

ACLT Exemption Policy

1. Introduction

In accordance with Rule 9 of the Costs Lawyer Standards Board Trainee Costs Lawyer Training Rules 2017, an application may be made for exemptions from modules or units on the ACLT Costs Lawyer qualification. Exemptions may exempt the applicant from the particular module assignment or from an entire unit.

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 criteria for awarding exemptions.

ACL Training operates an equality and diversity exemption policy and welcomes applications on the basis of comparable qualifications from recognised Institutions which satisfy 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 partially completed qualifications.

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

Applications for exemptions must be made at the time the course application is made on the course application form or the exemption application form. No late applications will be accepted. Where a student has acquired another qualification during their study of the Costs Lawyer 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 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 exemptions	Unit exemptions
Qualifying Law Degree Graduate Diploma in Law OR Common Professional Examination	Exempt from: <ul style="list-style-type: none"> • English Legal System, Legal Method & Legal Skills • Law of Contract • Law of Torts • Land Law • Criminal Law • Foundation Professional Development Planning 	Unit 1
Law Society Legal Practice Course	Exempt from: <ul style="list-style-type: none"> • Civil Procedure (Foundation) • Personal Injury and Clinical Negligence • Advocacy and Negotiation • Legal Accounts • Professional Ethics • Advanced Professional Development Planning 	Unit 2
Bar Professional Training Qualification (or Bar Vocational Course)	Exempt from: <ul style="list-style-type: none"> • Civil Procedure (Foundation) • Personal Injury and Clinical Negligence • Advocacy and Negotiation • Professional Ethics • Advanced Professional Development Planning 	Unit 2, other than Legal Accounts
CILEx Level 6 Higher Professional Diploma in Law and Practice*	Exempt from: <ul style="list-style-type: none"> • English Legal System, Legal Method & Legal Skills • Foundation Professional Development Planning 	

	<ul style="list-style-type: none"> Advanced Professional Development Planning 	
Level 6 Diploma in Conveyancing Law and Practice	Exempt from: <ul style="list-style-type: none"> English Legal System, Legal Method & Legal Skills Land Law Legal Accounts 	
Level 6 Diploma in Probate Law and Practice	Exempt from: <ul style="list-style-type: none"> English Legal System, Legal Method & Legal Skills Legal Accounts 	

* 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 75% 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.

3. Costs of Applications

In accordance with Rule 9 of the Costs Lawyers Standards Board Trainee Costs Lawyer Training Rules 2017 where exemptions are applied, ACLT will apply a reduction of 15% per exempted module to the applicable Unit Fees. Where all 6 modules in a unit are exempted, no fee will be payable to the ACLT for that unit. A breakdown of what constitutes Unit Fees can be found in the ACLT Refund and Withdrawal Policy.

Where an application is made for an exemption the following administration fees will be payable:

Per unit	£100
Per module	£25

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 or certificates and transcripts will be required. The person certifying the certificate/documents must be a practising or retired professional that was or is registered with the appropriate professional body (for example, a Chartered Accountant, a Teacher, Policeman, Solicitor or Costs Lawyer). 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:

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.

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 Management Board and Head of Education will review this policy annually.