# **RPL Application**

# **Unrecognised Qualifications**

NALP will consider applications for exemption based on completion of qualifications that are **not** listed in the NALP Exemptions table, found in the Recognition of Prior Learning Policy, but are set at the same or a higher level and with substantially similar content (minimum 75%) to that of NALP units.

If you have a non-qualifying law degree, or similar recognised qualification with sufficient legal content (minimum 75% coverage of the content of NALP Units), please complete this application form and return it to NALP with the required documentation. A full transcript showing the modules you achieved and a detailed syllabus of your qualification must be submitted with your exemption application.

There is an administration fee of £50.00 for the Level 3 units, £75.00 for Level 4 units and £100.00 for the Level 7 units.

Please complete all sections of this application form, and ensure you enclose the required supporting documents with your application. **Incomplete applications will be returned. Applications received without the fee having been paid will not be processed until payment has been received.**

1. **Your Contact Details**

NALP Membership Number : ……………………………………………………………..

Title : ……………………………………………………………..

Surname : ……………………………………………………………..

Forenames : ……………………………………………………………..

Address : ……………………………………………………………..

 : ……………………………………………………………..

Preferred daytime telephone number : ……………………………………………………………..

Email : ……………………………………………………………..

1. **Details Of Your Qualification**

Qualification full title

(as shown on your certificate) : ……………………………………………………………..

Qualifications awarded by : ……………………………………………………………..

Date qualification awarded : ……………………………………………………………..

1. **Details Of Exemption Applied For**

Applications for exemption may be made from one or more units of the NALP professional qualifications.

NALP Level 3 units – please select the Level 3 units from which you are applying for exemption:

|  |  |  |
| --- | --- | --- |
| **UNIT No.** | **TITLE** | **SELECT** |
| UNIT 30 | Introduction to Law for Paralegals |  |
| UNIT 31 | Legal Ethics and Responsibilities for Paralegals |  |
| UNIT 32 | Wills and Succession for Paralegals |  |
| UNIT 33 | Civil Litigation for Paralegals |  |
| UNIT 34 | Criminal Litigation for Paralegals |  |
| UNIT 35 | Commercial Law for Paralegals |  |
| UNIT 36 | Conveyancing for Paralegals |  |
| UNIT 37 | Employment Law and Practice for Paralegals |  |
| UNIT 38 | Consumer Rights and Remedies for Paralegals |  |

NALP Level 4 Units – please select the Level 4 units from which you are applying for exemption:

|  |  |  |
| --- | --- | --- |
| **UNIT No:** | **TITLE** | **SELECT** |
| UNIT 1 | Introduction |  |
| UNIT 2 | The Law of Contract |  |
| UNIT 3 | The Law of Tort |  |
| UNIT 4 | Criminal Law |  |
| UNIT 5 | Wills, Intestacy & Family Provision |  |
| UNIT 6 | Civil Litigation |  |
| UNIT 7 | Criminal Procedure |  |
| UNIT 8 | Matrimonial & Civil Partnership Law & Procedure |  |
| UNIT 9 | Conveyancing |  |
| UNIT 10 | Succession |  |

NALP Level 7 Units – please select the Level 7 units from which you are applying for exemption:

|  |  |  |
| --- | --- | --- |
| **UNIT No:** | **TITLE** | **SELECT** |
| UNIT 1 | Civil Litigation |  |
| UNIT 2 | Criminal Practice |  |
| UNIT 3 | Matrimonial and Civil Partnership Disputes |  |
| UNIT 4 | Conveyancing |  |
| UNIT 5 | Succession |  |
| UNIT 6 | Corporate and Business Structures |  |

1. **Supporting Documents Required With This Application**
* Certified Certificates

NALP will not accept original certificates. Please ensure that a copy of your certificate is appropriately **signed** and **certified** before submission. The person certifying your certificate must be a practicing or retired professional registered with the appropriate professional body, for example a Solicitor, Barrister, CILEx, Licensed Conveyancer.

* A full transcript of modules achieved and a detailed syllabus of the qualification showing the required coverage of the learning outcomes and assessment criteria contained in each of the NALP units selected above. A minimum 75% coverage of the content of **each** selected NALP unit is required in order to approve exemption.
1. **Payment Details**

Payment should be made to NALP. This can be done via a Centre, or a learner may make the payment directly, as advised by their Centre.

Please pay via Bank Transfer (BACS) to the following:

Account Name: NALP

Bank: National Westminster Bank

Sort Code: 51-50-10

Account No: 66138183

Signed ………………………………………………………………..…… Date ……………………………….

Print Name ……………………………………………………………………………………………..……

Please return your completed application form, enclosures and confirm that the fee has been paid to admin@nationalparalegals.co.uk.