

# The Chartered Institute of Legal Executives (CILEx) Logo Usage Policy

## Terms of Use



All CILEx logos are protected by copyright and can only be used with written permission from CILEx HQ. Even then only specific types of logo can be used by organisations or groups linked to CILEx.

CILEx wants to encourage and help branches, accredited centres, firms and learning partners to show their association with us. As a result we have created logos that are tailored to show such associations appropriately.

We will pursue any violation of our copyright which seeks to exploit our material for gain, commercial or otherwise, or that misrepresents our ethos and/or core values.

We reserve the right, at any time, to modify or suspend this policy and withdraw any permission granted under it.

This policy must be read in conjunction with our 'Identity Guidelines'.

## Who can use the additional CILEx logos?

### Branches:



CILEx branches are incredibly important in ensuring that CILEx members of all grades have local support. They also enable local branch members to raise awareness of Chartered Legal Executives and other CILEx members in their area and the work that they do.

### Restrictions:

- Branches may only use the logo for official branch business. This includes letterheads, business cards, websites, menus, invites, table plans and appropriate forums set up by a branch to carry out branch business.
- Where social media sites require the use of avatars (a personalised, graphical representation of the user) only the above avatar can be used, and again this must only be for official branch business.
- These logos must not be amended in any way, including resizing or reduction of quality. If you experience difficulty with the logo size or shape, email: [logo@cilex.org.uk](mailto:logo@cilex.org.uk).

### Accredited Study Centres:



We are proud of our association with our accredited Further Education Colleges, Universities and private training providers. Showing this partnership is important for students and employers so they know that they are receiving genuine CILEx qualifications. We are happy to share the above accredited study centre logo appropriately with all accredited study centres providing the CILEx qualifications.

## Restrictions:

- Accredited study centres may only use the logo for material specifically related to the CILEx qualifications. This includes all marketing material and displays where accredited study centre logos are appropriate.
- CILEx accredited study centre logos are date specific. A new one will be provided at the start of each new academic year upon request and receipt of your accreditation fees.
- If your status as a CILEx accredited study centre is suspended or withdrawn by CILEx, or ended by you, you must stop using the CILEx logo immediately.
- This logo must not be amended in any way, including resizing or reduction of quality. If you experience difficulty with the logo size or shape, email: [logo@cilex.org.uk](mailto:logo@cilex.org.uk).

## Law firms:



If an organisation has an employee training programme that has been officially accredited by CILEx they may wish to reflect this by adding the CILEx endorsed qualification logo to their HR and Policy web pages or related material.

## Restrictions:

- Firms may only use the logo for material which specifically relates to the CILEx supported employee training programme.
- This logo is not a sign of entity regulation and must not be used in webpages or material in a way which could infer that a firm is regulated by CILEx Regulation.
- This logo must not be amended in any way including resizing or reduction of quality. If you experience difficulty with the logo size or shape, email: [logo@cilex.org.uk](mailto:logo@cilex.org.uk).

## CILEx award winners:



CILEx currently presents a number of prestigious awards annually, including 'employer of the year', 'president's medal', 'pro bono medal' and 'student of the year'. This is to celebrate the hard work and dedication of our members and of supportive employers. CILEx understands that members and/or employers may wish to celebrate such an award.

### Restrictions:

- The various CILEx award logos must only be displayed for the award you have won.
- The award logos are date specific, and must not be changed to reflect an alternative date or year. However, the logo may still be displayed after the year in which it was awarded.
- These logos must not be amended in any way including resizing or reduction of quality. If you experience difficulty with the logo size or shape, email: [logo@cilex.org.uk](mailto:logo@cilex.org.uk).

### Awarding organisation or institution:



If an awarding organisation or institution has been granted institutional exemptions for CILEx units/qualifications, then they may like to reflect this by adding the CILEx Institutional Exemptions logo to their web pages or related material.

### Restrictions:

- CILEx Institutional Exemptions logos are date specific. A new one will be provided at the start of each new academic year upon request and receipt of your agreement.
- If your agreement is suspended or withdrawn by CILEx, or ended by you, you must stop using the CILEx logo immediately.

- The logo may not be amended in any way including resizing or reduction of quality. If you experience difficulty with the logo size or shape, email: [logo@cilex.org.uk](mailto:logo@cilex.org.uk)

### **Members:**

Aside from those situations covered by the above, individual members are **not** allowed to use the CILEx logo.

CILEx is a professional body, awarding organisation and an approved regulator. We have many responsibilities, duties and boundaries. One of which is a duty to protect the public interest.

The display of our logo on letterhead or websites could suggest that CILEx or CILEx Regulation approves or endorses the services offered by an individual, a company or a firm.

Members in independent practice must make it clear they are regulated by CILEx Regulation, but must not say or imply that their firm is, unless they have been successful in applying for entity regulation.

CILEx Regulation has a separate policy regarding use of its logos and regulatory statements for those persons authorised by CILEx Regulation to undertake litigation, conveyancing, probate or immigration services, and those to offer such services through an entity regulated by CILEx Regulation, which can be found [here](#).

### **Usage outside of the above restrictions or additional third party use:**

If you wish to use a version of the CILEx logo that falls outside of the above restrictions, or you do not represent any of the above user categories, please email: [logo@cilex.org.uk](mailto:logo@cilex.org.uk).

### **Further information:**

If you have any further questions about logo usage that has not been answered above, or have seen a logo that you think is being used inappropriately, please email: [logo@cilex.org.uk](mailto:logo@cilex.org.uk).

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