



National Association of Licensed Paralegals

Terms of Reference for Boards

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THE NATIONAL ASSOCIATION OF LICENSED PARALEGALS (NALP)

About NALP

The NALP is a professional body for the paralegal profession. Established in 1987 as the Paralegal Association, the aim of NALP is to set and maintain standards and to promote good practice within the paralegal community, career development and share community practice with paralegals in England & Wales. Further information on this can be found on the NALP website: www.nationalparalegals.co.uk

The NALP offers qualifications and membership. Membership is not linked to the qualification in that qualifications will not be withdrawn if membership is not kept up.

Terms of reference for NALP Boards

Membership of the Boards is drawn from those with expertise of working in the sector and with knowledge of understanding of current training within the sector and in HE. Board members are selected to draw on a range of expertise areas.

Recruitment of Board members

Members of the Boards are required to declare in writing if they have any potential conflict of interest with their membership of other NALP Boards or have personal knowledge of individual learners or centre, or know of any other factors which may impair their ability to act impartially and objectively in carrying out the duties of the Board. NALP will carry out checks on potential members of Boards by requesting Curriculum Vitae or other forms showing past employment or history to ensure that there are no conflicts with other work that potential members are carrying out. NALP will also require Board members to sign a terms and conditions document which includes a confirmation that they know of no conflicts of interest that would impair their ability to carry out their role for NALP.

Members will be required to reconfirm annually that the information they have supplied to NALP is still current and correct and NALP require up to date information regarding employment roles.

In such cases as a conflict of interest is found, the Chief Executive is the final arbiter of whether there is a conflict of interest, and if there is, she may request that the conflict of interest is mitigated by:

- Removing the person from the Board in which they have a conflict of interest
- Removing them from a position of responsibility (eg as Chair) within the Board should this be the cause of the conflict of interest
- Removing them from any Board of NALP should the conflict of interest pose serious issues for impartiality and objectivity of that person (for example if they were also working for a competitor organisation).



Terms of Reference for NALP Boards

1. Executive Board

The Executive Board has responsibility for ratifying all awarding organisation operations and decisions. Its areas of responsibility include:

Strategic Management

- Signing off action plans and risk management systems
- Dealing with matters escalated from the Appeals Board or Academic Board
- Signing off changes to awarding organisation operations
- Approval and overall sign off responsibility for assessment, quality assurance and awarding procedures year on year
- Approval of the annual self assessment report
- Assessing and identifying organizational areas requiring attention
- Reviewing the technical and staff resources needed for operation of the awarding organisation
- Planning for future resource needs
- Review of disaster recovery plans

Quality Assurance

- Review and agreement of Senior Examiner's report
- Signing off results accurate for award of certificates
- Oversight of the benchmarking process to ensure year on year comparability
- Examiner standardisation and comparability
- Oversight and review of reasonable adjustments and special considerations procedure

The Board meets four times per year, either virtually or face to face. Each meeting is minuted and the formal minutes are circulated to members and archived for future reference.

2. Academic Board

The Academic Board has responsibility for the development and assessment of NALP's qualifications. Its areas of responsibility include:

- Carrying out market research for the development of new units and qualifications
- Making decisions on marketing and promotion strategies
- Agreeing target markets/segments for marketing and promotion
- Approving units and rules of combination for submission to Ofqual
- Recruitment of new examiners
- Development and training of existing examiners
- Oversight of the development of assessment methodologies

The Committee meets four times per year, either virtually or face to face.



3. Appeals Board

The Appeals Board is responsible for dealing with instances of appeals and malpractice. It meets formally 4 times per year but this can be changed according to the numbers and types of appeals or malpractice it is called on to deal with. The panel consists of an independent member, Rita Leet, who may be called on to deal with an independent enquiry into an appeal (please see appeals and malpractice procedures for the detailed process).

The Panel reports back to the Executive Board annually on the nature, type and numbers of appeals and malpractice instances.

Non-awarding organisation Board

4. Licensing Board

The Licensing Board is responsible for overseeing the licensing of qualified paralegals to set up their own practice. The Licensing Board applies a number of criteria to determine whether an applicant should be licensed to practice – this includes a range of equivalent qualifications gained and experience of working in the field.

The Board meets six times per year to discuss and agree applications for Licence Applications and to discuss any issues arising from the Licensing process.