

# Revision resources for ILEX exams

## Application form Spring 2012



**ITC's revision resources are designed especially to improve your chances of success in the ILEX exams.**

### Course Summaries

Our Course Summary is an essential revision aid. It is written with reference to the related Course Manual and focuses on key syllabus topics and those which you might find the most difficult to understand. Costing just £14 for Level 3 units and £22 for Level 6 units, it is a must-have for any ILEX exam candidate. The Course Summary for Level 3 also provides access to two Revision Webcasts for each unit.

### Revision Courses

We also recommend that all ILEX students should attend one of our intensive face-to-face Revision Courses, which are available for all ILEX Level 3 and Level 6 law and practice units. Over 1,000 students attend our Revision Courses each year, and the feedback we receive suggests that our courses make all the difference. The Revision Course takes the form of a three-hour Revision Session for Level 3 units (£88) and a full Revision Day for Level 6 units (£179). These Revision Course fees include the related Course Summaries and other Revision Course Materials.

### ITC students

ITC students receive the Course Summary and Revision Course within the cost of the ITC distance learning course, so if you are enrolled with us please do not use this form but instead use the booking forms provided on the Student Area.

Further information on the Course Summary and Revision Course are given on the back page.



*"I always find the Revision Courses incredibly useful and this time was even more impressed than usual."*

*"The tutors were excellent. I feel so much more confident about taking the exams now."*

*"I would always recommend that people take advantage of this facility."*

*"I nearly didn't go, but I'm so glad I made the effort to as I'm much more confident now."*

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<b>FOR OFFICE USE ONLY</b>			WEB
Surname & month/year		Batch no.	
Date received	Payment received	Invoice ID	

You should only use this form if you are not enrolled with ITC. If you are studying with ITC you have already paid for your revision resources and you should use the form on the Course Admin section of the Student Area to request your materials and make your course booking.

## STEP 1 Complete your personal details

The Revision Course Materials and Course Summaries, excluding the Level 6 Course Summaries, will all be made available via the Student Area, for which you will receive login details. The Level 6 Course Summaries are more substantial due to the length of the syllabus and these will be sent out by post. Course Summaries will be made available as soon as they have been published.

The information you provide on this form will be used to facilitate the administration of your order. Information may be shared within the ILEX group (the Institute of Legal Executives and ITC). If you do not wish to receive information about other ITC products and services please write to Ruby Denton at the address overleaf.

**When you have completed this form post or fax to the Revision Team at the address on the back page. DO NOT post & fax.**

ILEX membership no. (Please provide this information if you are already a member of ILEX)											
Title		Surname									
Forenames								Date of birth*			
Home address											
										Postcode	
Home tel no.						Mobile tel no.					
Home email address**											
Employer											
Training manager's name (if applicable)											
Employer's address											
Post code				DX no.							
Work tel no.						Work fax no.					
Work email*											

\*It is a condition of purchase that you provide us with an email address, so that we can send you your login details for the Student Area.

If you have provided a home and a work email address please indicate your preferred address: home email  OR work email

Please tick the box if you have a disability covered by the Equality Act 2010 and would like to discuss your needs with us

## STEP 2 Book Level 3 Revision Sessions and/or order Course Summaries

Book Revision Session <b>including</b> Course Summary @ £88 inc VAT							Order Course Summary only @ £14 inc VAT
Salford		Bristol		London			
12 May	13 May	19 May	20 May	26 May	27 May		
am	pm	am	pm	am	pm	am	pm

Unit 2 – Contract Law							
Unit 3 – Criminal Law							
Unit 4 – Land Law							
Unit 5 – Law of Tort							
Unit 6 – Employment Law							
Unit 7 – Family Law							
Unit 8 – Law of Wills and Succession							
Unit 9 – Civil Litigation							
Unit 10 – Conveyancing							
Unit 11 – Criminal Litigation							
Unit 12 – The Practice of Family Law							
Unit 13 – The Practice of Employment Law							
Unit 14 – Probate Practice							
Unit 15 – The Practice of Law for the Elderly Client							

To book your Level 3 Revision Sessions including your Course Summaries tick your selected date, am or pm, in the table opposite. Available dates are indicated by the white boxes. Courses are held at the University of Westminster, central London, The Redcliffe Sixth Form Centre, Bristol and the University of Salford, Greater Manchester.

To order your Course Summaries only, tick in the right hand column for each subject that you require.

Full postal addresses can be found on the back page.





## TERMS AND CONDITIONS

### Cancellation of Revision Course

If you cancel your booking more than four weeks before the date of the Revision Course your fee will only be refunded less an administration charge of £20 plus VAT. Since the Course Summary is included in the cost of the Revision Course, the individual purchase price of the Level 3 Course Summary will also be retained if access has already been given to this on the Student Area. If you have already received a Level 6 Course Summary the individual purchase price of the Course Summary and the postage costs, will also be retained unless it is returned by pre-paid post within 14 days of delivery with the seal unbroken. If you cancel your revision course booking four weeks or less before the date of the course no refund will be given for any element of the fee.

All cancellations must be in writing. ITC reserves the right to cancel courses without prior notice. If you decide to change your course date or subject an administration fee will be levied. Refunds will be paid only to the person or organisation paying the fees initially, within 21 days of written notice of cancellation.

### Return of Course Summaries purchased individually

Level 3 – No refund will be made after purchase as these are delivered electronically and access to the ITC Student Area is given when the order is processed.

Level 6 – ITC will refund the purchase price on any Course Summary returned by pre-paid post to ITC within 14 days of delivery with the seal unbroken.

### Copyright

Copyright in all Revision Course materials and Course Summaries remains that of ITC. Any unauthorised reproduction or transmission of any part of the 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.

### Send your completed order form to:

Revision Team, ILEX Tutorial College,  
College House, Manor Drive, Kempston,  
Bedford, MK42 7AB.

Tel. 01234 844300 Fax. 01234 841373

Email. [revision@ilex-tutorial.ac.uk](mailto:revision@ilex-tutorial.ac.uk)

DX No. 124782 Kempston 2

[www.ilex-tutorial.ac.uk](http://www.ilex-tutorial.ac.uk)



## Course Summaries

The Course Summary is written with reference to the related ITC Course Manual. It is an excellent revision aid as it focuses on the areas which are important for exam success and on topics that you find the most difficult to learn and understand. The Level 3 Course Summary is available in electronic format via the Student Area and the Level 6 Course Summary, which is substantially bigger due to the size of the Level 6 syllabus, is sent by post. The Level 3 Course Summary also gives access to two Revision Webcasts for each unit on the Student Area, each of which deals with a tricky topic from the course syllabus.

## Intensive Revision Courses with specialist tutors

ITC offers a Spring and Winter revision programme for ILEX exam candidates. The programme includes intensive three-hour Revision Sessions for each Level 3 law and practice unit and a full day's tuition for each Level 6 law and practice unit. The courses are well-established and extremely popular, offering you the opportunity to capitalise on all the study time you have already invested. Each course includes:

- seminars led by experienced revision tutors;
- pre-exam revision exercises, provided electronically on the Student Area, to identify and reinforce key points;
- the opportunity to raise points with a revision tutor to help with your understanding of difficult topics;
- on practice units, the opportunity to work through the pre-released case study materials issued by ILEX for the June 2012 exams.

The London courses are held at the University of Westminster, the Manchester courses at Salford University and the Bristol courses at the Redcliffe Sixth Form Centre. All venues are ideally situated for rail travel, with easy connections from mainline stations. Salford University has a small on-campus train station (Salford Crescent Station) and is less than a mile from the motorway.

## Venue addresses

Bristol venue: Redcliffe Sixth Form Centre, Dulverton House, Redcliff Hill, Bristol, BS1 6RB.

London venue: University of Westminster, 309 Regent Street, London W1B 2UW.

Manchester venue: University of Salford, Maxwell Building, The Crescent, Manchester M5 4WT.