

GUIDANCE ON COMPLETING A FELLOWSHIP APPLICATION

In order to be admitted as a Fellow of ILEX, Graduate members (i.e. members who have completed their academic training) must demonstrate that they have completed a total of 5 years qualifying employment. 2 of the 5 years must be completed in the Graduate membership and must be consecutive. If you took a break during the 2 year period as a result of maternity leave, redundancy, illness or change of employment, you should refer to the ILEX Membership Bye-laws to confirm whether the break in your employment constitutes a breach in the continuity of your qualifying employment.

Fellowship applications are considered by ILEX Professional Standards ('IPS'). As the independent regulator of ILEX members, IPS oversees the education, qualification and practice standards of ILEX members. IPS will conduct an initial review of your application to determine whether you have demonstrated the necessary level of experience over an adequate period of time. If you have it will determine whether to approve your application. In some circumstances, further information may be requested from you in support of your application.

If IPS is unable to determine your application, it will be referred to the Admissions and Licensing Committee. The Committee will determine whether your application may be approved. The decision of the Committee is final.

The general requirements that must be met in order to be admitted as a fellow are as follows:

- At least 5 years of qualifying employment must be demonstrated.
- At least 2 years of continuous qualifying employment should take place in the Graduate membership grade.

NB: Part time work of 20 or more hours per week may be regarded as qualifying employment. Part time qualifying employment will be taken into account on a pro rata basis.

To be in qualifying employment you should be employed by:

- A solicitor or firm of solicitors in private practice, or
- A Licensed Conveyancer or a firm of Licensed Conveyancers, or
- Any firm, corporation, undertaking, department or office where the employment is subject to supervision by a Fellow, Solicitor, Barrister or Licensed Conveyancer employed in duties of a legal nature by that firm, corporation, undertaking, department or office,

In exceptional circumstances this requirement may be waived by the Admissions and Licensing Committee.

And, you must demonstrate that;

Your duties under your terms of employment are **wholly or principally of a legal nature** rather than of an administrative nature.

You must demonstrate through your application that the work you undertake goes beyond legal administration. These guidance notes are designed to assist you in providing the type of information required in a clear and concise manner.

In addition to providing the information requested on the application form itself, you should provide references in support of your application. These should be substantive references and not simply factual confirmation of employment. You should ask your referee(s) to comment on the duration and quality of your work, the level at which you worked, the degree of knowledge the referee has of your work and your ability to work independently. References should relate to at least the last 2 years of your employment.

Completed applications, together with the relevant fee and any supporting references should be returned to:

ILEX
Kempston Manor
Kempston
Bedford
MK42 7AB

Any queries may be directed to membership@ilex.org.uk.

Completing the form

Presentation

Where possible, you should avoid handwriting your substantive responses to the questions on the application form. These should be typed on separate sheets and returned with the application form. Once complete, you should sign the form and return the hardcopy to the ILEX.

If you are completing the form by hand, you must ensure that your answers are clear and legible.

Section 1

You should enter your personal details.

The address provided on the form will be the address that ILEX uses to correspond with you, whether or not it differs from the address recorded on the ILEX records.

Section 2

The purpose of this section is to provide a brief overview of your employment history and to establish the length of time you have been in qualifying employment.

You should begin with your *current employer's details*

- You must state your employer's name and address
- You must confirm your job title and the area of legal practise in which you are employed.
- You must confirm the date your current employment commenced by stating the day, month and year.

You must also provide the information set out above in relation to any previous employment that you wish to be considered as forming part of your qualifying employment, *starting with the most recent*.

If your position changed during your period of employment, with the same employer, you must provide the job title for each position held together with the date the change in your role took effect.

Any gaps in employment should be explained in chronological order.

For example:

Employers name & address	Nature of Employment	Dates
Bloggs & Co 1 The Street The Town AB1 2CD	Senior Conveyancer – residential property department	01.01.09 – 31.12.10
Smith & Co 2 The Street The Town AB1 2CD	Conveyancer - residential property department	01.01.08 - 31.12.08
	Maternity break	01.01.07 - 31.12.07
Smith & Co 2 The Street The Town AB1 2CD	Conveyancer - residential property department	01.01.06 - 31.12.06
	Case Handler – residential property department	01.01.05 - 31.12.05

Section 3

You must confirm which Level 6 examinations you passed and the month and year they were passed.

If you obtained Graduate membership status by virtue of alternative qualifications, you must state which qualifications you achieved in order to gain an exemption and the date of those qualifications.

You must confirm the date you achieved Graduate member status.

Section 4

You must indicate the area of practise you work in by ticking the relevant boxes. You may tick as many boxes as necessary.

Section 5

You must indicate the type of practice you are currently employed in by ticking the relevant box.

Section 6

You must indicate the type of work you undertake by ticking the relevant box.

Section 7

You must enclose a copy of your job description, if it is available. You may also find it helpful to disclose previous job descriptions where you place reliance on that work in support of your application.

You must demonstrate the level you are working at by detailing the tasks you are responsible for on a daily basis. To be acceptable the tasks must go beyond legal administration or routine matters. If you undertake a mixed role, indicate what proportion of your time is spent on each aspect.

It would be helpful if you gave a breakdown of the types of files you currently have and the tasks you are responsible for in relation to those matters. You must also provide the same information for any past work which falls within the five year qualifying employment period.

Section 8

Currently

You must demonstrate that you have worked at an appropriate level for at least the last two years. This should be done by reference to the types of files and matters you have handled during this period and you must make specific reference to tasks for which you were responsible.

You should provide examples of matters where you have:

1. Applied the law to a situation;
Details should be provided as to the nature of the situation, the law in relation to that situation and how it applied to the facts.
2. Advised in relation to a legal matter; and
Details should be provided as to the nature of the legal matter, the options available to the client and the advice provided.

3. Undertaken research or referred to substantive law.
Details should be provided as to the nature of the legal issue, the type of research undertaken, the sources used and how you applied the knowledge you gained from your research to the legal issue.

If you have dealt with matters which are in the public domain, you may refer to these matters and provide specific examples of the work you were responsible for in relation to that matter. Otherwise client details must be anonymised in any examples you provide.

You must refer to a timescale when providing examples to demonstrate your abilities. This will enable IPS to establish whether the work is of an appropriate level and has been carried out over a sufficient period of time. The timescale should be as accurate and detailed as possible to enable IPS to properly establish the level of work being undertaken at any time in your career.

Previously

You must provide the same level of detail as required for your current role for any other matter(s) upon which you rely on in support of your application.

It would be helpful if you used this section to demonstrate how you progressed throughout your career by reference to a changing caseload, for example, by detailing when additional responsibilities were given to you or whether supervision levels decreased.

Section 9

You must confirm the name and qualification of your supervisor.

If you are not directly supervised by an authorised person, you must confirm whether overall responsibility for the work you undertake rests with an authorised person. An authorised person is a Solicitor, Fellow, Barrister, Licensed Conveyancer, or other legal practitioner authorised under the Legal Services Act 2007.

You must confirm:

1. How often your work is supervised by reference to the number of hours of supervision and the time period over which it occurs.
For example: 1 hour per week
2. The type of supervision over your work

For example: Whether incoming and/or outgoing post is checked or file reviews take place

3. Whether the supervision and monitoring arrangements over your work are equal to those over the work of your colleagues of equal standing. This will enable the Committee to establish whether the level of supervision over your work reflects a policy of your employer or your ability to work independently.

For example: Whether all outgoing post must be signed by a solicitor

4. How the level of supervision over your work has changed throughout your career by reference to a timescale

Section 10

You must provide a breakdown of your current caseload, indicating the total number of files you are responsible for and confirm how many of any one type of matter falls within that caseload.

You must provide a breakdown in the same way for the last 5 years.

For example:

	Divorce matters	Ancillary relief matters	Non-molestation orders	Total number of files
2010	25	25	25	75
2009	20	20	20	60
2008	15	15	15	45
2007	15	15	15	45
2006	10	10	10	30

Section 11

You should indicate whether you undertake pro bono work.

This question is asked for recording purposes only. The success of your application will not be affected by your response to this question.

Section 12

You should indicate whether you are a police station accredited representative.

Section 13

You must answer all questions.

If you answer 'yes' to any of the questions, all relevant details must be provided in relation to that matter.

Section 14

You should indicate your ethnicity by ticking the relevant box.

This question is asked for recording purposes only. The success of your application will not be affected by your response to this question.

Section 15

If you have a disability, you should provide details of any reasonable adjustments that are necessary to enable you to use ILEX services.

The success of your application will not be affected by your response to this question.

Section 16

You must sign and date the application form.

Section 17

All questions must be answered.

You should ask your supervisor/employer to sign where indicated and confirm their qualification.

If the signatory is not an authorised person, they should indicate in what capacity they have executed the certificate of fitness and, if necessary, you must provide an explanation as to why an authorised person was not able to sign the certificate.

Should you require any further information or guidance, please contact the ILEX Membership Team at membership@ilex.org.uk or by telephoning 01234 845 777.