



Exemption Policy

Academic Year 2023-2024

1. Introduction

The Association of Costs Lawyer Training (ACLT) is accredited by the Costs Lawyer Standards Board (CLSB) as an Accredited Study Provider to deliver the Costs Lawyer Professional Qualification (CLPQ)¹. The CLPQ is a course of study in costs law and practice, which is delivered by ACLT.

The purpose of the CLPQ is to develop the legal and technical knowledge and skills set out in the CLSB Competency Statement, to ensure that all Costs Lawyers meet the requisite standard of competency for authorisation.

To qualify as a Costs Lawyer, a student must successfully complete the CLPQ as well as have undertaken, or be currently undertaking, two years of Qualifying Experience

This policy was approved by the ACLT Board and will be reviewed annually by the Head of Education

¹ACLT's accreditation from the CLSB is subject to periodic renewal and is due to be renewed during 2023. Offers issued for admission in September 2023 are made subject to accreditation from the CLSB being renewed.

Exemptions from assessments

ACLT may grant exemptions from the assessments which assess the technical and legal knowledge and skills set out in the [CLSB Competency Statement](#) where an applicant can demonstrate they have completed a qualification that involved the development of competencies and achievement of assessment outcomes that are equivalent to aspects of the ACLT CLPQ.

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.

Where an exemption is granted from the assessment outcomes the applicant will be exempt from the relevant CLPQ assessment(s) and period of study.

Exemptions for listed qualifications

The table below lists the qualifications that involve the development of competencies and achievement of assessment outcomes that are equivalent to aspects of the Costs Lawyer Professional Qualification. Where an applicant can show they have successfully completed one or more of

these listed qualifications, they are entitled to claim exemptions from the assessment outcomes in the corresponding area of the CLPQ.

Qualification	Exemption from assessment outcomes relating to:
Qualifying Law Degree	Contract Law; Tort
Graduate Diploma in Law	Contract Law; Tort
Solicitors Qualifying Examination (SQE) 1	Contract Law; Tort
Solicitors Qualifying Examination (SQE) 2	Civil Litigation; Professional Standards and Ethics
Legal Practice Course (legacy qualification)	Civil Litigation Professional Standards and Ethics
Bar Practice Course	Civil Litigation ; Professional Standards and Ethics; Costs Advocacy
Bar Professional Training Course (legacy qualification)	Civil Litigation; Professional Standards and Ethics; Costs Advocacy
Higher Rights of Audience (civil)	Costs Advocacy
CILEX Level 6 Diploma in Law and Practice*	Professional Standards and Ethics
Completion of all assessed elements of Unit 1 of the ACLT course 2020 iteration	Contract Law; Tort
Completion of all assessed elements of Unit 1 and 2 of the ACLT course 2020 iteration	Contract Law; Tort; Civil Litigation; Professional Standards and Ethics; Costs Advocacy
Completion of all assessed elements of Unit 1 of the ACLT course 2014 iteration	Professional standards and Ethics; Costs Advocacy; Civil Litigation; Costs Pleadings and Process
Completion of all assessed elements of Unit 1 and 2 of the ACLT course 2014 iteration	Contract Law; Tort; Civil Litigation; Professional Standards and Ethics, Costs Advocacy; Cost Pleadings and Process; Legal Aid; The Lawyer-Client Relationship and Funding Arrangements.

* Additional exemptions may be gained but an application is dependent on units studied in order to achieve the qualification

Exemptions for 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:

- At least 75% of the learning outcomes and assessment criteria for the relevant CLPQ modules) must be covered within the qualification.
- The level of the qualification must be comparable or higher to that of the CLPQ module(s) for which exemption is being sought.
- The qualification must have substantive coverage of the English legal system.
- The rigour of assessment for the qualification must be appropriate to the level and content of the CLPQ module(s).

All those considering making an application for an exemption based on a qualification that is not listed in the table, including any applicants who have previously studied on, but not completed, previous iterations of ACLT courses, are advised to discuss their applications with ACLT via email to support@acltraining.co.uk.

International qualifications

Exemptions based on overseas qualifications 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 upload your scanned original language documents and your certified translations as part of your electronic application. We do not accept paper copies.

ACLT uses data from ECCTIS; UK ENIC (formerly NARIC) and the UK Centre for Professional Qualifications (UK CPQ) to make overseas comparisons for overseas qualifications.

Applications for exemptions must be made at the time the course application is made.

Appealing a decision

If an applicant wishes to make an appeal against an exemption decision they must email ACLT via support@acltraining.co.uk.

Where reasonably practicable, your appeal request will be acknowledged within three working days and will then be processed in accordance with the ACLT Appeals policy. In the event an exemption is refused by ACLT and an appeal is unsuccessful the applicant may, within 14 days of notification of the appeal decision, make a written appeal to the CLSB.

Costs of exemptions

Where an application is made for an exemption an exemption administration fee will be payable. Please refer to the ACLT Course Fees and Payment of Fees policy for details.

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, an electronic copy or scan of certificates and transcripts will be required. ACLT will routinely carry out spot checks to verify the authenticity of documents.