



End-point assessment plan for Costs Lawyer statutory integrated apprenticeship.

Apprenticeship standard number	Level of this end-point assessment (EPA)	Integrated
ST1400	6	Statutory integrated

Contents

Introduction and overview	2
EPA summary table	4
Gateway	5
EPA	5
Grading.....	7
Roles and responsibilities	7
Internal Quality Assurance (IQA).....	9
Re-sits and re-takes.....	10
Professional body recognition	10
Reasonable adjustments	10

Introduction and overview

The [Costs Lawyer Standards Board](#) (CLSB) is the regulator of individual Costs lawyers in England and Wales.

The CLSB was established as an independent subsidiary of the Association of Costs Lawyers after the Legal Services Act 2007 required the separation of all regulatory and representative functions relating to the legal professions. All functions under the Legal Services Act 2007 relating to the authorisation and regulation of Costs Lawyers are exercisable by the CLSB.

The CLSB's powers include specifying the requirements for being authorised to practise as a Costs Lawyer. The CLSB's [Practising Rules](#) and [Training Rules](#) together set out the CLSB's rules and regulations relating to the qualification and authorisation of Costs Lawyers. All of the CLSB's regulatory arrangements, including in relation to qualification and authorisation, are approved by the sector's oversight regulator, the Legal Services Board, in accordance with the Act.

The CLSB introduced the Costs Lawyer Professional Qualification (CLPQ) in February 2023. Anyone who wants to be a Costs Lawyer must pass the CLPQ (unless they benefit from limited exemptions, for example through the recognition of foreign professional qualifications). They must also have completed or be currently undertaking two years of Qualifying Experience.

The CLPQ is a professional training course that is delivered and assessed by a third party study provider that is accredited by the CLSB for this purpose. The accreditation regime is set out in the CLSB's [Accredited Study Provider Scheme Handbook](#). The CLPQ is assessed "on programme" by a selection of written assignments, examinations and in-person and online activities.

Currently, the sole training provider accredited by the CLSB to deliver the CLPQ is ACL Training. ACL Training has discretion around certain aspects of how the CLPQ is delivered, so long as its course programme, assessments and governance arrangements meet the requirements in the Scheme Handbook. This includes meeting detailed Accredited Study Provider Requirements set out in Annex 3 of the Scheme Handbook.

The CLPQ assesses Costs Lawyers' competence by reference to the CLSB's [Costs Lawyer Competency Statement](#). The delivery of an apprentice's training must be aligned to the Competency Statement to ensure that apprentices are able to hold the qualification of Costs Lawyer and seek admission to the [Register of Costs Lawyers](#). The CLSB gains

assurance of the competency of all apprentices by setting Assessment Outcomes, which are linked to the knowledge and skill areas in the Competency Statement. Training providers must design assessments for the CLPQ that meet these Assessment Outcomes.

ACL Training's course programme for the CLPQ currently comprises three elements, all of which must be successfully completed to attain the CLPQ:

- Diploma in Civil Practice.
- Diploma in Costs Law and Practice.
- Award in Costs Advocacy.

All assessments set by ACL Training as part of the CLPQ must be passed before an apprentice can get to Gateway for end point assessment (EPA) to commence. The CLSB does not prescribe a pass mark for assessments, but rather requires the training provider to determine whether the apprentice has met each Assessment Outcome (on a yes or no basis). ACL Training has set the pass mark for its assessments at 50% in line with other professional qualifications.

The CLSB directly oversees completion of the Qualifying Experience aspect of qualification. This is governed by the CLSB's Training Rules, along with Guidance on Qualifying Experience. Apprentices must submit a Qualifying Experience Record, providing examples of how each of the skills in the Competency Statement has been practised during the apprentice's period of Qualifying Experience, along with a Qualified Person Statement from each practitioner who has supervised any part of the apprentice's Qualifying Experience.

More information about these arrangements can be found on the [how to become a Costs Lawyer](#) page of the CLSB's website.

A review of CLPQ attainment and two years of Qualifying Experience that meets the CLSB's requirements is the EPA.

The EPA assesses whether apprentices have also passed the apprenticeship, and is based on the same professional knowledge, skills and behaviours as the occupational standard. This document sets out the requirements for EPA for the Costs Lawyer statutory integrated apprenticeship.

The EPA period should only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard and all of the pre-requisite gateway requirements for EPA have been met. This includes passing all CLPQ assessments.

The EPA will determine the overall apprenticeship standard and grades of:

- fail
- pass

The apprentice's attainment in CLPQ assessments may be recognised with merit or distinction denotations, either for individual assessments or as an overall grade, but these will not attach to the EPA for the apprenticeship.

This apprenticeship has a statutory integrated EPA. The EPA will use the assessment arrangements in use for other entry routes into this occupation. Alignment of the statutory integrated EPA is permitted because the following criteria are met:

1. the occupation (profession) must be regulated by a statutory regulator that carries out a range of functions in relation to the occupations they regulate, including making sure individuals have the necessary qualifications and/or experience to practise the occupation and taking any necessary enforcement action; and
2. the occupational standard and statutory integrated EPA meet the apprenticeship requirements.

EPA summary table

On-programme (typically 60-72 months)	Training to develop the occupation standard's knowledge, skills and behaviours (aligned to the CLSB's Costs Lawyer Competency Statement).
End-point assessment gateway	<ul style="list-style-type: none"> • The apprentice has met the knowledge, skills and behaviours, evidenced by successful completion of all assessments in the CLPQ and Qualifying Experience. • Employer is satisfied the apprentice has consistently demonstrated they meet the KSBs of the occupational standard. • The apprentice has completed training towards English and maths qualifications in line with the apprenticeship funding rules.
End-point assessment (which would typically take place within the last 12 months)	<p>The EPA starts once the apprentice has met all the pre-requisite gateway requirements for EPA.</p> <p>Once the EPA is completed the apprentice must apply to the CLSB for admission to the Register of Costs Lawyers.</p> <p>The apprentice is not required to carry out any additional assessments. However, prior to admission as a Costs Lawyer,</p>

	the apprentice will be required to meet character and suitability requirements set out in the CLSB's Practising Rules .
Professional recognition	The Costs Lawyer Standards Board.
Re-sits and re-takes	Re-take and re-sit grade caps and timeframes are determined by the accredited study provider, in line with the requirements in the Scheme Handbook.

Gateway

The EPA period should only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard.

The apprentice must have completed the following gateway requirements prior to beginning their EPA:

- The apprentice has met the knowledge, skills and behaviours, evidenced by successful completion of all assessments in the CLPQ and Qualifying Experience.
- The employer is satisfied the apprentice has consistently demonstrated they meet the KSBs of the occupational standard.
- The apprentice has completed training towards English and maths qualifications in line with the apprenticeship funding rules.

EPA

Successful completion of this apprenticeship enables the candidate to apply for a license to practise from the Costs Lawyer Standard Board. Experience gained on the apprenticeship programme will contribute towards the qualifying experience required by the CLSB subject to the rules of the CLSB.

Gaining the license to practice upon completion of the apprenticeship is not dependent on submitting a full QE record. Where an apprentice does not have a full QE record, they are recognised by the CLSB as competent costs lawyers but not experienced to the required level.

When the apprentice applies for their first practising certificate, with less than two years spent on programme they must tell the CLSB when they expect to complete their Qualifying Experience. A condition will be placed on the practising certificate requiring any apprentice without the relevant Qualifying Experience to practise under supervision and to complete their Qualifying Experience by a specified date (which will be based on their intended completion date or another date if appropriate in the individual circumstances).

The EPA is an assessment of competence against the CLSB's Competency Statement in line with its statutory and regulatory obligations.

The apprentice must:

- Complete all elements of the CLPQ, as delivered and assessed by an accredited study provider (currently ACL Training)

And

- Submit evidence of Qualifying Experience in line with the CLSB's rules and guidelines, available at <https://clsb.info/qualification/how-to-become-a-costs-lawyer/>

The purpose of the Costs Lawyer Professional Qualification as well as the period of Qualifying Experience is to ensure that apprentices develop – and can demonstrate – the competencies (knowledge and skills) required of a newly qualified Costs Lawyer. These competencies are set out in the Costs Lawyer Competency Statement. The KSBs of this apprenticeship fully align with that statement of competency.

Qualifying Experience is work undertaken in costs law and practice for a period of two years under the supervision of a Qualified Person. During the period of Qualifying Experience, the skills in the Competency Statement must be practised at work.

A Qualified Person is a Costs Lawyer or another person who is authorised under the Legal Services Act 2007 to carry out the reserved legal activities of (at least) exercising a right of audience, conducting litigation, and administering oaths.

The two-year period of Qualifying Experience may be carried out while an apprentice is working toward completion of the CLPQ, during the 12 months prior to them commencing the CLPQ and/or after they have completed the CLPQ.

Qualifying Experience may be carried out in any organisation, under any role description or title, so long as the work undertaken relates primarily to costs law and practice and allows for the skills in the Competency Statement to be practised. An individual might gain Qualifying Experience by working, for example:

- as a paralegal.
- as a costs draftsman.
- as a solicitor, barrister or chartered legal executive.
- as a Costs Lawyer (after completing the Costs Lawyer Qualification).
- in a firm of Costs Lawyers.
- in a solicitors' firm.
- as a sole practitioner.
- in-house in a business, charity or public body.

To work under the supervision of a Qualified Person:

- the Qualified Person must have oversight of the supervised person's work on at least a monthly basis and provide feedback to the supervised person on that work.
- the Qualified Person must be notified of any complaints made about the supervised person's conduct and support the supervised person to handle such complaints appropriately.
- the Qualified Person must work in the same organisation as the supervised person, unless there is no such Qualified Person available (for example, where the supervised person is a sole practitioner) in which case a Qualified Person working in another organisation may provide supervision; and
- the Qualified Person must confirm the accuracy of the evidence provided to the CLSB by the supervised person to demonstrate that Qualifying Experience has been carried out.

The end-point assessment organisation is the CLSB.

The CLSB will conduct the EPA.

Grading

Name of grade	Grade descriptor
Pass	Has demonstrated the knowledge and skill competencies in the Competency Statement to the prescribed Minimum Standard.
Fail	Has not demonstrated the knowledge and skill competencies in the Competency Statement to the prescribed Minimum Standard.

Roles and responsibilities

Role	Responsibility
Apprentice	As a minimum, the apprentice should: <ul style="list-style-type: none"> • complete the constituent parts of the programme successfully. • meet all apprenticeship gateway requirements. • understand the structure and requirements of the apprenticeship.
Training Provider	As a minimum, the training provider should: <ul style="list-style-type: none"> • verify the identity of the apprentice. • deliver the CLPQ in line with the requirements of the EPAO set out in the Accredited Study Provider Scheme Handbook.

	<ul style="list-style-type: none"> • work with the employer and support the apprentice during the off-the-job training to provide the opportunities to develop the KSBs as listed in the occupational standard. • conduct training covering the KSBs agreed as part of the Commitment Statement or the Individual Learning Plan. • monitor the apprentice's progress during any training provider led on-programme learning. • advise the employer, upon request, on the apprentice's readiness for EPA. • remain independent from the delivery of the EPA.
Employer	<p>As a minimum, the employer should:</p> <ul style="list-style-type: none"> • support the apprentice to achieve the KSBs outlined in the occupational standard. • provide the apprentice with opportunities to meet the requirements for Qualifying Experience. • determine when the apprentice is working at or above the level of occupational competence outlined in the occupational standard and has met all apprenticeship gateway requirements.
The EPAO	<p>As a minimum the EPAO should:</p> <ul style="list-style-type: none"> • conform to the requirements of this EPA plan and deliver its requirements in a timely manner. • conform to the requirements of the Apprenticeship Provider and Assessment Register (APAR). • conform to the requirements of the external quality assurance provider (EQAP) for this apprenticeship. • understand the occupational standard. • provide information, advice, guidance and documentation to enable apprentices, employers and training providers to prepare for the EPA. • confirm all gateway requirements have been met as quickly as possible. • arrange for the EPA to take place, in consultation with the employer. • develop and provide assessment recording documentation to ensure a clear and auditable process is in place for providing assessment decisions and feedback to stakeholders. • have no direct connection with the apprentice, their employer or training provider in all instances; there must be no conflict of interest. • use language in the development and delivery of the EPA that is appropriate to the level of the occupational standard.

Independent Assessor	<p>As a minimum, an independent assessor must:</p> <ul style="list-style-type: none"> • have the competence to assess the apprentice at the level of this apprenticeship and hold any required qualifications and experience in line with the requirements of the independent assessor as detailed in the IQA section of this EPA plan. • understand the occupational standard and the requirements of this EPA. • have, maintain and be able to evidence, up-to-date knowledge and expertise of the occupation. • deliver the end-point assessment in-line with this EPA plan. • comply with the IQA requirements of the EPAO. • have no direct connection or conflict of interest with the apprentice, their employer or training provider; in all instances; there must be no conflict of interest. • record and report assessment outcome decisions, for each apprentice in a timely manner.
Regulator	<p>As a minimum the regulator must:</p> <ul style="list-style-type: none"> • carry out a range of functions in relation to the occupations they regulate, including making sure individuals have the necessary qualifications and/or experience to practise the occupation and taking any necessary enforcement action. • issue a “license to practice” on successful completion of the “fit and proper person” application. • maintain a register of individuals admitted to the profession, and on which individuals need to be listed to be able to practice. • provide guidance on the level of competence apprentices need to attain to be added to the regulator’s register. • inform IfATE of any upcoming changes to the regulator’s requirements or assessment arrangements to enable a review of the statutory integrated apprenticeship.

Internal Quality Assurance (IQA)

Internal quality assurance refers to how the EPAO ensures valid, consistent and reliable EPA decisions. The EPAO must adhere to the requirements within the roles and responsibilities section:

The EPAO must also:

- have quality assurance systems and procedures that ensure fair, reliable and consistent EPA regardless of employer, place, time or independent assessor.
- operate induction training for anyone involved in the delivery or assessment of the EPA.
- conduct appeals where required, according to the EPAO's appeals procedure, reviewing and making final decisions on EPA decisions and grades.
- have no direct connection with the apprentice, their employer or training provider.

Re-sits and re-takes

Re-take and re-sit grade caps and timeframes are determined by the accredited study provider, ACL Training, in line with the requirements in the Scheme Handbook.

Professional body recognition

Costs Lawyer Standards Board

Reasonable adjustments

The EPAO must have in place clear and fair arrangements for making reasonable adjustments for this apprenticeship standard. This should include how an apprentice qualifies for reasonable adjustments and what reasonable adjustments will be made. The adjustments must maintain the validity, reliability and integrity of the assessment decisions outlined in this EPA plan.