

Application for an unlisted Exemption

For use with qualifications achieved within the last 7 years but not listed in the ILEX online table of approved qualifications.

If your qualification is **listed** in the ILEX online table of approved qualifications, do **not** use this form. Instead, use the application form for listed qualifications. ILEX's online table of approved qualifications and application forms are available from the Exemptions page of the ILEX website (www.ilex.org.uk).

ILEX operates an equality and diversity exemption policy and welcomes applications from ILEX students on the basis of comparable qualifications from recognised Institutions which satisfy the ILEX criteria for awarding exemptions.

If your qualification is **not** listed in the ILEX online table of approved qualifications, ILEX will complete a detailed mapping of your qualification against the learning outcomes and assessment criteria of the ILEX units from which you are claiming exemption. A minimum 75% coverage is required. Please ensure you enclose with this application a full transcript and detailed syllabus for the qualification you have achieved, to enable this detailed mapping to be completed. For us to complete this mapping you will be required to pay £100* exemption administration fee. Only when ILEX confirms which exemptions you can apply for will you be required to pay £44* for each Level 3 unit exemption claimed, and £82*/£60* for each Level 6 unit exemption claimed.

Please complete all sections of this application form, and ensure you enclose the required supporting documents with your application. **Incomplete applications will be returned.**

1: Your contact details:

ILEX Membership Number:

Title: _____

Surname: _____

Forenames: _____

Address: _____

Preferred daytime telephone number: _____

Email: _____

2. Details of your qualification (completed within the last 7 years) please select:

Qualification Title: _____

Qualification awarded by: _____

Date qualification awarded: _____

3. Details of exemption applied for: applications for exemption may be made from one or more units of the ILEX professional qualifications.

ILEX Level 3 units - please select the Level 3 units from which you are applying for exemption:

Unit	Title	Fee*	Select
Unit 1	Introduction to Law and Practice	£44	
Unit 2	Contract Law	£44	
Unit 3	Criminal Law	£44	
Unit 4	Land Law	£44	
Unit 5	Law of Tort	£44	
Unit 6	Employment Law	£44	
Unit 7	Family Law	£44	
Unit 8	Law of Wills and Succession	£44	
Unit 9	Civil Litigation	£44	

Unit	Title	Fee*	Select
Unit 10	Conveyancing	£44	
Unit 11	Criminal Litigation	£44	
Unit 12	The Practice of Family Law	£44	
Unit 13	The Practice of Employment Law	£44	
Unit 14	Probate Practice	£44	
Unit 15	The Practice of Law for the Elderly Client	£44	
Unit 16	Client Care Skills	£44	
Unit 17	Legal Research Skills	£44	

ILEX Level 6 units – please select the Level 6 units from which you are applying for exemption:

Unit	Title	Fee*	Select
Unit 1	Company and Partnership Law	£82	
Unit 2	Contract Law	£82	
Unit 3	Criminal Law	£82	
Unit 4	Employment Law	£82	
Unit 5	Equity and Trusts	£82	
Unit 6	European Union Law	£82	
Unit 7	Family Law	£82	
Unit 8	Immigration Law	£82	
Unit 9	Land Law	£82	
Unit 10	Landlord and Tenant Law	£82	
Unit 11	Planning Law	£82	
Unit 12	Public Law	£82	

Unit	Title	Fee*	Select
Unit 13	Law of Tort	£82	
Unit 14	Law of Wills and Succession	£82	
Unit 15	Civil Litigation	£82	
Unit 16	The Practice of Company and Partnership Law	£82	
Unit 16	Conveyancing	£82	
Unit 17	Criminal Litigation	£82	
Unit 18	The Practice of Employment Law	£82	
Unit 19	The Practice of Family Law	£82	
Unit 20	Probate Practice	£82	
Unit 21	Client Care Skills	£60	
Unit 22	Legal Research Skills	£60	

4. Supporting documents required with this application: please enclose a full transcript and detailed syllabus for the qualification you have achieved, together with your **certified** certificate(s), with your application. A detailed mapping of your qualification cannot be completed without these documents. ILEX will not accept original certificates. Please ensure that a copy of your certificate is appropriately **signed** and **certified** before submission. The person certifying your certificate must be a practicing or retired professional registered with the appropriate professional body, for example a Legal Executive, Solicitor, Barrister or Licensed Conveyancer. Please note that ILEX will carry out spot checks to check the authenticity of documents.

5. Payment details:

My qualification is NOT listed on the database and I therefore enclose £100* administration fee. I understand ILEX will contact me in writing to advise me what exemptions I can apply for and these will be charged at £44* for each Level 3 unit exemption claimed, and £82*/£60* for each Level 6 unit exemption claimed. The £100* exemption administration fee is non refundable.

*All fees shown are valid until August 31st 2012

Payment Method (please tick appropriate box)

Personal Cheque Firm's Cheque Postal Orders

Credit/Charge card (Visa, MasterCard and Switch cards are acceptable) – delete as appropriate
Card No.

Issue

No. Expiry date Security code

Signed _____ date _____

* all fees shown are valid until August 31st 2012

Please ensure that you have completed all sections of this application form, as incomplete applications will be returned.

Return your completed application form, enclosures and the appropriate fee to:

The Exemption Administrator
The Institute of Legal Executives
Awards Operations Division
Kempston Manor, Kempston
Bedford MK42 7AB

OR

DX 124780 Kempston 2