

1. Occupation

Chartered Legal Executive

2. Occupational profile

Provide legal services to internal and external clients. Typical activities that will be carried out are:

- Taking client instructions
- Managing the inception, progression and completion of client matters
- Communication (written and oral) with internal and external clients
- Reviewing documents
- Drafting and producing legal documents
- Conducting and applying legal research
- Handling confidential and sensitive information
- Managing and applying financial information
- Negotiating on behalf of clients and representing clients in informal and formal proceedings
- Making decisions in legal matters based on legal principles or the rule of law and within all legal and regulatory requirements

3. Requirements:

Behaviours	What is required
Adaptability & Resilience	Ability to work under pressure and willingness to accept changing priorities and work patterns when new jobs need to be done, or requirements change.
Personal development	Proactive in own development, commitment to the job and the sector, ensuring knowledge is up to date and progressing. Evaluate own professional skills and legal knowledge.
Team working & collaboration	Establish effective working relationships with others.
Honesty & Integrity	Apply the rules of professional conduct appropriately to relevant situations. Demonstrate an understanding of the need to avoid discrimination and promote equality and diversity. Understand when work is beyond own capability; openly admits mistakes/difficulties and seeks guidance and support as appropriate.
Motivation & Enthusiasm	Demonstrate a positive and proactive approach to work. Take responsibility for own actions.

Knowledge	What is required
Business & Ethics in Law	Understand the different business models operating in the legal services sector. Understand one's own organisation and the part of the legal services sector in which it operates. Understand the ethical issues and obligations applying to the provision of legal services, including the IPS Code of Conduct requirements, other rules and regulatory requirements and how to act inclusively and respect diversity.
IT	Use available technology to suit different purposes, and achieve the quality of outcomes required, and to store, retrieve and analyse information.
Commercial Awareness	Understand commercial practices relevant to one's area of work and have an awareness of commercial practices of one's organisation.
Finance	Understand the basic financial methods and drivers of one's own organisation.
Risk & Compliance	Is compliant with legal organisational and regulatory policies and procedures. Understands the risks.
Technical	Has a broad base of legal knowledge to draw on, and a detailed understanding of the law, practice and procedures of own specialist area of practice.

Skill	What is required
Communication Skills and Literacy	Use accurate and suitable language in communication – written and oral. Represent and advise a client through effective communication, including negotiation and advocacy, where applicable and permitted.
Numeracy	Ability to read and understand numbers used in different ways, interpret results and present findings accurately.
Planning & Organising	Plan and meet deadlines expeditiously in order to deliver outcomes for the business.
Working relationships	Ability to work co-operatively with others towards achieving internal and external clients' objectives.
Client relationship management	Client focused with an ability to build strong relationships with client and third party contacts at all levels. Provide clear advice to clients or service users.
Research	Ability to identify, gather and present relevant information from appropriate sources to order this information in terms of importance, relevance and value and to use it to carry out required tasks. Ability to undertake legal research and produce research notes.
Drafting & Accuracy	Ability to draft and present legal documentation which is accurate and appropriate.
Data & File Management	Understand, implement and maintain filing and recording systems and procedures.
Critical thinking and problem solving	Analyse, interpret, critically evaluate and synthesise information in order to apply the law appropriately to a client's situation and advise on solutions to legal problems.
Providing legal advice	Give succinct and practical legal advice to clients in terms that they can easily understand.

4) **Duration:** An approximate time frame for completion is **five years**.

5) Entry Requirements

There are no formal entry requirements. However it is recommended that students have a minimum of four GCSEs at grades C or above (including English Language or Literature) or equivalent qualifications. Individual employers may identify any additional relevant entry requirements for employment in terms of previous qualifications or other criteria.

6) Qualifications*

Current Chartered Institute of Legal Executives (CILEx) qualifications which need to be achieved (holders of qualifications, such as a law degree, may be eligible for exemptions):

- CILEx Level 3 Professional Diploma in Law and Practice
- CILEx Level 6 Professional Higher Diploma in Law and Practice

7) Link to Professional registration and progression

This apprenticeship can link to the Paralegal standard and the Solicitor standard. Apprentices who have passed the 'paralegal' CILEx Level 3 Advanced Apprenticeship in Legal Services and the CILEx Level 4 Higher Apprenticeship in Legal Services are eligible for exemption from part of the current Chartered Legal Executive qualifications.

Apprentices will be registered members of CILEx for the duration of their Apprenticeship. There are different membership grades at different points of the route to becoming a Chartered Legal Executive. CILEx members are regulated by ILEX Professional Standards (IPS) and apprentices must demonstrate that they meet the regulatory requirements necessary to become a CILEx member.

8) Level

This is a Level 6 apprenticeship. This is achieved through two stages: completion of Level 3 learning is a foundation for progressing onto the Level 6 and full competency is achieved, as described in the standard, at that end point only.

9) Review date

This standard will be reviewed in three years.

* CILEx/IPS reserves the right to re-consider and amend the qualification structure in light of further consultation.