

RPL Recognition – Experience

NALP recognises that Learners may have gained knowledge and skills through experience and will consider applications for Recognition of Prior Learning on this basis. To be considered for exemption from NALP units through RPL, experience or knowledge **must be:**

- Relevant to the qualification you are applying for
- Of a similar level to the qualification you are applying for
- Recent / demonstrably up to date
- Able to be demonstrated (evidence is authentic)

There is a standard, non-refundable administration fee of £55 per unit for applications for RPL based on experience.

Please ensure that you have completed all sections, attached the supporting documents required, and paid the applicable 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. Brief details of your experience

3. Details of exemption applied for

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

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:

- An up-to-date C.V.
- A detailed personal statement outlining all relevant experience including time frames and job descriptions
- Reference/supporting statement from employer(s) including contact details
- Details of any relevant training including time frames, training provider, certificate(s) of completion

Please ensure that all claims made are evidenced.

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 Smith RPL) so we can match your payment to your application. If for

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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