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CILEx (Paralegal) Level II Certificate Course STUDENT HANDBOOK



American
International School of Medicine



CHARTERED INSTITUTE
OF LEGAL EXECUTIVES

JANUARY-DECEMBER 2014

VC Tutorial's CILEx Paralegal Level II Certificate Course

Mission Statement: To prepare and produce Paralegal awardees, who will function with proficiency and excellence in supporting the legal industry, with commitment to upward mobility and life-long learning.

Vision Statement: To positively impact the legal industry in Cayman and the Caribbean through training of students in the paralegal field

Objectives: To perfect knowledge, skills and aptitude in Paralegal Studies through the VC Tutorial's offering of the UK-based CILEx program.

Students registered with VC Tutorial are also registered with CILEx and therefore are open to all the benefits extended to international CILEx (UK) students.

CILEx Paralegal Level II Certificate Course Programme Structure

The CILEx Paralegal Level Two Certificate Course covers the following set of courses:

1. The Legal Environment
2. Principles of Negligence
3. Principles of Contract Liability
4. Principles of Criminal Liability
5. Civil Litigation / Workplace Law / Family

Schedule and Duration of CILEx Paralegal Level Two Certificate Course

Classes are ongoing and they continue through January – December 2014

Part Time courses: Two (2), two hour sessions per week, for five 5 weeks.

Full Time Courses: Classes are scheduled between the hours of 9am -12pm and 1:30 pm- 3 pm daily over a two week period, per unit, inclusive of assignments.

Registration

Registration is ongoing

Evaluation

Coursework/ Assignments

Tuition, Fees and Expenses

CILEx Registration Fee	CI \$150
VC Tutorial Registration Fee	CI \$150
Tuition Cost	CI \$450 per unit
Books	Complimentary

Payment Plans are available

Credit Union Loans and Scholarships available for Credit Union members

Government Scholarships currently being solicited

Please notes all fees are subject to change as deemed necessary by Administration.

Accreditation

CILEx awards the Certificate of Paralegal Studies on successful completion of the CILEx/VC Tutorial Level Two Paralegal Course.

Center Resources

Students are allowed VC Tutorial Library.

Student Resources

- i) A classroom to comfortably accommodate 25 students.
- ii) Access to Wifi and the Internet
- iii) A comfortable lounge area with a dinette for student relaxation
- iv) A secure storage area for documents and other confidential materials

VC Tutorial Distinguished Guest Lecture

Every three (3) months VC Tutorial will host a Distinguished Guest Lecture by a Legal luminary to which the general public and persons in the legal profession will be invited.

The topic will be on a legal matter which is important to the Cayman society and given by a specialist in that field, who will be the recipient of the VC Tutorial Distinguished Guest Award.

The first lecture was held on May 13, 2014. The Guest lecturer was Attorney-at-Law Sophia Harris of Solomon Harris Attorney at Law. Her topic was “Cayman Island Immigration Reforms over the Last Decade – An Update”.