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CPD/Legal Education

CIRCULAR 09-240 (SD)

6 April 2009

LEGAL EXECUTIVE

1. The Society has issued a set of benchmarks for legal executive courses that entitle their graduates to describe themselves as “Legal Executive” in law firms (“Benchmarks”).

Please click [here](#) for the Benchmarks.

2. The Benchmarks will apply to courses commencing from the academic year 2008/09.
3. The Society is satisfied that the following courses have met the Benchmarks:
 - (a) **Courses commencing from the academic year 2008/09**
 - (i) Higher Diploma in Legal and Administrative Studies from the Hong Kong Institute of Vocational Education (Tuen Mun);
 - (ii) Advanced Diploma in Legal Studies (Professional Stream) from the School of Professional and Continuing Education of the University of Hong Kong (“HKU SPACE”);
 - (b) **Courses to be commenced:**
 - (i) Professional Diploma in Legal Executive Studies from the School of Continuing and Professional Studies, the Chinese University of Hong Kong and the English Institute of Legal Executives (“ILEX”);
 - (ii) Higher Diploma for Legal Executives offered by the College of Humanities and Law and Community College and delivered through the HKU SPACE Po Leung Kuk Community College.

4. The Benchmarks include admission requirements to a Legal Executive Course. The recognition of the Legal Executive Courses in paragraph 3 above is based on the following:

- (a) Students are accepted to the Courses only if they have passed 5 subjects in HKCEE including a minimum grade of D in English language (Syllabus B) (or equivalent) in pre 2007 HKCEE or a minimum level 3 in English language from 2007 HKCEE onwards; or
 - (b) in the event that a provider of a Legal Executive Course is not in a position to stipulate the admission requirements in paragraph 4(a), only those graduates of a Legal Executive Course who have satisfied the following requirements can use the description of “Legal Executive”:
 - (i) who have obtained a pass in 5 subjects in HKCEE or who have been in law-related employment for 3 years; and
 - (ii) who have obtained a minimum grade of D in English language (Syllabus B) (or equivalent) in pre-2007 HKCEE or a minimum level 3 in English language from 2007 HKCEE onwards or a minimum overall score of 6 in IELTS (International English Language Testing System).
5. Students already graduated from or undertaking the following recognised Legal Executive Courses **prior to the commencement of the academic year 2008/09** will continue to be entitled to use the description of “Legal Executive” in law firms upon successful completion of those Courses and satisfaction of the applicable conditions:
- (a) the Hong Kong Polytechnic Legal Executive Course; or
 - (b) Higher Diploma in Legal Studies from the City University of Hong Kong (retitled from September 2000 as the Associate of Legal Studies Degree); or
 - (c) Diploma in Legal Studies from SPACE of the University of Hong Kong; or
 - (d) a member of ILEX; or
 - (e) Higher Diploma in Legal and Administrative Studies from the Hong Kong Institute of Vocational Education (Tuen Mun) provided that the graduates have:
 - (i) obtained a Level 2 or above in English Language as from the 2007 HKCEE or Grade C (Syllabus A) or Grade E (Syllabus B) or above in English Language in the pre-2007 HKCEE; and
 - (ii) completed and passed the additional modules on “Advocacy” and “Legal Professional Ethics” if they were graduates in 2005.

This Circular supersedes Circulars 01-80 (SD), 06-458 (SD), 07-315 (SD) and 08-544 (SD).

Any enquiries in relation to the above should be directed to the Deputy Secretary General on 2846-0551.