**Paralegal Practising Certificate**

**Experiential Route Assessment Template**

|  |  |
| --- | --- |
| **Your Name** |  |
| **Your Membership Body**  |  |
| **Your Registration Number**  |  |
| **Your Tier Level**  |  |
| **Practice Area/s you wish to include on your Practicing Certificate** |  |
| **Date**  |  |

You should expect to invest around 10 days of your time over a two to eight-week period to complete the following:

* **Impact report:** Demonstrate how you’ve contributed to your organisation’s success.
* **Self-assessment:** Demonstrate how you meet the behaviours required of an effective professional paralegal
* **Workplace feedback:** provide feedback from people you work with, including your line manager (or client, if you’re a consultant).
* **Client feedback**

The timescales above are estimates and should be used as guidelines only. We strongly advise you to plan and give yourself enough time to think and prepare your examples.

**It is important that you provide as much evidence as possible to show that your experience is sufficient to replace formal qualifications.**

On completion of the assessment template please email along with your supporting information to info@ppr.org.uk

**SECTION 1: IMPACT REPORT**

Please detail your experience, your current and previous roles and explain providing examples, how you have contributed to your organisation’s success.

You should include a case study that clearly illustrates your knowledge and experience.

You should include any evidence that supports your application in showing the breadth and depth of your knowledge, this can be from reports, articles or client guidance documents you have written, written etc.

**SECTION 2: SELF- ASSESSMENT**

Please provide details of how you meet the conduct and behaviours expected of a professional paralegal. You should refer to the [Paralegal Practitioner Rules](https://ppr.org.uk/paralegals/paralegal-practitioner-rules/) and the competency standards of your Recognised Membership Body. Examples should be provided throughout.

Please detail how you keep your knowledge up to date - list any training, conferences etc that you have attended.

|  |
| --- |
|  |

**SECTION 3: WORKPLACE AND CLIENT FEEDBACK.**

Please provide detailed testimonials from workplace colleagues and at least 4 clients who you have provided services to spanning the last 12 months.

In obtaining the testimonials please ask for specific comments on the knowledge, skill and customer experience that you provided.

|  |
| --- |
|  |