

This course is designed for Disclosure and Investigation Officers. It is also highly relevant for Evidence Assessors and Decision Makers and staff in criminal justice units and prosecutorial agencies involved in considering material in criminal investigations. The course will focus on the role of the Disclosure or Investigation Officer in order to ensure full compliance with disclosure requirements under CPIA legislation.

<b>FOR OFFICE USE ONLY</b>			WEB
Surname & month/year		Learner support <input type="checkbox"/>	
Date received	Payment received	Invoice ID	

CILEX Law School, College House, Manor Drive, Kempston, Bedford, MK42 7AB. 01234 844300 [cja@cilexlawschool.ac.uk](mailto:cja@cilexlawschool.ac.uk) [www.cilexlawschool.ac.uk](http://www.cilexlawschool.ac.uk)  
VAT NO. GB 904 4448 34

### STEP 1 Complete your personal details

Title	Forenames		
Surname			Date of birth
Home address			
			Postcode
Home tel number		Home email address*	
Employer			
Employer's address			
			Postcode
Work tel number		Work email address*	
Line manager name			
Line manager tel number		Line manager email	

\*It is essential that you provide an email address if you would like to take advantage of the many facilities on our on-line Student Area, so that we can send you a username and password.

As someone must be available to accept delivery, please indicate which address you would like your materials sent to:

Employer  Home

#### Learner support information

CILEX Law School is committed to the provision of accessible learning and ensuring that all students are afforded equal opportunities throughout their studies. If you require reasonable adjustments in relation to a disability, health condition or learning difficulty, or if you would like additional information, please email our Learning Support Advisor at [clslearnersupport@cilexlawschool.ac.uk](mailto:clslearnersupport@cilexlawschool.ac.uk)

Please tick this box if you have a disability covered by the Equality Act 2010, any learning difficulty or medical condition that might impact on your studies and you would like to discuss your needs with us.

Please tick this box to confirm that you agree to the processing of the previous information.

### STEP 2 Use of data and communication preferences

**Use of data:** The Chartered Institute of Legal Executives (CILEX) is the governing body for Chartered Legal Executives, paralegals and other legal professionals. CILEX as a professional association provides professional development, support and guidance to its members. It delivers legal education and training through CILEX Law School, qualifications through its Awarding Body function and independent regulation through CILEX Regulation.

CILEX takes your privacy and your rights to your personal data extremely seriously and we are committed to protecting the privacy of all personal data obtained about individuals. Data is held in compliance with data protection legislation and will be collected and used only for the purposes for which it was originally submitted or in accordance with your preferences.

For more information about how we collect and use your data, please take a look at our Privacy Statement, which can be found on our website.

I have read and understand CILEX's Privacy Statement

**Communication preferences:** CILEX communicates with members, students and stakeholders in relation to its activities, membership services and qualifications in various ways, including direct communications, e-shots, newsletters, technical bulletins and other mediums. We will obtain your consent in advance where the law requires us to. We would also like to send you updates about CILEX and CILEX products and services via these communication channels. You can change what you would like to receive at any time in your user account preference centre.

**Please select which of the following you would like to receive information about**

- |  |  |
|--|--|
| <input type="checkbox"/> Membership                | <input type="checkbox"/> Training & courses                    |
| <input type="checkbox"/> Qualifications            | <input type="checkbox"/> Charitable support services           |
| <input type="checkbox"/> CILEX products & services | <input type="checkbox"/> PR, case study & survey opportunities |
| <input type="checkbox"/> Apprenticeships           | <input type="checkbox"/> Corporate news & announcements        |

## STEP 3 Read the terms and conditions and obtain your employer's approval

### Applicant declaration

I would like to enrol on the CILEx Law School Specialist Course in Disclosure. I have read and accept the terms & conditions. The terms and conditions refer to the CLS Student Code of Conduct which can be found in the 'Study with us' section of our website.

<b>I have read and accept the terms &amp; conditions</b>	
Signature	Date

### Terms and conditions

**Contracting parties:** This contract is between the student making the application and CILEx Law School (CLS), part of the Chartered Institute of Legal Executives (CILEX).

**Contract:** The laws of England and Wales shall apply in all respects and the courts of England shall have exclusive jurisdiction.

**Copyright:** Copyright in all course materials remains that of CLS, part of CILEX. 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 prior written permission. We will withdraw the course without compensation from any student found or suspected of abusing our copyright and refer the matter to CILEX Regulation.

**Duration:** Your course fee will entitle you to receive one year's access to the VLE, online resources and tutor marking starting from the last day of the month in which your enrolment takes place. Any extension beyond that period will be at the sole discretion of CLS and will be dependent, for example, upon your ability to demonstrate an extenuating circumstance having interrupted your course of study.

**Enrolment:** You can only enrol on this course if you are employed by the public sector in England and Wales.

**Refund:** A full refund of the course fee will be given if the course materials are returned to CLS, in good condition and with postage having been pre-paid in full by you, within fourteen days following the date you receive them. Thereafter, provided all materials are returned to CLS, 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 CLS, your course fees will be refunded less a charge of £128.00 (inc VAT) to cover the administration and online induction expenses. Refunds will not be given after this four-week period has expired.

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

**Course elements not taken up:** No partial refund or discount will be given for any course elements that are not taken up.

**Extensions:** CILEx Law School may, in exceptional circumstances, extend your course for up to three months free of charge. Extensions are given on a discretionary basis and CILEx Law School's decision is final. Any other extensions will be regarded as reinstatements and fees will apply.

**Reinstatement:** Reinstatement on a course at a reduced fee is available if your CLS course has expired and if you wish to purchase the same course again. A reinstatement fee of 50% of the then course fee will be payable.

**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 CILEx Law School staff and/or make further unreasonable or excessive demands, we may at our discretion either suspend or withdraw your course without a refund. You will also abide by the CLS Student Code of Conduct.

**Disruption/cancellation:**  
**Disruption:** where the provision of our products and services is disrupted, or where we are unable to deliver our products and services as originally intended, due to unforeseen circumstances reasonably beyond our control, we will endeavor where possible, but cannot guarantee, to put in place alternative arrangements. Unforeseen circumstances include, but are not limited to, acts of God, strikes, war or acts of terrorism, equipment, transport or transmission failure or damage reasonably beyond our control, or epidemic and/or pandemic or other causes reasonably beyond our control.

**Downtime:** no refund or compensation will be given for periods of non-availability of our Virtual Learning Environment (VLE) or any of its features.

**Cancellation:** we reserve the right to cancel live sessions/workshops if there is insufficient demand. In the event of us having to cancel, we will endeavor to offer to re-run the session/ workshop on an alternative date

**Delivery of course materials:** We aim to deliver your course materials within 21 days of receipt of your order unless we contact you to advise of any delays. CILEx Law School will not accept liability for any claims for losses arising from delivery outside this period.

**Plagiarism:** We reserve the right to withdraw our services from any student suspected of copying another student's work for assessed assignments on any courses, and to refer the matter to CILEX.

### Technical/equipment requirements:

You will need to meet the following requirements:

**Internet access:** to gain access to your online course resources.

**Access to word-processing software** (either Microsoft Word or Open Office). Please refer to the software and hardware specifications, as provided on our website.

**Email address:** You are required to have an email address as you will receive essential course-related information and communications via email. We will communicate with you mainly by email please ensure that you let us know any change of email address while you are studying with us.

<b>Line manager declaration</b> This application has been approved by:	
Name	
Address	
Postcode	
Work email	
I understand that this student will need to complete one on-line multiple-choice assignment (one hour) at work, free from interruptions, at a time which is mutually convenient. I agree to supervise this assignment.	Signature & date

## STEP 4 How would you like to pay\*

The fee is **£385 excl. VAT (£462 inc. VAT)** including your distance learning course and materials.

**Payment option A: My employer is paying.** Please send a letter containing an undertaking by your employer to pay the fees within 30 days. Please provide invoice address details and purchase order number below.

**Payment option B: BACS payment.** Pay in full or by instalment via BACS. Please complete this application form and email it to [CJA@cilexlawschool.ac.uk](mailto:CJA@cilexlawschool.ac.uk) for further instructions.

Please indicate which address you would like the Invoice to be sent to:		
Email <input type="checkbox"/>	Post <input type="checkbox"/>	
Name		
Address		
Email (if applicable)	Postcode	Purchase order no.

\*Note: available payment methods are subject to change

