



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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*National Paralegal College is the trading name of NALP Training Limited

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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 ourselves, 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: https://www.nationalparalegals.co.uk/nalp_policies_procedures 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 NALP Level 3 Diploma in Paralegal Practice | <ul style="list-style-type: none">Unit 30 - Introduction to Law and Practice |
| LL.B or BA Law undergraduate (completed Year 1) or Graduate | NALP Level 4 Diploma in Paralegal Practice | Any three of the following units (depending on which subject has been studied and passed) <ul style="list-style-type: none">Unit 1 English Legal SystemUnit 2 Contract LawUnit 3 Law of Tort |

| | | |
|---------------------------|-------------------------|---|
| | | <ul style="list-style-type: none"> • Unit 4 Criminal Law |
| The Legal Practice Course | NALP Level 7 Diploma in | <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 will need to be mapped individually by NALP. 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. **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: https://www.nationalparalegals.co.uk/nalp_policies_procedures.**

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 NALP’s RPL policy, a copy of which can be found here: https://www.nationalparalegals.co.uk/nalp_policies_procedures

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.

NALP has included some further guidance on making an application for RPL within their RPL Policy, which can be downloaded from their website, here: https://www.nationalparalegals.co.uk/nalp_policies_procedures.