Diploma in Law and Practice, including information on the qualification structure and guided learning hours, please refer to the ILEX Level 3 Certificate in Law and Practice/Professional Diploma in Law and Practice Qualifications Handbook (See **Section 7.6**).

7.3 ILEX Level 3 Extended Professional Diploma in Law and Practice

ILEX has also developed a Level 3 Extended Diploma in Law and Practice, but it must be understood that this qualification is only appropriate to students in specific circumstances. The ILEX Level 3 Extended Professional Diploma in Law and Practice requires that students take an appropriate combination of the ten units for the ILEX Level 3 Professional Diploma in Law and Practice plus two more units.

In this way, it will be useful for students who, having achieved the ILEX Level 3 Professional Diploma in Law and Practice, change career directions and want to receive some reward for any additional learning undertaken in a new legal area. Equally, for less experienced students who need a broader understanding of the law and its practice, it will be a useful tool for improving their all round comprehension.

Achievement of the ILEX Level 3 Extended Diploma in Law and Practice entitles the student to move on to the Level 6 Professional Higher qualification. ILEX, however, anticipates that the vast majority of its students will move on to its Level 6 Professional Higher provision by simply achieving the ILEX Level 3 Professional Diploma in Law and Practice.

Students attempting the ILEX Level 3 Extended Professional Diploma in Law and Practice should first attempt the ILEX Level 3 Professional Diploma in Law and Practice and then add two more relevant units.

Because Practice units can only be counted towards a qualification when they are undertaken with the corresponding Law unit, there are a limited number of ways in which students can achieve the ILEX Level 3 Extended Professional Diploma in Law and Practice.

For more information about the ILEX Level 3 Extended Diploma in Law and Practice, including full details of the unit combinations permissible to achieve this qualification, please refer to Appendix G of the *ILEX Level 3 Certificate/Professional Diploma in Law and Practice Qualifications Handbook*.

7.4 ILEX Level 6 Single Subject Certificate

The ILEX Level 6 Single Subject Certificate enables students to achieve recognition for the study of a discrete area of Law, Legal Practice or Legal Skill. A valuable achievement in its own right, the Level 6 Single Subject Certificate can be used to build achievement towards the ILEX Level 6 Professional Higher Diploma in Law and Practice.

The qualification has two main purposes:

i) For students working towards specific professional achievements

It offers recognition of achievement to legal professionals working within a specific area of Law or Legal Practice. ILEX recognises that not every student of Law and Legal Practice wishes to go on to become a Legal Executive and Fellow of ILEX. The ILEX Level 6 Single Subject Certificate enables students with specific interests to achieve a recognised national qualification for their achievements in respect of a chosen area of study.

ii) For students working towards becoming a Legal Executive and Fellow of the Institute of Legal Executives (ILEX).

The ILEX Level 6 Single Subject Certificate is a step towards achieving the ILEX Level 6 Professional Higher Diploma in Law and Practice. Each Single Subject Certificate achieved is carried forward towards achievement of ILEX's Membership qualification. In this respect, the ILEX Single Subject Certificate is a way of rewarding ongoing achievement towards the, broader qualification.

7.5 ILEX Level 6 Professional Higher Diploma in Law and Practice

The ILEX Level 6 Professional Higher Diploma in Law and Practice is ILEX's second stage of professional training after the ILEX Level 3 Professional Diploma in Law and Practice. It is designed for students who want to progress to ILEX Membership and who want to ultimately become Fellows of the Institute of Legal Executives (ILEX).

The ILEX Level 6 Professional Higher Diploma in Law and Practice replaces the previous ILEX Level 6 Professional Higher Diploma in Law which had a final examination session in October 2009.

The qualification offers students an opportunity to specialise in a legal practice area, whilst at the same time demonstrating knowledge and understanding of an underpinning series of law subjects and legal skills. The qualification aims to create the

complete Legal Executive, both academically competent in respect of their chosen legal area, and also suitably professional to be easily employable in a fast-evolving legal workplace. The qualification prepares students for further professional development above and beyond Level 6.

7.6 ILEX Graduate 'Fast-Track' Diploma

The ILEX Graduate 'Fast-Track' Diploma is a new qualification and is designed solely to accredit legal practice knowledge and understanding. It is aimed at those individuals (such as law graduates) with significant and broad experience of the law who need a qualification specifically in relation to legal practice.

For law graduates (with a qualifying law degree) wishing to claim exemptions against ILEX Law units, achievement of the ILEX Graduate 'Fast-Track' Diploma will offer candidates a route into full membership of the Institute of Legal Executives (ILEX).

For further details of the Level 6 qualifications, including information on the qualification structure and guided learning hours, please refer to the *ILEX Level 6 Single Subject Certificate, ILEX Level 6 Professional Higher Diploma in Law and Practice and ILEX Graduate 'Fast-Track' Diploma Qualifications Handbook* (See **Section 7.6**).

7.7 Student and Qualifications Handbooks

A copy of each of the following handbooks is available to download from the ILEX website (www.ilex.org.uk):

ILEX Level 3 Certificate in Law and Practice and Level 3 Professional Diploma in Law and Practice Qualifications Handbook

ILEX Level 6 Single Subject Certificate, ILEX Level 6 Professional Higher Diploma in Law and Practice and ILEX Graduate 'Fast-Track' Diploma Qualifications Handbook

Each handbook aims to provide students, programme managers, course coordinators, tutors and examination officers with all the relevant information they need concerning the range of ILEX qualifications. They each aim to provide a comprehensive guide to each ILEX programme of learning, setting out information about the content of the qualifications, the examinations and assessments, the key dates and deadlines and rules and regulations.

Section 8: Further Information

8.1 Transitional arrangements – outgoing Level 3 qualifications

Transitional arrangements are in place for those students who might need to use units from the ILEX Level 3 qualifications Certificate/Professional Diploma in Law and Practice to complete the former ILEX Level 3 Professional Diploma in Law following the final examination session for this qualification in October 2009. A copy of the *ILEX Transitional Arrangements* can be downloaded from the 'Changes to Qualifications' pages via the ILEX website (www.ilex.org.uk).

8.2 Exemption arrangements for the Level 3 qualifications

ILEX offers exemptions from units of the ILEX Level 3 Certificate/Professional Diploma in Law and Practice for students with a range of qualifications. ILEX will also consider granting exemptions to students from units of the ILEX Level 3 Certificate/Professional Diploma in Law and Practice where they can demonstrate that they have passed examinations in Law and/or Practice at a comparable standard and with substantially similar subject content.

It is recommended that programme managers, course coordinators, tutors and students read the *'ILEX Guide for Exemption Applications'* which outlines the criteria and details of how to apply for all exemptions, both individual and institutional. The relevant exemption application form sets out the appropriate exemption/administration fee which must accompany each exemption application. For further information on our current exemptions arrangements, including full details of how to apply and the fees payable, please refer to the Exemption pages on the ILEX website (www.ilex.org.uk).

Further information may also be obtained through the Awards-Operations Department at ILEX.

8.3 Transitional arrangements – former Level 6 qualifications

Transitional arrangements are in place for those students who might need to use units from the current Level 6 qualification to complete the former Level 6 Professional Higher Diploma in Law. A copy of the *ILEX Transitional Arrangements* can be downloaded from the

'Changes to Qualifications' pages via the ILEX website (www.ilex.org.uk).

8.4 Exemption arrangements for the Level 6 qualifications

ILEX offers exemptions from units of the new ILEX Level 6 Single Subject Certificate/Professional Higher Diploma in Law and Practice/Graduate 'Fast-Track' Diploma for students with a range of comparable qualifications. Please see full details of our current exemption arrangements by visiting the Exemption pages on the ILEX website at (www.ilex.org.uk).

ILEX will also consider granting exemptions to students from units of the ILEX Level 6 Single Subject Certificate/Professional Higher Diploma in Law and Practice/Graduate 'Fast-Track' Diploma where they can demonstrate that they have passed examinations in Law and/or Practice at a comparable standard and with substantially similar subject content.

It is recommended that programme managers, course coordinators, tutors and students read the '*ILEX Guide for Exemption Applications*' which outlines the criteria and details of how to apply for all exemptions, both individual and institutional. The relevant exemption application form sets out the appropriate exemption/administration fee which must accompany each exemption application. For further information on our current exemptions arrangements, including full details of how to apply and the fees payable, please refer to the Exemption pages on the ILEX website (www.ilex.org.uk).

Further information may also be obtained through the Awards-Operations Department at ILEX.

8.5 Timetable for 2010/2011

A schedule of the key dates and deadlines in relation to the registration and examinations/assessment of the Level 3 and Level 6 qualifications can be found in **Appendix H: *Schedule for the Academic Year 2010/2011.***

Section 9: Keeping in Touch

9.1 The ILEX Centre Liaison Team

The ILEX Centre Liaison Team is the first point of contact for ILEX Accredited Centres. They are able to provide centres with guidance on a variety of issues including administration, marketing and

recruitment. The team also provides an important link between ILEX Accredited Centres and any local ILEX branches. Information for centres is provided on the ILEX website (www.ilex.org.uk).

The Centre Liaison Team organises an annual information event which aims to encourage opportunities for programme managers, course coordinators and tutors to share academic and student-related experiences. This event will depend on minimum attendance numbers and may be subject to change. Full details will be made available on the ILEX website (www.ilex.org.uk).

All applications for ILEX Centre Accreditation should be submitted in the first instance to the Centre Liaison Officer. If you need help in accessing the relevant information from the ILEX website, in completing any of the required forms or have any queries on any aspect of ILEX Centre Accreditation, please feel free to contact the Centre Liaison Officer.

9.2 Contact details

The relevant contact details are as follows:

ILEX Centre Liaison Officer

Pauline Scrivener
Telephone: +44 (0)1234 845729
Email: pscrivener@ilex.org.uk

ILEX Regional Liaison Officers

Our Regional Liaison Officers are the local contacts for our Accredited Centres and are able to provide guidance and support. Their contact details are as follows:

East Midlands

Jamil Karkach
Mobile: +44(0)7962 007 925
Email: jkarkach@ilex.org.uk

Wales & South West England

Lynne Squires M.Inst.L.Ex
Office: +44(0)2920514891
Mobile: +44(0)7795062905
Email: lsquires@ilex.org.uk

West Midlands, North West

Anne-Marie Dhillon M.Inst.L.Ex
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Email: adhillon@ilex.org.uk

Greater London, Kent & Sussex

Myles Bigland
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Address for correspondence:

ILEX
Kempston Manor
Kempston
Bedford
MK42 7AB

ILEX Website: www.ilex.org.uk

Telephone Number: +44 (0)1234 841000

Email: info@ilex.org.uk

9.3 Feedback

We look forward to working in partnership with you and your centre and welcome any feedback or comments you may have on any part of the guidance provided within this handbook and/or on the ILEX Centre Accreditation process.

9.4 Feedback

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