

# END-POINT ASSESSMENT PLAN FOR THE CHARTERED LEGAL EXECUTIVE APPRENTICESHIP

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS END-POINT ASSESSMENT (EPA)	INTEGRATED
ST0244	6	Yes
<p>Contents</p> <ol style="list-style-type: none"> <li>1. Introduction and overview</li> <li>2. EPA summary table</li> <li>3. Gateway</li> <li>4. EPA</li> <li>5. Re-sits and re-takes</li> <li>6. Roles and responsibilities</li> <li>7. Reasonable adjustments</li> <li>8. Internal quality assurance</li> <li>9. Professional recognition</li> </ol>		

## Introduction and overview

The Chartered Institute of Legal Executives (CILEX) is the Approved Regulator for Chartered Legal Executives. It delegates its regulatory functions to an independent regulatory body, CILEx Regulation (CRL).

CRL regulates all authorised chartered legal executives and sets the standards for specialist education, training, competency and fitness to practise, against which a chartered legal executive is approved. These standards support the achievement of the knowledge, skills and behaviours (KSBs) in the occupational standard. The apprenticeship standard and the delivery of the apprentices training must be aligned to all relevant CRL standards to ensure that apprentices are able to record the qualification against their entry on the register of Chartered Legal Executives. Chartered Legal Executive is a protected title and only individuals authorised by CRL may be admitted to the register. For those

working as Chartered Legal Executives, they must be authorised and are required to act within their competence. They can demonstrate that they have a knowledge, skills and experiences by meeting the requirements of the CRL Education Standards and fitness to practise requirements for Chartered Legal Executives. The end-point assessment (EPA) assesses whether apprentices have also passed the apprenticeship, and is based on the same professional knowledge, skills and behaviours as the occupational standard.

This document sets out the requirements for EPA for the Chartered Legal Executive statutory integrated apprenticeship standard. It is for the end-point assessment organisation (EPAO), who need to know how the EPA for this apprenticeship must operate. It will also be of interest to apprentices and their employers.

Apprentices will typically spend 60 months on-programme working towards the occupational standard.

The EPA period should only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard and all the pre-requisite gateway requirements for EPA have been met.

The EPA period will typically last 4 months, beginning when the apprentice has passed the EPA gateway.

The EPA will determine the overall apprenticeship grades of:

- fail
- pass

This apprenticeship has a statutory integrated EPA. The EPA will use the assessment arrangements in use for other entry routes into this occupation and will be completed simultaneously, as outlined in this end-point assessment plan. Alignment of the integrated EPA is permitted because the following criteria are met:

1. Parliament has prescribed that the occupation (profession) must be regulated by a statutory regulator that carries out a range of functions in relation to the occupations they regulate, including making sure individuals have the necessary qualifications and, or experience to practise the occupation and taking any necessary enforcement action.
2. The occupational standard and statutory integrated EPA meet the apprenticeship requirements.

## EPA summary table

<p>On-programme (typically 60 months)</p>	<p>Training to develop the occupation standards knowledge, skills and behaviours (aligned to the CRL Education Standards)</p> <p>The apprentice must complete training towards English and mathematics in line with the apprenticeship funding rules.</p>
<p>End-point assessment gateway</p>	<p>The end-point assessment gateway requirements are:</p> <ul style="list-style-type: none"> <li>• the apprentice has met the knowledge, skills and behaviours.</li> <li>• the employer is satisfied the apprentice has consistently demonstrated they meet the KSBs of the occupational standard.</li> <li>• the apprentice has achieved English and mathematics qualifications in line with the apprenticeship funding rules.</li> <li>• the apprentice has achieved all required modules, considering any recognition of prior learning (RPL) of the following approved qualification:</li> <li>• any qualification approved by CRL.</li> </ul>
<p>End-point assessment (typically 4 months)</p>	<p>The EPA starts once the apprentice has met all the prerequisite gateway requirements for EPA.</p> <p>Once the EPA is completed, the apprentice must apply to CRL for admission to the register and make the required declarations.</p> <p>The apprentice is not required to carry out any additional assessments. However, prior to admission as a Chartered Legal Executive, the apprentice will be required to complete a prior conduct and DBS check. Where conduct is declared, the apprentice will also be required to be referred to the independent Professional Conduct Panel for review.</p> <p>Admission in such circumstances is not guaranteed.</p>

<b>Professional recognition</b>	<p>This apprenticeship aligns with:</p> <ul style="list-style-type: none"> <li>• Chartered Institute of Legal Executives Regulation for Chartered Legal Executive.</li> </ul>
<b>Re-sits and re-takes</b>	<p>Re-take and re-sit grade cap: pass</p> <p>Re-sit timeframe: typically 1 month</p> <p>Re-take timeframe: typically 2 months</p>

## Gateway

The EPA period should only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard.

The apprentice must have completed the following gateway requirements prior to beginning their EPA:

- Complete training towards English and mathematics qualifications in line with the apprenticeship funding rules.
- Completed mandatory qualifications (see paragraph below).
- Compiled a portfolio of evidence against the relevant CRL Education Standard.
- Confirmation of experience requirements.
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Apprentices must complete all required modules, considering any recognised prior learning (RPL) of the following approved qualifications as mandated in the occupational standard:

- Any qualification approved by CRL.

## EPA

The EPA is:

- an assessment of competence against the relevant CRL Education Standards in line with CRL statutory obligations

The end-point assessment organisation (CRL Approved) will conduct the EPA.

## Overall EPA grading

Name of grade	Grade descriptor
Pass	Has met the relevant CRL Education standards for the apprentice's specialist area of practice.
Fail	Does not meet the CRL Education standards.

## Re-sits and re-takes

In line with the EPAO's (CILEX) definition and procedures for resits and/or retakes:

- If the apprentice fails, they can take a re-sit or a re-take at their employer's discretion. The apprentice's employer needs to agree that a re-sit or re-take is appropriate. A re-sit does not need further learning, whereas a re-take does.
- The apprentice should have a supportive action plan to prepare for a re-sit or a re-take.
- The employer and EPAO agree the timescale for a re-sit or re-take. A re-sit is typically taken within 1 month of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 2 months of the EPA outcome notification.

The assessment must be re-sat or re-taken within a 6-month period from the EPA outcome notification.

## Roles and responsibilities

ROLES	RESPONSIBILITIES
Apprentice	<p>As a minimum, the apprentice should:</p> <ul style="list-style-type: none"> <li>• complete on-programme training to meet the KSBs as outlined in the occupational standard for a minimum of 12 months.</li> <li>• complete the required amount of off -the-job training specified by the apprenticeship funding rules and as arranged by the employer and training provider.</li> <li>• understand the purpose and importance of EPA.</li> <li>• prepare for and undertake the EPA including meeting all gateway requirements.</li> <li>• ensure that all supporting evidence required at the gateway is submitted in line with this EPA plan.</li> </ul>
Employer	<p>As a minimum, the apprentice's employer must:</p> <ul style="list-style-type: none"> <li>• select the EPAO and training provider.</li> <li>• work with the training provider (where applicable) to support the apprentice in the workplace and to provide the opportunities for the apprentice to develop the KSBs.</li> <li>• arrange and support off -the-job training to be undertaken by the apprentice.</li> <li>• decide when the apprentice is working at or above the occupational standard and is ready for EPA.</li> <li>• ensure the apprentice is prepared for the EPA.</li> <li>• ensure that all supporting evidence required at the gateway is submitted in line with this EPA plan.</li> <li>• confirm arrangements with the EPAO for the EPA (who, when, where) in a timely manner.</li> </ul>

	<ul style="list-style-type: none"> <li>• provide access to any employer-specific documentation as required for example, company policies.</li> <li>• ensure that the EPA is scheduled with the EPAO for a date and time which allows appropriate opportunity for the apprentice to meet the KSBs.</li> <li>• ensure the apprentice is given sufficient time away from regular duties to prepare for and complete the EPA.</li> <li>• ensure that any required supervision during the EPA period, as stated within this EPA plan, is in place.</li> <li>• ensure the apprentice has access to the resources used to fulfil their role and carry out the EPA for workplace-based assessments.</li> <li>• remain independent from the delivery of the EPA.</li> <li>• pass the certificate to the apprentice upon receipt from the EPAO</li> </ul>
EPAO	<p>As a minimum, the EPAO must:</p> <ul style="list-style-type: none"> <li>• conform to the requirements of this EPA plan and deliver its requirements in a timely manner.</li> <li>• conform to the requirements of the RoEPAO.</li> <li>• conform to the requirements of the external quality assurance provider (EQAP).</li> <li>• understand the apprenticeship including the occupational standard, EPA plan and funding.</li> <li>• make all necessary contractual arrangements including agreeing the price of the EPA.</li> <li>• develop and produce assessment materials including specifications and marking materials (for example mark schemes, practice materials, training material).</li> </ul>

- maintain and apply a policy for the declaration and management of conflict of interests and independence. This must ensure, as a minimum, there is no personal benefit or detriment for those delivering the EPA or from the result of an assessment. It must cover:
  - apprentices
  - employers
  - independent assessors
  - any other roles involved in delivery or grading of the EPA.
- have quality assurance systems and procedures that ensure fair, reliable and consistent assessment and maintain records of internal quality assurance (IQA) activity for external quality assurance (EQA) purposes.
- appoint independent, competent, and suitably qualified assessors in line with the requirements of this EPA plan.
- appoint administrators, invigilators and any other roles where required to facilitate the EPA.
- deliver induction, initial and on-going training for all their independent assessors and any other roles involved in the delivery or grading of the EPA as specified within this EPA plan. This should include how to record the rationale and evidence for grading decisions where required.
  - conduct standardisation with all their independent assessors before allowing them to deliver an EPA, when the EPA is updated, and at least once a year.
  - conduct moderation of all their independent assessors' decisions once EPAs have started.
  - monitor the performance of all their independent assessors and provide re-training where necessary.
  - develop and provide assessment recording documentation to ensure a clear and auditable process is in place for providing assessment decisions and feedback to all relevant stakeholders.



	<ul style="list-style-type: none"> <li>• use language in the development and delivery of the EPA that is appropriate to the level of the apprenticeship.</li> <li>• arrange for the EPA to take place in a timely manner, in consultation with the employer.</li> <li>• provide information, advice, and guidance documentation to enable apprentices, employers and training providers to prepare for the EPA.</li> <li>• confirm the gateway requirements have been met before they start the EPA for an apprentice.</li> <li>• host and facilitate the EPA or make suitable alternative arrangements.</li> <li>• maintain the security of the EPA including, but not limited to, verifying the identity of the apprentice, invigilation and security of materials.</li> <li>• where the EPA plan permits assessment away from the workplace, ensure that the apprentice has access to the required resources and liaise with the employer to agree this if necessary.</li> <li>• confirm overall grade awarded.</li> <li>• arrange the certification of the apprenticeship.</li> <li>• maintain and apply a policy for conducting appeals.</li> </ul>
Independent assessor	<p>As a minimum, an independent assessor must:</p> <ul style="list-style-type: none"> <li>• be independent, with no conflict of interest with the apprentice, their employer or training provider, specifically, they must not receive a personal benefit or detriment from the result of the assessment.</li> <li>• have, maintain and be able to evidence up-to-date knowledge and expertise of the occupation.</li> <li>• have the competence to assess the EPA and meet the requirements of the IQA section of this EPA plan.</li> </ul>

	<ul style="list-style-type: none"> <li>• understand the apprenticeship’s occupational standard and EPA plan.</li> <li>• attend induction and standardisation events before they conduct an EPA for the first time, when the EPA is updated, and at least once a year.</li> <li>• use language in the delivery of the EPA that is appropriate to the level of the apprenticeship.</li> <li>• work with other personnel, including additional assessors where used, in the preparation and delivery of assessment methods.</li> <li>• conduct the EPA to assess the apprentice against the KSBs and in line with the EPA plan.</li> <li>• make final grading decisions in line with this EPA plan.</li> <li>• record and report assessment outcome decisions.</li> <li>• comply with the IQA requirements of the EPAO. comply with external quality assurance (EQA) requirements.</li> </ul>
Training provider	<p>As a minimum, the training provider must:</p> <ul style="list-style-type: none"> <li>• conform to the requirements of the register of apprenticeship training providers (RoATP).</li> <li>• ensure procedures are in place to mitigate against any conflict of interest.</li> <li>• work with the employer and support the apprentice during the on-the-job training to provide the opportunities to develop the KSBs as outlined in the occupational standard.</li> <li>• deliver training to the apprentice as outlined in their apprenticeship agreement.</li> <li>• monitor the apprentice’s progress during any training provider led on-programme learning.</li> </ul>

	<ul style="list-style-type: none"> <li>• ensure the apprentice is prepared for the EPA.</li> <li>• advise the employer, upon request, on the apprentice’s readiness for EPA.</li> <li>• ensure that all supporting evidence required at the gateway is submitted in line with this EPA plan.</li> <li>• remain independent from the delivery of the EPA.</li> </ul>
Regulator	<p>As a minimum the regulator must:</p> <ul style="list-style-type: none"> <li>• carry out a range of functions in relation to the occupations they regulate, including making sure individuals have the necessary qualifications and/or experience to practise the occupation and taking any necessary enforcement action.</li> <li>• issue a “license to practice” on successful completion of the “fit and proper person” application.</li> <li>• maintain a register of individuals admitted to the profession, and on which individuals need to be listed to be able to practice.</li> <li>• provide guidance of the level of competence apprentices need to attain to be added to the regulator’s register.</li> <li>• <ul style="list-style-type: none"> <li>• inform IfATE of any upcoming changes to the regulator’s requirements or assessment arrangements to enable a review of the statutory integrated apprenticeship.</li> </ul> </li> </ul>

## Reasonable adjustments

The EPAO must have in place clear and fair arrangements for making reasonable adjustments for this apprenticeship standard. This should include how an apprentice qualifies for reasonable adjustments and what reasonable adjustments will be made. The adjustments must maintain the validity, reliability and integrity of the assessment decisions outlined in this EPA plan.

## Internal quality assurance

Internal quality assurance refers to how the EPAO ensures valid, consistent and reliable EPA decisions. The EPAO must adhere to the requirements within the roles and responsibilities section:

The EPAO must also:

- have quality assurance systems and procedures that ensure fair, reliable and consistent EPA regardless of employer, place, time or independent assessor.
- appoint independent assessors who are competent to deliver the EPA and who:
- have recent relevant experience of the occupation or sector to at least occupational level 6 gained in the last 3 years or significant experience of the occupation or sector.
- operate induction training for anyone involved in the delivery or assessment of the EPA.
- provide training for independent assessors in good assessment practice, operating the assessment tools and making grading decisions.
- provide standardisation activity for this apprenticeship standard for all independent assessors:
  - before they conduct an EPA for the first time
  - if the EPA is updated
  - periodically as appropriate (every 6-8 weeks)
- conduct effective moderation of EPA decisions and grades.
- conduct appeals where required, according to the EPAO's appeals procedure, reviewing and making final decisions on EPA decisions and grades.
- have no direct connection with the apprentice, their employer or training provider.

## Professional recognition

This apprenticeship aligns with:

- Chartered Institute of Legal Executives Regulation for Chartered Legal Executive.

Prior to admission as a Chartered Legal Executive, the apprentice will be required to complete a prior conduct and DBS check. Where conduct is declared, the apprentice will also be required to be referred to the independent Professional Conduct Panel for review. Admission in such circumstances is not guaranteed.

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