



NALP Centre Approval Form

I. Centre Name:

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2. Centre Contact Details:

Address line 1

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Address line 2

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Address line 3

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Address line 4

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Post Code

.....

Main telephone number

.....

Main Email Address

.....

Main Fax Number

.....

Main Centre contact name

.....

Website Address

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3. Course co-ordinator details

Name:.....

Direct phone.....

Direct email.....

4. Examinations officer details

Name:.....

Direct phone.....

Direct email.....

5. Funding:

Please indicate how your centre will fund NALP courses. For example, will students be required to pay for the course costs or will your centre receive public funding or both? Please tick as appropriate

Self funding

Public funding

Other funding (Please specify)

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Qualifications And Experience Of NALP Tutors:

Please detail a full list of tutors who will be teaching each unit of any NALP course. You are required to confirm that the tutors listed have the minimum qualifications and subject expertise necessary to teach the course.

Details of partnership arrangements

Centres should provide details of any partnership arrangements they may have with other organisations which impact on the conduct of the assessment for the units or qualifications. Details should include the name of the main point of contact and details of the roles and responsibilities of each of the partner organisations and individual staff members.

Proposed Unit Offer:

Level 4 Diploma in Paralegal Studies

Please complete list of units which will be completed

Level 7 (Post Graduate) Diploma in Paralegal Practice

Please complete list of units which will be completed

Policies and Procedures

Please enclose copies of the following documents where applicable. (Please tick ones appropriate to your centre)

Health & Safety Policy

Employer and Public Liability Insurance

Data Protection Policy

Equality and Diversity Policy applicable to Students

Quality Assurance Policy

Access to Fair Assessment Statement

Compliance with the Disability Discrimination Act 1995
Code of Practice

Complaints Procedure applicable for Students

Malpractice Policy

Reasonable Adjustments and Special Consideration Policy

Appeals Procedure for Students

British Accreditation Council Certificate – Certified copy (applicable to Private Training Providers only)

UK Border and Immigration Authority Certificate – Certified copy
(applicable for all educational establishments wishing to accept students from outside the EEA)

Academic Policy

Registration Procedures

Admissions Policy

For confirmation by the named contact:

Equal opportunities

I confirm that the centre complies with the NALP Equal Opportunities statement.

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Providing Unique Learner Numbers (ULNs)

I confirm that the centre will process requests for ULNs and will pass on any necessary information to NALP to allow learners to have their results processed accordingly.

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Access to people, premises and records

I confirm that the centre will allow access to any information, people or premises as required by NALP or the regulatory authorities in carrying out monitoring or compliance activities.

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The Cost of applying for Centre Approval is £300 (payable annually) by cheque, which should accompany this form.

For office use only

Date of Centre Approval visit :

Centre Approval Granted :

Centre Approval Granted with conditions (details)

Centre Approval Denied (details)

Print name: _____

NALP staff signature