

RPL Application - Unlisted Qualifications

NALP will consider applications for exemption based on completion of qualifications that are **not** listed in the NALP Approved 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 supporting 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 a standard, non-refundable fee of £75 per unit for mapping qualifications that are **not** listed in the Approved Exemptions table, payable on application.

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. Details of your qualification

Qualification full title
(as shown on your certificate) :

Qualifications awarded by :

Date qualification awarded :

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	

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:

- Certified 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.

NB: 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.

- 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 for exemption to be approved.

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

RPL Application – Unrecognised Qualifications

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 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