

ACLT Exemption Policy

1. Introduction

In accordance with Rule 8 of the CLSB Training and CPD Rules 2013 an application may be made for exemptions from modules on the ACLT Costs Lawyer Qualification or from clusters on the ACLT Supervised Practice Framework. Exemptions exempt the applicant from the particular module assignment or from evidencing a competency during the period of supervised practice.

Where prior accredited learning or experiential learning leads to an exemption under this policy the time taken to study or complete the equivalent element of the qualification may count towards the 3 year period of study required under Rule 7 of the CLSB Training and CPD Rules 2013.

Applications are subject to the demonstration by the applicant that a recognised qualification has been completed:

- a) With a substantially similar content to that of an ACL Training module.
- b) At an equivalent or higher level to that of an ACL Training module.

This guide outlines the exemption application process and the ACL Training criteria for awarding exemptions.

Exemptions are a concession and are awarded at the discretion of ACL Training. ACL Training operates an equality and diversity exemption policy and welcomes applications on the basis of comparable qualifications from recognised Institutions which satisfy the ACL Training criteria for awarding exemptions.

2. Applications

Any qualification upon which an applicant relies must be a fully completed qualification, exemptions will not be awarded for partial qualifications.

It is for the Applicant to demonstrate an entitlement to an exemption and any decision of the ACLT whether or not to grant an exemption shall be final.

Applications for exemptions must be made at the time the substantive course application is made. No late applications will be accepted. Where a student has acquired another qualification during their study of the CL qualification an application may be made for an exemption before the next academic year begins.

2.1 Listed Qualifications

ACL Training recognises a number of qualifications for exemption purposes. Exemptions from general law and civil procedure subjects are granted to those with Chapter 2 Appendices/ACLT_ExemptionPolicy_Appendix-AC-3_2016_V1.0.docx

recognised professional qualifications in those subjects. There are no exemptions to modules of pure costs law and practice.

Below are the qualifications already recognised for exemption purposes.

Qualification	Module/Unit Exemptions
A Qualifying Law Degree*	1. English Legal System, Legal Method & Legal Skills (10 credits), 2. Law of Contract (10 credits) 3. Law of Torts (10 credits) 4. Land Law (5 credits) 5. Criminal Law (5 credits)
OR	
Graduate Diploma in Law*	
Certificate of completion of the Law Society Legal Practice Course	1. Civil Procedure (Foundation) (10 credits) 2. Advocacy and Negotiation (10 credits) 3. Legal Accounts (5 credits)
The Bar Professional Training Qualification	1. Civil Procedure (Foundation) (10 credits) 2. Advocacy and Negotiation (10 credits)
CILEx Level 6 Higher Professional Diploma in Law and Practice*	1. English Legal System, Legal Method & Legal Skills (10 credits)

* Additional exemptions may be gained but an application is dependent on units studied in order to achieve the qualification

2.2 Unlisted Qualifications

If a qualification is not included in the table above, an applicant must provide evidence to demonstrate that the qualification, on the basis of which the exemption/s is being sought, meets the following criteria:

- I. At least 80% of the learning outcomes and assessment criteria for the relevant ACL Training module/s must be covered within the qualification.
- II. The level of the qualification must be comparable or higher to that of the ACL Training module/s for which exemption is being sought;
- III. The qualification must have substantive coverage of the English legal system;
- IV. The rigour of assessment for the qualification must be appropriate to the level and content of the ACL Training module/s;

All those considering making an application for an unlisted exemption are advised to discuss their applications with the ACL Office who will advise on module content.

2.3 Overseas Qualifications

Exemptions will only be granted where the Applicant demonstrates that the qualifications are comparable to those granted to Applicants who have obtained qualifications in England and Wales. If your qualification is in a language other than English all documentation submitted must be translated into English. Please ensure your documents are certified by a professional fluent in both languages. Please then send your original language documents and your certified translations to us.

ACL Training uses the National Recognition Centre (NARIC) for the United Kingdom to make overseas comparisons for overseas qualifications.

Any lawyer seeking to re-qualify as a costs lawyer from another EU/EEA Member State or from Switzerland must show that they hold the professional qualifications for the taking up or pursuit of a costs lawyer and that they are in good standing.

Upon receipt of such an application ACLT will determine whether an applicant is required to complete an adaption period of supervised practice and take an aptitude test to assess the ability of the applicant to practice as a costs lawyer in England and Wales.

All those considering making an application to re qualify are advised to discuss their applications with the academic team who will advise on programme content.

2.4 Supervised practice

Trainees are always required to have three years of relevant costs work experience, the assessment of which is governed by the ACLT's Supervised Practice Regulations. ACL Training recognises a number of regulated professions for exemption purposes. These are based on the day one outcomes of their pathway to qualification.

Exemptions from legal skills clusters may be granted to those regulated by another Approved Regulator (as defined by the Legal Services Act 2007). There are no exemptions to pure costs law and practice clusters.

Regulated Professionals	Cluster Exemptions
Practising Barrister, Solicitor and Fellows of CILEx	<ol style="list-style-type: none">1. Working with others (WO)2. Management of Workload (MW)3. Client Relations (CR)4. Communication Skills (CS)5. Business Awareness (BA)

All trainees are required to take part in a minimum of one viva (oral assessment) as part of the assessment process. No trainees will be exempted from the viva (oral assessment).

All those considering making an application for an exemption from a Supervised Practice Cluster are advised to discuss their applications with the academic team who will advise on the content of the Supervised Practice Framework.

3. Costs of Applications

There is no abatement of fees where a Trainee Costs Lawyer is granted exemptions.

4. Certified documentation

An application for an exemption must be accompanied by proof of the qualification upon which the application is based. ACLT will not accept original documents from students, a certified copy is sufficient. The person certifying the certificate/documents must be a practising or retired professional registered with the appropriate professional body. Failure to provide the correct information will result in your application being returned to you.

The document being certified must be signed by the certifier who must state the following wording:

Chapter 2 Appendices/ACLT_ExemptionPolicy_Appendix-AC-3_2016_V1.0.docx

I/We certify that this is a true copy of the (INSERT DOCUMENT) of (INSERT NAME).
Details of the certifier must also be stated on the document being certified.

Please note: ACL Training will routinely carry out spot checks to check the authenticity of documents.

6. Appeals

If an applicant wishes to make an appeal against an exemption decision they must write to the Operations Manager (marking the letter Exemption Appeal).

7. Review of Policy

The ACLT Board and Head of Education will review this policy annually.