**CILEX Enquiries About Results Form**

***CILEX End-Point Assessment***

Applicants must read the **CILEX Enquiries About Results Policy – CILEX End-Point Assessment** and **CILEX Enquiries About Results Procedure – CILEX End-Point Assessment** which sets out the CILEX policy and procedures in relation to enquiries about EPA results.

1. **Apprentice’s Details**

To be completed by apprentices requesting an enquiry about results or by employers/training providers requesting an enquiry about results on behalf of an apprentice.

|  |  |
| --- | --- |
| Apprentice’s Name: | Click or tap here to enter text. |
| Apprentice’s Membership Number: | Click or tap here to enter text. |

1. **Employer/Training Provider Details**

To be completed by employers or training providers requesting an enquiry about results on behalf of an apprentice. **Apprentices do not need to complete this section**.

|  |  |
| --- | --- |
| Organisation Name: | Click or tap here to enter text. |
| Name of Contact: | Click or tap here to enter text. |
| Telephone Number of Contact: | Click or tap here to enter text. |
| Email Address of Contact: | Click or tap here to enter text. |
| Signature of Contact:  (electronic signature is accepted) | Click or tap here to enter text. |
| Date: | Click or tap to enter a date. |

1. **Apprentice Consent (to be completed by employers/training providers requesting an enquiry about results on apprentice’s behalf)**

Employers/training providers must have the apprentice’s explicit written permission to request an enquiry about results on an apprentice’s behalf including confirmation that the apprentice understands that their result may go down. Employers/training providers must confirm the apprentice has given the employer/training provider permission to request an enquiry about results.

|  |  |
| --- | --- |
| Date of apprentice’s written permission confirming the employer/training provider can request an enquiry about results on the apprentice’s behalf: | Click or tap to enter a date. |

1. **Enquiries About Results Request**

Insert X in the relevant column for each enquiry (clerical check, review) required.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **EPA Component** | **Clerical Check** | **Review** |
| Level 3 Paralegal Apprenticeship EPA V1.2 | Timed Assessment 1 |  |  |
| Timed Assessment 2 |  |  |
| Interview |  |  |
| Level 3 Paralegal Apprenticeship EPA V1.3 | Professional Discussion underpinned by Portfolio |  |  |
| Project Report, Presentation with Questions and Answers |  |  |
| Level 6 Chartered Legal Executive EPA V1.0 | Portfolio |  |  |
| Case Study |  |  |
| Level 6 Chartered Legal Executive EPA V1.1 | Portfolio |  |  |

1. **Deadlines**

All requests for enquiries about results must be received by CILEX by the deadline set out in the CILEX Enquiries About Results Policy – CILEX End-Point Assessment. Requests for enquiries about results received after the deadline will not be processed.

1. **Payment**

The fees for enquiries about results are published on the CILEX website.

**Apprentices**

Following receipt of this Enquiries About Results Form, CILEX will add an invoice to your account for the appropriate fee. You must pay the fee through your myCILEX portal.

**Employers/Training Providers**

CILEX will use the information provided in Section 2 of this form for invoicing purposes.

Please accept this as confirmation and authority that, upon receipt of the CILEX Enquiries About Results Form, we agree to pay to the Chartered Institute of Legal Executives the appropriate fee.

|  |  |
| --- | --- |
|  | Insert **X** to confirm |
| Please invoice the employer/training provider for the full amount payable |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature:  (electronic signature is accepted) | Click or tap here to enter text. | Date: | Click or tap to enter a date. |

**CILEX Invoice Policy**

CILEX will invoice within **5 working days** of receipt of the form. Payment terms will be strictly **30 days** from the date of invoice.