

ILEX Graduate Fast-track Diploma

Enrolment application form 2011/12



This qualification is for law graduates* who wish to qualify as legal executive lawyers. To achieve Graduate Membership of ILEX you need to pass two ILEX Level 6 legal practice units and the ILEX Level 6 Client Care Skills unit. For detailed advice on subject selection please see the back of this application form.

ITC offers courses for ILEX Level 6 subjects. The courses are a blend of distance, face-to-face and on-line learning. Tuition and course resources are available for fifteen months from the date of enrolment.

- Comprehensive, high quality printed and electronic course materials
- Study exercises to test your understanding of course content
- Telephone support from ITC's 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
- Face-to-face revision tuition included in all practice courses (subject to payment of £10 at time of booking)

* You should confirm with ILEX that your law degree qualifies you for the ILEX Graduate Fast-track Diploma route before enrolling with ITC.

"After gaining my law degree I initially wanted to do the LPC, but I wasn't keen to take out a loan to enable me to do this unless I could be sure of getting a training contract. I made enquiries with ILEX and discovered that, as I had my law degree, I would only need to do the practice papers and not the law papers.

I decided to study via distance learning as this was the best for my circumstances. I found the assignment feedback from the tutors useful, and the turnaround time on getting marked assignments back was always quick.

Interestingly, several of my solicitor colleagues have noticed that my ITC course manual covers legal practice topics in much more depth than they received on the LPC and I have often been asked for advice! I have advised many people whom I have worked with to further their careers through the ILEX route, and will continue to do so."

TERI BENNETT



ILEX Tutorial College
College House, Manor Drive,
Kempston, Bedford MK42 7AB
DX No. 124782 KEMPSTON 2
Tel. 01234 844300
Fax. 01234 841373
itslaw@ilex-tutorial.ac.uk

www.ilex-tutorial.ac.uk



TERMS AND CONDITIONS

Access to the Student Area: No refund or compensation will be given for periods of non-availability of the Student Area or any of its features.

Command of written English: If English is not your first language, we recommend that you do not embark on an ITC course at Level 3 unless you have a First Certificate in English or equivalent qualification. We reserve the right to terminate the course of any student whose written English does not meet this standard. If your first language is not English we recommend that you do not enrol on a Level 6 course without first having studied with us at Level 3.

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 ILEX Tutorial College (ITC). 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 ITC. We will withdraw the course without compensation from any student found or suspected of abusing our copyright and refer the matter to ILEX Professional Standards.

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 face-to-face revision tuition.

Duration of course: Course fees include tuition and access to the Student Area and other course resources for fifteen months from the date of enrolment.

Email address: You are required to have an email address.

Exam entry: You are responsible for applying to ILEX to enter your exam. Enrolment with ITC on a course does not constitute exam entry.

Face-to-face revision tuition/professional skills workshops: The entitlement to attend face-to-face revision sessions/courses or professional skills workshops relates only to sessions/courses/workshops occurring during the period of validity of your course, and cannot be carried forward. ITC reserves the right to cancel specific dates if there is insufficient demand. In the event of a session/course/workshop having to be cancelled due to the default of ITC's suppliers, or events such as fire, flood, storm, transport failure, war or acts of terrorism, ITC will endeavour to offer to re-run the session/course/workshop on an alternative date.

ILEX membership: ILEX requires that anyone who wishes to sit an ILEX exam or assessment must be a Student Member (or other category of member as appropriate) of ILEX. It is your responsibility to ensure that you have met this condition.

Internet access: It is a condition of your application that you have access to the internet so that you can access the resources on the ITC Student Area. 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.

Non-transferability of course: The course is not transferable to any other party.

Overseas students: If you live outside mainland Great Britain you must remit a further fee of £30 for each Level 6 course or for up to five Level 3 courses purchased in a single transaction.

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 ILEX Professional Standards.

Refund/Change of course: A full refund of the course fee will be given if the course materials are returned to ITC, in good condition and with postage having been pre-paid in full by you, within seven working days following the date you receive them. Thereafter, provided all materials are returned to ITC, in good condition and with postage having been pre-paid in full by you, before the expiry of a period of four weeks from the date of your course enrolment with ITC, your course fees will be refunded less an administration charge of £28 including VAT per course, or per complete order returned. Refunds will not be given after this four-week period has expired. 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.

Reinstatement: Reinstatement on your course at a reduced fee is available if your ITC 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.

Sponsoring employer: If your employer is contributing to your course fees we provide information on your course progress to your sponsor if requested.

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 ITC staff and/or make further unreasonable or excessive demands, we may at our discretion either suspend or withdraw your course without a refund.

Choosing your courses

The ILEX Graduate Fast-track Diploma is achieved by passing two ILEX Level 6 practice units and one Level 6 professional skills unit – Unit 22 Client Care Skills. One of the practice units must link to a law unit that you have studied as part of your degree. A list of the practice units and the law units to which they relate is given below. The three units Civil Litigation, Conveyancing and Criminal Litigation all relate to a core law degree subject, so if you choose any one of these three units then you can select freely from the other practice units for your second choice. You should be careful if you wish to study two units, neither of which are related to core law degree subjects, for example The Practice of Employment Law and The Practice of Family Law. In this case you must have studied either Employment Law or Family Law as an elective subject within your law degree.

Practice units	Linked law units* (already studied)
Unit 15 Civil Litigation	Contract Law or Law of Tort
Unit 16 The Practice of Company and Partnership Law	Company and Partnership Law
Unit 17 Conveyancing	Land Law
Unit 18 Criminal Litigation	Criminal Law
Unit 19 The Practice of Employment Law	Employment Law
Unit 20 The Practice of Family Law	Family Law
Unit 21 Probate Practice	Law of Wills and Succession

*For reference only – no law units are studied for the Graduate Fast-track Diploma.

Course features

A full description of the course structure and resources for each unit is given on our website and in our prospectus, and you are strongly advised to read the full course information before enrolling on your course(s). All courses are valid for fifteen months from the date of enrolment. This means that you will have access to the Student Area and that you can submit your study exercises to your personal tutor (where relevant) at any time during this period.

Each ITC course for an Level 6 practice unit includes face-to-face revision support. This is an intensive one-day course with six hours' tuition. The cost of the revision support is included in the course fee, as long as you make your booking before the priority booking deadline (of which you will be informed in good time), and subject to paying an administration fee of £10 per course at the time of booking. Similarly, the Client Care Skills course includes an optional three-hour workshop, the cost of which is covered by the course fee. A £10 administration fee is payable at the time of booking except where the client care skills workshop is combined with the induction day booking at Step 4 overleaf. Additional workshop dates are given below.

REVISION COURSES DATES

The dates of the revision courses and skills workshops are indicated by the dots on the tables below. This is not a booking form and these dates are given for information only. You will be given the opportunity to attend one revision session/course/skills workshop during the fifteen month period that the related distance learning course is valid.

	2011					2012																	
Civil Litigation																							
Conveyancing																							
Criminal Litigation																							
Probate Practice																							
The Practice of Company & Partnership Law																							
The Practice of Employment Law																							
The Practice of Family Law																							

Assessed Assignment submission deadlines for Unit 22 Client Care Skills

The deadline for submitting the assessed assignment to ITC for marking is 11 March 2012 for the June 2012 exam session and 11 September 2012 for the January 2013 exam session.

CLIENT CARE SKILLS WORKSHOPS

Level 6 Client Care Skills (am)	2011	2012
	London 27 Nov	London 27 Nov
	Salford 03 Dec	Salford 03 Dec
	London 28 Jan	London 28 Jan
	London 17 Mar	London 17 Mar
	Birmingham 24 Mar	Birmingham 24 Mar
	Manchester 31 Mar	Manchester 31 Mar
	Bristol 14 Apr	Bristol 14 Apr
	Bristol 07 Jul	Bristol 07 Jul
	London 07 Jul	London 07 Jul
	Birmingham 14 Jul	Birmingham 14 Jul
	Manchester 21 Jul	Manchester 21 Jul

Additional costs

Whilst the course fee on all Level 6 practice units includes the ITC course manual, there is an additional recommended text for these units (and in some instances a case book and/or statute book) which you will have to purchase separately. An ILEX Membership fee and exam fees for each unit are payable to ILEX. Please contact ILEX on 01234 841000 for information on these.