

QE Application Form Guidance Notes

The numbers below refer to the Qualifying Employment Application Form sections.

PART 1: PERSONAL INFORMATION

If you are not a CILEx Member yet, you may not have a CILEx Membership number. CILEx will be allocating you a Membership number on receipt of your application.

PART 2: QUALIFICATIONS

Please list **all** CILEx Level 6 exams that you have passed plus LPC/BPTC, OISC and LSC/Police Station Accreditations. You should state each level and the dates studied and qualification achieved.

PART 3: GENERAL EMPLOYMENT INFORMATION

Area of Practice: Please remember to state if your area of law is not listed.

PART 4: EMPLOYMENT

- a. Contracted hours – If your hours have changed at all during the course of your employment, please state how and when (month/year) they changed.
- b. Breaks in employment – Please list exact dates (from/to) of any long-term breaks in your employment. This does not need to include periods of annual leave.
- c. Reference – The original **hard copy** reference from your current employer must be provided with your application form. This should be on headed paper, dated, manually signed and from your legally qualified supervisor who has day to day knowledge of your work. If you have recently started your role, please provide a reference, in the same format, from any previous employment within the last 6 months.
- d. If you change roles (including within the company) sections 4-8 should be completed for each role you wish to have assessed.

PART 5: SUPERVISION

You must be supervised by a legally qualified person as defined by s.18 of the Legal Services Act 2007, for each of your roles. This includes Fellows, CILEx Practitioners, Solicitors, Barristers, and Licensed Conveyancers. If you are in any doubt please see LSB guidance:

http://www.legalservicesboard.org.uk/can_we_help/approved_regulators/

PART 6: DESCRIPTION OF YOUR ROLE

You should list each of your duties and responsibilities in your role, including **all** legal, marketing and administrative tasks. This should be what you have been personally responsible for, including where you have assisted other colleagues. This should be your duties at present or at the point at which you ended each previous role. For example:

Duties and Responsibilities (please expand table if necessary)	Percentage of time/hours spent on this duty weekly (this should add up to 100% in total or your contractual hours)
Sitting in on meetings with supervisor and taking notes	5%
Attend networking events to encourage new business	5%
Drafting IHT forms	10%
SDLT returns – submitting to HMRC	4%
Land Registry applications	3%
Drafting Tenancy Agreements	3%
Opening files and drafting Client Care letters	1%
ISDA Master Agreements – negotiating and checking contracts	3%
Closing files and archiving	2%
Legal Research – daily using Lexus Nexus	5%
Supervision and Training of assistant/secretary or new starters	5%
Typing from dictation	10%
Assisting my supervisor by attendance with client to court hearings	2%
Witness statements	15%
Police Station attendance and taking statements	5%
Drafting LPAs and EPAs	10%
Organising marketing events	2%
Diarising court appointments	2%
Preparation of training manuals	5%
Preparing bundles	3%

This is not a definitive list and all the examples should be expanded on to include a few lines explaining what has been involved. From this example, we would classify 42% of this as non-legal work therefore based on a typical 37hr week, the above fictitious role, which contains examples from a range of areas of legal practice, would be considered as qualifying employment.

PART 7: PROGRESSION IN THIS ROLE

- Please set out your duties at the beginning of your role in the same format as the table above. Your duties are likely to have changed with progression.
- You may wish to provide a timeline detailing your progression, giving the month and year of when you took on additional responsibilities.
- Please indicate how many files/matters you have dealt with throughout your employment by type and number. For example:

Year	Type of Matter 1 (please specify)		Type of Matter 2 (please specify)		Type of Matter 3 (please specify)		Total	
	Divorce matters		Non-molestation orders		Ancillary Relief matters			
2016	10	Own files	25	Own files	25	Own files	60	Own files
	15	Assisting	10	Assisting	0	Assisting	25	Assisting
2015	0	Own files	0	Own files	0	Own files	0	Own files
	20	Assisting	20	Assisting	20	Assisting	60	Assisting
2014	0	Own files	0	Own files	0	Own files	0	Own files
	15	Assisting	15	Assisting	15	Assisting	45	Assisting
Year	#	Own files	#	Own files	#	Own files	#	Own files
	#	Assisting	#	Assisting	#	Assisting	#	Assisting

PART 8: EXAMPLES

Please provide 2 specific examples of situations/cases where you have been required to apply the law to a given situation and advised clients on aspects of the law, for each of the roles you wish to be included in this assessment.

You should summarise the outline of the facts of the case (what were you instructed to do), state what the specific law or procedure that applied and how you applied this to the situation, and detail the specific advice that you gave to your client on the law.

Please keep a copy of your application form in case further information is requested. CILEx Regulation requires all applications to be original, therefore please send in the hard copy with a manual signature.

If you require any further assistance in completing the application form, please phone the CILEx Contact Centre on 01234 845777.