

Chartered Legal Executive Level 6

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 matter
- 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 proceeding
- Making decisions in legal matters based on legal principles or the rule of law and within all legal and regulatory requirements

The duration for this apprenticeship is 60 months (this does not include the End Point Assessment (EPA) period).

Successful completion of this standard enables the apprentice to apply to become an Associate Member of the Chartered Institute of Personnel and Development. Chartered membership can be achieved through further qualifications or experience based assessment.

This apprenticeship is completed whilst studying the [CILEX Law and Practice Level 3 Diploma](#) and [CILEX Law and Practice Level 6 Diploma](#).

Click [here](#) to find out more about the Level 3 diploma and [here](#) to find out more information about the Level 6 diploma..

In addition to the course assessments, apprentices will complete an end point assessment. It includes the following components:

1. The portfolio
2. Case Study

The purpose of this is to test the knowledge, skills and behaviours of the apprentice as set out in the apprenticeship standard.

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.

For more information about the Chartered Legal Executive Level 6 apprenticeship, please visit:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/chartered-legal-executive/>

or contact 0113 284 6464 / employers@leedscitycollege.ac.uk.