

# RPL Application – Approved Exemptions

NALP recognises a number of qualifications for exemption purposes which are clearly detailed in our Recognition of Prior Learning Policy. Learners and Centres should refer to that policy prior to completing this form to ensure that the qualification for which exemption is being requested is approved by NALP.

There is a standard, non-refundable fee of £50.00 per unit from which a Learner applies for exemption based on the table of Approved Exemptions in NALP’s RPL Policy payable on application.

Please note that, per NALP’s RPL Policy, if you are applying for exemption from previously attained NALP units, the above administration fee will not apply as no external mapping is required.

Please ensure that you have completed all sections, attached the supporting documents required, and paid the above administration fee prior to submitting this form. **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 : .....

## 2. Details of your qualification

Full title of the qualification / recognised course  
(as shown on your certificate) : .....

Awarding Body / Institute : .....

Date awarded / completed : .....

### 3. Details of exemption applied for

Applications for exemption may be made from one or more units of the NALP professional qualifications. Where applicable, please refer to the NALP Approved Exemptions table (Section 4 of the NALP Recognition of Prior Learning Policy) to confirm which units to select in the tables below.

#### **NALP Level 3 Certificate for Paralegal Technicians**

Please select the Level 3 units from which you are applying for exemption:

UNIT No.	TITLE	SELECT
UNIT 1	Introduction to Law for Paralegal Technicians	
UNIT 2	Introduction to Professional Conduct	
UNIT 3	An Introduction to the Law of Contract for Paralegals	
UNIT 4	An Introduction to Litigation and Dispute Resolution for Paralegals	

#### **NALP Level 4 Certificate for Associate Paralegals**

Please select the Level 4 units from which you are applying for exemption:

UNIT No.	TITLE	SELECT
UNIT 1	English Legal System for Associate Paralegals	
UNIT 2	Law of Tort for Associate Paralegals	
UNIT 3	Criminal Law for Associate Paralegals	
UNIT 4	Employment Law & Practice for Associate Paralegals	

#### **NALP Level 5 Diploma for Senior Associate Paralegals**

Please select the Level 5 units from which you are applying for exemption:

UNIT No.	TITLE	SELECT
UNIT 1	Land Law and Conveyancing for Senior Associate Paralegals	
UNIT 2	Matrimonial and Civil Partnerships for Senior Associate Paralegals	
UNIT 3	Public and EU Law for Senior Associate Paralegals	
UNIT 4	Business Law and Practice for Senior Associate Paralegals	

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### NALP Level 7 Diploma in Paralegal Practice

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	

#### 4. Required supporting documents

In support of this application, please provide:

- Copy Certificates – Please **do not** send original certificates as we cannot guarantee their safe return. Scanned copies should be provided that clearly show the full certificate, including the certificate and learner number, teaching provider (college/university, etc.) and awarding organisation, where relevant. NALP may make enquiries with those entities to ensure that the certificate is genuine.
- Unit Certificate / Results Transcript – Where you do not have a full qualification but have passed a number of modules that may be eligible for recognition of prior learning, please provide a scanned copy of your transcript or unit certificates for the modules passed. This should have the details of the teaching provider and awarding organisation where NALP can make enquiries to authenticate the results, where necessary.

#### 5. 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  
 Reference: Please use your first initial and full surname (as used on this form) and the letters RPL after your surname as the reference (For example: J

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Smith RPL) so we can match your payment to your application. If for any reason you are unable to do this, please ensure you let us know on this form the reference that was used. Failure to do so may result in a delay.

Signed ..... Date .....

Print Name .....

Please return your completed application form, confirmation of payment to NALP, and supporting documents to your Centre.

Centres must then review and forward this to: [Centres@NationalParalegals.co.uk](mailto:Centres@NationalParalegals.co.uk)