

Recognition of Prior Learning Policy

Document Specification:			
Purpose:	To set out the policy and procedure to be followed by NPC on receipt of an application by a Learner for an exemption to be made for part of a qualification offered by NPC based on learning they have already undertaken and achieved or experience gained		
Accountability:	Director	Responsibility:	Compliance Manager
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1. Purpose and Scope of Policy

NALP Training Limited, trading as the National Paralegal College (NPC), is a training organisation specialising in qualifications and courses aimed at Paralegals. Some of these qualifications are awarded by a Recognised Awarding Organisation, NALP Limited and are regulated by the Office of Qualifications and Examinations Regulation (Ofqual). Other courses and certificates are awarded by us, with some also accredited by the CPD Standards Office.

NPC does not offer Recognition of Prior Learning for its self-certified courses, including those accredited by the CPD Standards Office, due to the size of the courses not making this viable.

Recognition of Prior Learning (RPL) is applicable to the regulated qualifications offered by NPC and awarded by NALP under NALP's RPL policy. This policy reflects how NPC assists NALP in the application of RPL.

2. Maintaining Standards

NPC is not responsible for any assessment decisions in respect of NALP qualifications, however, it recognises NALP's requirement that, regardless of any exemptions for prior learning, all Learners must demonstrate that they have met a consistent standard in order to attain their NALP qualification.

NALP has put in place a full RPL policy which shows the maximum RPL allowable for the qualifications it awards. Please see [here](#) for full details of this and of the charges applicable.

3. General Requirements for Recognition of Prior Learning

3.1 Qualifications

There are some qualifications which NALP have already set the RPL allowable. Where a learner can demonstrate that they have attained one of these qualifications, NPC will inform NALP and make the application directly for RPL on the learner's behalf. Such applications require a fee of £50 to be paid to NALP on application which will need to be paid by the Learner in advance.

The qualifications already mapped and the amount of RPL applicable are as follows:

Approved Exemption	NALP Qualification & Level	Exempted Unit
A Level Law	NALP Level 3 Award in Paralegal Practice NALP Level 3 Certificate in Paralegal Practice	<ul style="list-style-type: none">Unit 30 - Introduction to Law and Practice

	NALP Level 3 Diploma in Paralegal Practice	
	NALP Level 3 Certificate for Paralegal Technicians	<ul style="list-style-type: none"> Unit 1 – Introduction to Law for Paralegal Technicians
<p>NALP Level 3 Award in Paralegal Practice*</p> <p>NALP Level 3 Certificate in Paralegal Practice</p> <p>NALP Level 3 Diploma in Paralegal Practice</p> <p>NALP Level 3 Award in Introduction to Law and Practice</p> <p>NALP Level 3 Award in Legal Ethics and Responsibilities for Paralegals</p>	NALP Level 3 Certificate for Paralegal Technicians	<ul style="list-style-type: none"> Unit 1 – Introduction to Law for Paralegal Technicians Unit 2 – Professional Conduct for Paralegals* <p>*Providing Learner has undertaken Unit 32 – Legal Ethics and Responsibilities for Paralegals</p>
NALP Level 4 Diploma in Paralegal Studies (including Single Subject Units)	NALP Level 4 Certificate for Associate Paralegals	<ul style="list-style-type: none"> Unit 1 – English Legal System for Associate Paralegals Unit 2 – Law of Tort for Associate Paralegals Unit 3 – Criminal Law for Associate Paralegals
LL.B or BA Law undergraduate (completed Year 1) or Graduate	NALP Level 4 Diploma in Paralegal Practice	<p>Any three of the following units (depending on which subject has been studied and passed)</p> <ul style="list-style-type: none"> Unit 1 English Legal System Unit 2 Contract Law Unit 3 Law of Tort Unit 4 Criminal Law
	NALP Level 4 Certificate for Associate Paralegals	<ul style="list-style-type: none"> Unit 1 – English Legal System for Associate Paralegals <p>Or</p>

		<ul style="list-style-type: none"> Unit 3 – Criminal Law for Associate Paralegals
The Legal Practice Course	NALP Level 7 Diploma in Paralegal Practice	<p>Any two of the following (depending on which subject has been studied and passed)</p> <ul style="list-style-type: none"> Unit 1 Civil Litigation Unit 2 Criminal Practice Unit 3 Matrimonial and Civil Partnership Law Disputes Unit 4 Conveyancing Unit 5 Succession Unit 6 Corporate and Business Structures

Other qualifications not listed on the Exemption Table will need to be mapped individually by NAL. A Learner will need to provide NPC with the full details of the course or qualification they have previously attained which NPC will pass onto NALP, who will then map the Learner's obtained qualification against the NALP Syllabus. **Please note: Such applications attract a non-returnable fee for the mapping process which a learner will need to pay in advance. The applicable fees applied by NALP are included in their RPL Policy which can be found here: [Recognition-of-Prior-Learning-Policy-V6-March-2025.pdf](#)**

3.2 Experiential Learning

NPC is aware that NALP recognises that some Learners may not have formal qualifications but can demonstrate knowledge and understanding gained through experience which may be just as valid in terms of an application for Recognition of Prior Learning, however, NALP does require full details of the experience gained. This application also attracts fees payable in advance by the Learner. NPC will assist the Learner with the application for RPL based on experience, in line with the requirements laid out in Section 5 of [NALP's RPL policy](#).

4. Applying for Recognition of Prior Learning

NPC will endeavour to assist any learner who wishes to apply for RPL for a NALP qualification, however all Learners should ensure that they have all relevant evidence, documentation and other details to support their application.

If a Learner believes they have a legitimate claim for RPL, they should contact NPC in the first instance to check if their claim is likely to be valid. Once confirmed, the learner will then need to provide all relevant details and evidence in writing, plus pay the applicable fee that will be applied by NALP.

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NALP has included some further guidance on making an application for RPL within their RPL Policy, which can be downloaded from their website, here: [Recognition-of-Prior-Learning-Policy-V6-March-2025.pdf](#).