

# Courses for CILEx Level 3 units

## Enrolment application form 2019 – 20

**Our flexible courses allow you to enrol at any time and study from any location, but within a structured framework that offers excellent course resources and specialist tutor support.**

- Choose from 19 CILEx Level 3 units
- Discounts available for multiple enrolments
- Flexibility within a structured framework
- Comprehensive, high quality printed and electronic course materials
- Study exercises to test your understanding of course content
- Telephone and email support from our Academic Team
- On-line support via the tutor-monitored course Forum
- All course materials and support available for fifteen months
- Enrolments accepted throughout the year
- Extended payment option available
- Revision for all law and practice courses

We also offer courses for all CILEx Level 6 units, for which there is a separate application form.

“CILEx Law School provides resources online and as hard copy text books and there are tutors who are available to discuss any queries on the phone or by email. This means that help is always available when you need it and you don't have any fear of just being left to your own devices.”

**Nicola Wall**

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STEP 3 Select your CILEx Level 3 course(s)

Please read the section titled ‘Choosing your course’ on the back of this form before making your selection by ticking the box. We offer a **DISCOUNT** where packages of courses are purchased at the same time. For advice on course selection call us on 01234 844300.

Please submit the <b>fee inclusive of VAT</b> in all circumstances.		Fees excl. VAT	Fees incl. VAT
<b>Courses ordered individually</b>			
UQ1	<input type="checkbox"/> Unit 1 Introduction to Law and Practice	£287.50	<b>£345.00</b>
UQ2	<input type="checkbox"/> Unit 2 Contract Law	£341.67	<b>£410.00</b>
UQ3	<input type="checkbox"/> Unit 3 Criminal Law	£341.67	<b>£410.00</b>
UQ4	<input type="checkbox"/> Unit 4 Land Law	£341.67	<b>£410.00</b>
UQ5	<input type="checkbox"/> Unit 5 Law of Tort	£341.67	<b>£410.00</b>
UQ6	<input type="checkbox"/> Unit 6 Employment Law	£341.67	<b>£410.00</b>
UQ7	<input type="checkbox"/> Unit 7 Family Law	£341.67	<b>£410.00</b>
UQ8	<input type="checkbox"/> Unit 8 Law of Wills and Succession	£341.67	<b>£410.00</b>
UQ9	<input type="checkbox"/> Unit 9 Civil Litigation	£341.67	<b>£410.00</b>
UQ10	<input type="checkbox"/> Unit 10 Conveyancing	£341.67	<b>£410.00</b>
UQ11	<input type="checkbox"/> Unit 11 Criminal Litigation	£341.67	<b>£410.00</b>
UQ12	<input type="checkbox"/> Unit 12 The Practice of Family Law	£341.67	<b>£410.00</b>
UQ13	<input type="checkbox"/> Unit 13 The Practice of Employment Law	£341.67	<b>£410.00</b>
UQ14	<input type="checkbox"/> Unit 14 Probate Practice	£341.67	<b>£410.00</b>
UQ15	<input type="checkbox"/> Unit 15 The Practice of Law for the Elderly Client	£341.67	<b>£410.00</b>
UQ16	<input type="checkbox"/> Unit 16 Client Care Skills	£341.67	<b>£410.00</b>
UQ17	<input type="checkbox"/> Unit 17 Legal Research Skills	£341.67	<b>£410.00</b>
UQ18	<input type="checkbox"/> Unit 18 The Practice of Child Care Law	£341.67	<b>£410.00</b>
UQ19	<input type="checkbox"/> Unit 19 Res. and Comm. Leasehold Conveyancing	£341.67	<b>£410.00</b>
<b>Package A – includes a £455 DISCOUNT</b> <b>Courses for Certificates in Law &amp; Practice (Unit 1, one law unit, its linked practice unit and two professional skills units)</b>			
PA1	<input type="checkbox"/> Conveyancing	£1275.00	<b>£1530.00</b>
PA2	<input type="checkbox"/> Civil Litigation – with Contract Law	£1275.00	<b>£1530.00</b>
PA3	<input type="checkbox"/> Civil Litigation – with Law of Tort	£1275.00	<b>£1530.00</b>
PA4	<input type="checkbox"/> Criminal Litigation	£1275.00	<b>£1530.00</b>
PA5	<input type="checkbox"/> Family Practice	£1275.00	<b>£1530.00</b>
PA6	<input type="checkbox"/> Probate Practice	£1275.00	<b>£1530.00</b>
PA7	<input type="checkbox"/> Employment Practice	£1275.00	<b>£1530.00</b>
PA8	<input type="checkbox"/> Elderly Client Practice	£1275.00	<b>£1530.00</b>
PA9	<input type="checkbox"/> Child Care Practice	£1275.00	<b>£1530.00</b>
PA10	<input type="checkbox"/> Residential and Commercial Leasehold Conveyancing	£1275.00	<b>£1530.00</b>
<b>Package B – includes a £130 DISCOUNT</b> <b>Courses for Unit 1 plus a law unit and its linked practice unit</b>			
PB1	<input type="checkbox"/> Unit 1 + Unit 2 + Unit 9	£862.50	<b>£1035.00</b>
PB2	<input type="checkbox"/> Unit 1 + Unit 3 + Unit 11	£862.50	<b>£1035.00</b>
PB3	<input type="checkbox"/> Unit 1 + Unit 4 + Unit 10	£862.50	<b>£1035.00</b>
PB4	<input type="checkbox"/> Unit 1 + Unit 5 + Unit 9	£862.50	<b>£1035.00</b>
PB5	<input type="checkbox"/> Unit 1 + Unit 6 + Unit 13	£862.50	<b>£1035.00</b>
PB6	<input type="checkbox"/> Unit 1 + Unit 7 + Unit 12	£862.50	<b>£1035.00</b>
PB7	<input type="checkbox"/> Unit 1 + Unit 8 + Unit 14	£862.50	<b>£1035.00</b>
PB8	<input type="checkbox"/> Unit 1 + Unit 8 + Unit 15	£862.50	<b>£1035.00</b>
PB9	<input type="checkbox"/> Unit 1 + Unit 7 + Unit 18	£862.50	<b>£1035.00</b>
PB10	<input type="checkbox"/> Unit 1 + Unit 4 + Unit 19	£862.50	<b>£1035.00</b>
<b>Package C – includes a £75 DISCOUNT</b> <b>Courses for one law unit and its linked practice unit</b>			
PC1	<input type="checkbox"/> Unit 2 + Unit 9	£620.83	<b>£745.00</b>
PC2	<input type="checkbox"/> Unit 3 + Unit 11	£620.83	<b>£745.00</b>
PC3	<input type="checkbox"/> Unit 4 + Unit 10	£620.83	<b>£745.00</b>
PC4	<input type="checkbox"/> Unit 5 + Unit 9	£620.83	<b>£745.00</b>
PC5	<input type="checkbox"/> Unit 6 + Unit 13	£620.83	<b>£745.00</b>
PC6	<input type="checkbox"/> Unit 7 + Unit 12	£620.83	<b>£745.00</b>
PC7	<input type="checkbox"/> Unit 8 + Unit 14	£620.83	<b>£745.00</b>
PC8	<input type="checkbox"/> Unit 8 + Unit 15	£620.83	<b>£745.00</b>
PC9	<input type="checkbox"/> Unit 7 + Unit 18	£620.83	<b>£745.00</b>
PC10	<input type="checkbox"/> Unit 4 + Unit 19	£620.83	<b>£745.00</b>

Please submit the <b>fee inclusive of VAT</b> in all circumstances.		Fees excl. VAT	Fees incl. VAT
<b>Package D – includes a £140 DISCOUNT</b> <b>Courses for three mandatory law units for the Professional Diploma in Law &amp; Practice</b>			
PD1	<input type="checkbox"/> Unit 2 + Unit 3 + Unit 4	£908.33	<b>£1090.00</b>
PD2	<input type="checkbox"/> Unit 2 + Unit 3 + Unit 5	£908.33	<b>£1090.00</b>
PD3	<input type="checkbox"/> Unit 2 + Unit 4 + Unit 5	£908.33	<b>£1090.00</b>
PD4	<input type="checkbox"/> Unit 3 + Unit 4 + Unit 5	£908.33	<b>£1090.00</b>
<b>Package E – includes a £140 DISCOUNT</b> <b>Courses for two mandatory law units and one linked practice unit for the Professional Diploma in Law &amp; Practice</b>			
PE1	<input type="checkbox"/> Unit 2 + Unit 3 + Unit 9	£908.33	<b>£1090.00</b>
PE2	<input type="checkbox"/> Unit 2 + Unit 3 + Unit 11	£908.33	<b>£1090.00</b>
PE3	<input type="checkbox"/> Unit 2 + Unit 4 + Unit 9	£908.33	<b>£1090.00</b>
PE4	<input type="checkbox"/> Unit 2 + Unit 4 + Unit 10	£908.33	<b>£1090.00</b>
PE5	<input type="checkbox"/> Unit 2 + Unit 5 + Unit 9	£908.33	<b>£1090.00</b>
PE6	<input type="checkbox"/> Unit 3 + Unit 4 + Unit 11	£908.33	<b>£1090.00</b>
PE7	<input type="checkbox"/> Unit 3 + Unit 4 + Unit 10	£908.33	<b>£1090.00</b>
PE8	<input type="checkbox"/> Unit 3 + Unit 5 + Unit 11	£908.33	<b>£1090.00</b>
PE9	<input type="checkbox"/> Unit 3 + Unit 5 + Unit 9	£908.33	<b>£1090.00</b>
PE10	<input type="checkbox"/> Unit 4 + Unit 5 + Unit 10	£908.33	<b>£1090.00</b>
PE11	<input type="checkbox"/> Unit 4 + Unit 5 + Unit 9	£908.33	<b>£1090.00</b>
PE12	<input type="checkbox"/> Unit 2 + Unit 4 + Unit 19	£908.33	<b>£1090.00</b>
PE13	<input type="checkbox"/> Unit 3 + Unit 4 + Unit 19	£908.33	<b>£1090.00</b>
PE14	<input type="checkbox"/> Unit 4 + Unit 5 + Unit 19	£908.33	<b>£1090.00</b>

STEP 4 Select date and location of induction day

We invite you to attend an induction day if you are new to studying with CILEx Law School. We strongly recommend that you attend. The induction day is not course-specific but is designed to introduce you to studying with CILEx Law School and to equip you with key study skills appropriate to your level of study. Importantly, it will also show you how to get the most from the on-line and printed course resources. Select from the list of dates below. Timings and detailed location information will be given on enrolment.

I understand that CILEx Law School reserves the right to charge/retain a non-attendance fee of £75 if I book a place on an induction day and do not attend, or do not cancel the booking by email or letter at least 10 days before the event. ☐

The induction day is included in the course fee for Unit 1. This is a general Level 3 induction day. Please give us a call if you are not enrolling on Unit 1, but would like to attend an induction day because you are enrolling with us at Level 3 for the first time.

<input type="checkbox"/> 13 July 2019 – Manchester
<input type="checkbox"/> 3 August 2019 – London
<input type="checkbox"/> 28 August 2019 – Bedford
<input type="checkbox"/> 7 September 2019 – London
<input type="checkbox"/> 14 September 2019 – Manchester
<input type="checkbox"/> 14 September 2019 – Birmingham
<input type="checkbox"/> 26 September 2019 – Leeds
<input type="checkbox"/> 5 October 2019 – Bristol
<input type="checkbox"/> 12 October 2019 – London
<input type="checkbox"/> 16 November 2019 – London



**Use of data:** The Chartered Institute of Legal Executives (CILEx) is the governing body for Chartered Legal Executives, paralegals and other legal professionals. CILEx as a professional association provides professional development, support and guidance to its members. It delivers legal education and training through CILEx Law School, qualifications through its Awarding Body function and independent regulation through CILEx Regulation.

For more information about how we collect and use your data, please take a look at our [Privacy Statement](#), which can be found on our website.

☐ I have read and understand CILEx' Privacy Statement

Please read the terms and conditions on the back of this form and sign the declaration opposite. The terms and conditions refer to the CLS Student Code of Conduct which can be found on our website.

**Communication preferences:** CILEx communicates with members, students and stakeholders in relation to its activities, membership services and qualifications in various ways, including direct communications, e-shots, newsletters, technical bulletins and other mediums. We will obtain your consent in advance where the law requires us to. We would also like to send you updates about CILEx and CILEx products and services via these communication channels. You can change what you would like to receive at any time in your user account preference centre.

- ☐ Membership
- ☐ Qualifications
- ☐ CILEx products & services
- ☐ Apprenticeships
- ☐ Training & courses
- ☐ Charitable support services
- ☐ PR, case study & survey opportunities
- ☐ Corporate news & announcements

<b>I accept the terms and conditions overleaf</b>	
Signature	Date

**Payment option A.** If you choose to pay by cheque please submit a cheque for the total fee, including extras, payable to CILEX Law School. No post-dated cheques please. The instalment option is not available.

**Payment option B.** If your employer or a third party is paying your fees please send a letter (signed by a partner if a firm of solicitors) containing an undertaking to pay your fees within 28 days. The instalment option is not available. If you select this option and your employer is paying your fees, you agree to CLS sharing information on your progress and results with them, if requested.

Course fee	Instal. 1	Instal. 2	Instal. 3
£345	£175	£85	£85
£410	£210	£100	£100
£745	£375	£185	£185
£1035	£525	£255	£255
£1530	£770	£380	£380
£1090	£550	£270	£270

\*Overseas one-time postage fee  
(outside mainland GB):

- £15 for Europe
- £25 outside Europe

Name	
Address	
	Postcode

**Payment option C.** If you choose to pay by debit/credit card your course fees can be paid by instalments, as listed in the table to the right. This option is only available if you are paying for your course personally, and not for employer payments. The fee for the instalment option is £30 per order. If you are enrolling on more than one course submit the first instalment payment for each of your courses together with one instalment administration fee of £30.

<b>Calculate your payment amount</b>		
Total course fees including VAT		
Instalment administration fee if relevant (£30.00)**		
Overseas postage if relevant*	<input type="checkbox"/> £15 Europe <input type="checkbox"/> £25 outside Europe	
<b>TOTAL PAYABLE</b>		

**C1.** I would like to pay the full course fee now. Please debit my card for the full amount. ☐

**C2.** I would like to pay by instalments. Please debit my card for the first instalment plus the £30 fee now and the remaining two instalments on the 15th of the next two months. ☐

Card type: Visa ☐ Mastercard ☐ Maestro ☐

[illegible]

## Choosing your course

If you would like advice on course selection please call us on 01234 844300. If you are working towards the CILEx Level 3 Professional Diploma in Law and Practice, you should be aware of the structure of the qualification and the rules of combination of units within it, before enrolling on any course with CILEx Law School. Full information is given on our website and in our prospectus.

You will see that each CILEx Level 3 unit is listed at its full price at the beginning of Step 3. Please only select from this section if you wish to enrol on one course only, or if you have checked that your combination of courses is not included in one of the packages A-E. These packages offer typical combinations of Level 3 units at a discount. Several of the Level 3 packages in Step 3 refer to a law unit and linked practice unit.

## Terms and conditions

**Contracting parties:** This contract is between the student making the application and CILEx Law School (CLS), part of the Chartered Institute of Legal Executives (CILEX). **Access to the Virtual Learning Environment (VLE):** No refund or compensation will be given for periods of non-availability of the VLE or any of its features. **CILEx membership:** CILEx requires that anyone who wishes to sit a CILEx Level 3 exam or assessment must be a student member, or other category of member as appropriate, of CILEX. It is your responsibility to ensure that you have met this condition. **Contract:** The laws of England and Wales shall apply in all respects and the courts of England and Wales shall have exclusive jurisdiction. **Copyright:** Copyright in all course materials remains that of CILEx Law School. Any unauthorised reproduction or transmission of any part of the course materials, whether electronically or otherwise, will constitute an infringement of copyright. No part of the materials may be lent, resold or hired out for any purpose without the prior written permission of CILEx Law School. We will withdraw the course without compensation from any student found or suspected of abusing our copyright and refer the matter to CILEx Regulation. **Course fees:** Discounts on combinations of courses which attract a lower fee when purchased together can only be given when courses are purchased at the same time in the same transaction and cannot be given retrospectively. **Course elements not taken up:** No partial refund or discount will be given for any course elements that are not taken up, such as the revision tuition. **Delivery of course materials:** We aim to deliver your course materials within 14 days of receipt of your order, or 28 days if you live overseas, unless we contact you to advise of any delays. CILEx Law School will not accept liability for any claims for losses arising from delivery outside this period. **Duration of course:** Course fees include tuition and access to the VLE and other course resources for fifteen months from the date of enrolment. Study exercises and mock exams on law and practice courses, and assessed assignments on professional skills courses, must be submitted for marking at least four weeks before the expiration date. **English as a second language:** If English is not your first language, we recommend that you do not enrol on a course at Level 3 unless you hold the Cambridge First/Advanced Certificate in English or NARIC-approved equivalent qualification eg IELTS 7.0 or above. **Entrance requirements:** There is no specific entrance requirement for CILEx courses. However we recommend that you have at least GCSE English at grade C or above, or an equivalent qualification, to be able to achieve success in any CILEx Level 3 exam. **Email address:** You are required to have an email address. **Exam entry:** You are responsible for applying to the CILEx Awarding Body (CAB) to enter your exam and for paying the exam entry fee. Enrolment with CILEx Law School on a course does not constitute exam entry. If you live overseas you need to be aware of CAB's specifications regarding exam centres. You are responsible for ensuring that you make arrangements with CAB in good time. **Induction day:** The induction day is included in the course fee at Level 3 if you are enrolling on Unit 1. CILEx Law School does not guarantee that there will be space available on your selected date and location and you are strongly advised to book as early as possible to secure your place. CILEx Law School reserves the right to charge/retain a non-attendance fee of £75 if you book a place on an induction day and do not attend, or do not cancel the booking by email or letter at least 10 days before the event. **Internet access:** It is a condition of your application that you have access to the internet so that you can access the essential course resources on the CILEx Law School VLE. You also need to satisfy yourself about your ability to use the web-based course resources by reference to the specification provided on our website. You will not be able to complete the course without access to the web-based resources. **Marking of professional skills assignments:** We set CILEx Law School deadlines for submission of assessed assignments for marking to ensure that these are marked and the result advised to you before the CILEx exam entry deadline. We will use our best endeavours to ensure that any assignment submitted for marking before the CILEx Law School deadline will be marked once before the CILEx exam entry deadline, and we will endeavour to mark any assignment within a period of four weeks. **Non-transferability of course:** The course is not transferable to any other party. **Overseas students:** You will incur a one-time postage fee (outside mainland GB) of: £15 for Europe; £25 outside Europe. **Plagiarism:** We reserve the right to withdraw our services from any student suspected of copying another student's work for the assessed assignment on any professional skills course, and to refer the matter to CAB. **Refund/Change of course:** A full refund of the course fee will be given if the course materials are returned to CILEx Law School, in good condition and with postage having been pre-paid in full by you, within fourteen days following the date you receive them. Thereafter, provided all materials are returned to CILEx Law School, in good condition and with postage having

### LEVEL 3 PRACTICE UNIT WITH LINKED LAW UNIT

Practice Unit	Linked Law Unit
Unit 9 Civil Litigation	Unit 2 Contract Law or Unit 5 Law of Tort
Unit 10 Conveyancing	Unit 4 Land Law
Unit 11 Criminal Litigation	Unit 3 Criminal Law
Unit 12 The Practice of Family Law	Unit 7 Family Law
Unit 13 The Practice of Employment Law	Unit 6 Employment Law
Unit 14 Probate Practice	Unit 8 Law of Wills and Succession
Unit 15 The Practice of Law for the Elderly Client	Unit 8 Law of Wills and Succession
Unit 18 The Practice of Child Care Law	Unit 7 Family Law
Unit 19 Residential and Commercial Leasehold Conveyancing	Unit 4 Land Law

been pre-paid in full by you, before the expiry of a period of four weeks from the date of your course enrolment with CILEx Law School, your course fees will be refunded less an administration charge of £30 including VAT per course, or per complete order returned. This also applies to students wishing to change course who, in addition, will be required to pay any difference between the cost of the two courses, and the overseas postage charge where applicable. Refunds will not be given if you have already attended an induction day, or submitted an exercise or assignment for marking, and in these circumstances your attendance at the induction day/ submission of your work will be taken to be a waiver of your rights to cancel under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. **Reinstatement:** Reinstatement on your course at a reduced fee is available if your course has expired and if you wish to purchase the same course again (subject to this course still being available at that time). A reinstatement fee of 35% of the fee applicable at that time will be payable. Where the original course was purchased as part of a CILEx Level 3 Certificate in Law and Practice or other discounted package, the reinstatement fee will be 35% of the full individual course fee applicable at the time of reinstatement. Reinstatement is not available on professional skills courses where marking has already taken place as specified: Level 3 Client Care Skills, Level 3 Legal Research Skills: three markings of the assessed assignment. Reinstatement is also not available on courses which have been terminated by CILEx Law School under the clause 'Termination of Professional Skills courses'. **Revision tuition/professional skills workshops:** The course fee includes attendance at one face-to-face revision event or webinar for a law or practice unit, or one face-to-face workshop or webinar for a professional skills unit, subject to payment of a £10 administration fee per event payable at the time of booking. The entitlement to attend relates only to revision events/workshops/webinars occurring during the period of validity of your course, and cannot be carried forward. CILEx Law School does not guarantee that there will be space available on your selected date and location and you are strongly advised to book as early as possible to secure your place. Your entitlement to a revision event or professional skills workshop will be forfeited if you make a booking and do not attend, or do not cancel the booking by email or letter at least 10 days before the event. CILEx Law School reserves the right to cancel specific dates if there is insufficient demand. In the event of a revision event/workshop/webinar having to be cancelled due to the default of CILEx Law School's suppliers, or events such as fire, flood, storm, transport failure, war or acts of terrorism, CILEx Law School will endeavour to offer to re-run the event/workshop/webinar on an alternative date. **Subject champion referral on Level 3 Client Care Skills and Level 3 Legal Research Skills courses:** The fee includes the marking of the mock assignment and up to three markings of the assessed assignment of the Level 3 Client Care Skills and Legal Research Skills courses. If a pass has not been achieved at this point, it will be necessary to pay an additional fee of £30 for referral to a subject champion for a telephone consultation and one further marking of the assessed assignment, submission of which must take place within four weeks of the consultation. If a pass has still not been achieved, either because the assessed assignment was not submitted within four weeks, or the assessed assignment did not achieve a pass on marking, a further subject champion fee will be charged for a further consultation and marking, with a maximum of two subject champion referrals before a course is terminated. These courses can also be terminated under the clause 'Termination of professional skills courses'. **Termination of Level 3 Client Care Skills and Level 3 Legal Research Skills courses:** If CILEx Law School's Academic Director, following a review by CILEx Law School's Skills Panel, reasonably determines at any time during your enrolment on a professional skills course that your written English is not good enough to pass the relevant assessed assignment, we reserve the right to terminate your professional skills course. If you disagree with the decision of CILEx Law School's Academic Director, you have the right to appeal to CILEx Law School's Managing Director. **Unreasonable behaviour:** We ask that you speak courteously to our staff and do not make excessive or unreasonable demands. If, after a warning, you continue to be discourteous towards CILEx Law School staff and/or make further unreasonable or excessive demands, we may at our discretion either suspend or withdraw your course without a refund. You will also abide by the CLS Student Code of Conduct. **Word processing:** You will need to be able to use word-processing software (either Microsoft Word or Open Office) in order to complete the course. Please refer to the computer specification on our website for full software and hardware specifications.



## CILEx membership and exam entry

You must be registered with CILEx as a student member, or other category of member as appropriate, to sit a CILEx Membership Team exam or assessment. Please contact CILEx on 01234 841000 or refer to their website at [www.cilex.org.uk](http://www.cilex.org.uk) to find out about membership, exam entry deadlines and associated costs if you have not already done so.

## Additional costs

Membership and exam fees are payable to CILEx as indicated above. These have not been set by CILEx for the academic year 2019/20 at the time of printing. However, the costs are likely to be a small increase on the following:

- One-off registration fee £40
- Student/Affiliate £100/£130
- Exam fees for Unit 1, law and practice units £79.50/unit
- Professional skills assessment fees £50/unit

An administration fee of £10 is payable at the time of booking for face-to-face/webinar revision events and professional skills workshops.

\*You will pay student membership unless you have already passed/been exempt from one CILEx Level 3 unit.

## Studying by supported distance learning with CILEx Law School

These courses allow you to study where and when you want, while the structured framework and excellent resources maximise your chances of success.

## Course structure

Each Level 3 course will require approximately 70 hours of study. You can enrol and start your studies at any time of year. Courses are valid for fifteen months, which means that your study exercises/assignments need to be completed within this period, but you can work as quickly or as slowly as you like within the allocated time to fit around your other commitments. The speed at which you study will often be determined by the exam session that you want to aim for. CILEx exams take place in January and June each year for all Level 3 law and practice units. CILEx Law School's submission deadlines for professional skills assignments are in early September and early March respectively. If you are enrolling with us for the first time at Level 3, you will be contacted at the beginning of your Level 3 studies to offer help with timetabling and academic support.

## Course resources

The resources that we offer are designed to deliver the learning outcomes specified in the CILEx syllabus in each case. Some of these are delivered in printed format, others are made available through our Virtual Learning Environment (VLE). The VLE will be central to your studies and we encourage you to log on and see what is available as soon as you have enrolled.

### COURSE RESOURCES FOR OUR SUPPORTED DISTANCE LEARNING CILEX UNITS

	Level 3 Unit 1	Level 3 Law and Practice	Level 3 Client Care	Level 3 Legal Research
Online student handbook	•	•	•	•
Online study skills guide	•	•		
Suggested timetable and template	•	•	•	•
Course manual	•	•	•	•
Spring/Autumn update	•	•		
Topic recordings/webcasts	•	•	•	•
Study exercises		•		
Course Forum	•	•		
Mock exam/assignment	•	•	•	•
Filmed/recorded client scenarios			•	
Course summary		•		
Revision questions and answers		•		
Face-to-face/webinar revision sessions		•		
Face-to-face/webinar professional skills workshops			•	•
Multiple choice questions for self-testing	•	•		•

## Course support

For each CILEx law, practice and professional skills course you will be allocated a tutor who will mark your study exercises or assignments. When you submit a piece of work you will get detailed feedback which will help you to improve your understanding of topics. The CLS Academic Team based at our head office in Kempston are available during office hours to take your calls and answer any queries that you may have. Additionally, the tutors on our course-specific forums are available to answer any query that arises while you are studying.

## Revision for law and practice units

We offer revision events for law and practice courses where a specialist tutor works through exam-style revision questions. These are offered either face-to-face or by webinar. Attendance at one face-to-face session or webinar during the period of your course is included in the course fee, subject to payment of an administration fee of £10 at the time of booking. Our face-to-face programme is determined by the number of enrolments we have on each course. Locations for face-to-face revision are London and Salford in May and December with the possible addition of Bristol in May. Not all courses will be offered at all locations and revision for some courses with very few enrollees will only be offered by webinar.

## Professional skills workshops

We offer workshops for professional skills courses to prepare you for writing your mock and assessed assignments on Client Care Skills and Legal Research Skills courses. The Client Care ones are mainly offered by webinar and the Legal Research ones are both face-to-face and webinar sessions. Attendance at one face-to-face session or webinar during the period of your course is included in the course fee, subject to payment of an administration fee of £10 at the time of booking.

