# **RPL Application – NALP Units**

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 held is accepted by NALP for recognition under that policy.

There is an administration fee payable of £50.00 for the Recognition of Prior Learning in respect of pre-approved and recognised qualifications that can attract exemptions covered by this application.

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

# **Your Contact Details**

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

Title : ……………………………………………………………..

Surname : ……………………………………………………………..

Forenames : ……………………………………………………………..

Address : ……………………………………………………………..

: ……………………………………………………………..

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

Email : ……………………………………………………………..

# **Details Of Your Qualification**

Full title of the Qualification / recognised course

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

Awarding Body / Institute : ……………………………………………………………..

Date Awarded / Completed : ……………………………………………………………..

# **Details Of Exemption Applied For**

Applications for exemption may be made from one or more units of the NALP professional qualifications. Please check the NALP Exemptions table (in the NALP Recognition of Prior Learning Policy) to confirm which units to select in the tables below.

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 |  |

# **Supporting Documents Required with this Application**

* 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 where necessary.
* 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.

# **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](mailto:admin@nationalparalegals.co.uk).