

# Immigration and Asylum Accreditation Scheme

## Application for advanced caseworker accreditation

Education and Training Unit  
Version 2

### **Important**

Before completing this form, please ensure that you read the immigration and asylum advanced caseworker accreditation criteria and guidance notes.

Advanced caseworker accreditation is open to immigration/asylum advisers who have met the requirements for accreditation to senior caseworker and who can demonstrate that they meet the additional criteria for advanced caseworker set out in the guidance notes.

Original documents, other than testimonials, should not be sent with the application; instead, use certified copies.

Evidence bundles must be clearly indexed and securely attached to the completed application form.

Applications must be made using the prescribed questionnaire and submitted with the fee of £100 plus VAT (total payable £117.50) to

Patricia Fearn  
Solicitors Regulation Authority  
Ipsley Court  
Redditch  
Worcestershire  
B98 0TD

or using DX 19114 Redditch

Incomplete or illegible applications will not be considered by the Solicitors Regulation Authority (SRA) and will be returned to the applicant for resubmission.

## Your personal details

**Name**

**Current practising address**


**Telephone number**

**Fax number**

**DX number**

**Email address**

Are you a solicitor, registered European lawyer, registered foreign lawyer or a student member of the SRA?

**Yes/no**

If **yes**, what is your personal identity number?

If **no**, state in what capacity you are employed.


Have you ever been convicted of an offence in any court of the UK or elsewhere (other than a motoring offence not resulting in disqualification)?

**Yes/no**

If **yes**, attach full particulars of any conviction on a separate sheet. The address of the court and the penalty imposed must be given.

**In file at item**

**Note** – Convictions which are “spent” under the Rehabilitation of Offenders Act 1974 should be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Have you been the subject of any investigation or intervention by the Law Society, SRA or Legal Complaints Service (LCS) or other professional or regulatory body in England and Wales or elsewhere?

**Yes/no**

If **yes**, attach full particulars on a separate sheet. If dealt with by another professional or regulatory body provide the full address of the professional or regulatory body.

**In file at item**

Are you aware of any complaints or other matters under investigation by the Law Society, SRA, LCS or other professional or regulatory body in England and Wales or elsewhere?

**Yes/no**

If **yes**, provide full particulars on a separate sheet. If being investigated by another professional or regulatory body provide the full address of the professional or regulatory body involved.

**In file at item**

**Criterion 1 – A high level of understanding of immigration/asylum law and practice**

Have you passed the senior caseworker assessments?

**Yes/no**

A certified copy of the transcript(s) of marks is attached at item:

**In file at item**

If you did not achieve an average pass mark of 70% or more on the written parts of the senior caseworker assessment, what other evidence do you provide to demonstrate that you have a high level of understanding of immigration/asylum law and practice?

Title of document	Date of document	In file at item

## Criterion 2 – Successful management of a range of complex cases

Attach five case reports of complex immigration/asylum cases you have completed within the previous two years.

Case report number	Title	In file at item
1		
2		
3		
4		
5		

Your career in immigration and asylum

An outline of your career in immigration and asylum

In file at item

## Criterion 3 – Consistently deliver a high quality service to your clients

Are there any matters that may affect your ability to comply with this criterion, such as complaints to your regulating body or other organisations?

Yes/no

If **yes**, give details on a separate sheet.

In file at item

Demonstrate **either**

## Criterion 4 – Sharing of expertise and experience

A short statement showing how you have shared your immigration/asylum expertise and experience with colleagues, trainees and others.

In file at item

This statement is evidenced by copies of written articles, testimonials or course feedback forms at items:

to

or

**Criterion 5 – Influencing the development of immigration/asylum law, policy and practice**

A short statement showing how you have sought to influence the development of immigration/asylum law, policy or practice.

In file at item

This statement is evidenced by published case law, media reports, debate minutes and notes or certified copy letters at items:

to

**Criterion 6 – Respect and credibility in immigration/asylum practice**

The following have agreed to provide testimonials in support of my application for accreditation as an advanced immigration/asylum caseworker.

(Please type or print clearly)

(1) Name

Address

Email address:

(Please type or print clearly)

(2) Name

Address

Email address:

(Please type or print clearly)

(3) Name

Address

Email address:

## Data Protection Act 1998

1. The Law Society has members of its Council who have specific responsibility for immigration and ethnic minority issues. On occasions they may wish to send you targeted mailings on the basis of your practice or ethnic origin.

If you wish to receive such mailings, please put a tick inside this box.

2. All information you provide will be held on a database. Sometimes we may use your name and address or provide these details to other organisations for mailing information about goods and services that we believe may be of interest to you.

If you do not wish to receive such mailings, please put a tick inside this box.

3. The SRA publishes lists of advanced caseworker accredited immigration/asylum practitioners on its website or in hard copy directories. These lists will include details of your name and practising address and will be available to members of the public and other organisations or used by the SRA's Information Services to provide enquirers with specific information on request.

If you do not wish to be included in such lists, please put a tick inside this box.

## Declaration

I understand that I must be a fit and proper person to be an advanced caseworker and I undertake immediately to inform the SRA of any matter which may have a bearing on my fitness to remain accredited.

I certify that all information given in this questionnaire is, to the best of my knowledge and belief, correct.

Signed

Date

## Equality of opportunity

The information below will be separated from your application as soon as it is received. It will not be passed on to anyone involved in the assessment process.

The SRA operates an equal opportunity policy. To help us monitor its effectiveness, please complete this section and tick the appropriate boxes below.

What is your gender? Male  Female

Would you describe yourself as having a disability? \* Yes  No

\*Defined as applying to anyone who has a substantial physical or mental impairment, which has lasted or is likely to last at least 12 months and which affects their ability to carry out normal activities done by most people on a regular basis.

Please tick the box from the list below which best describes the ethnic group to which you belong.

Ethnic group is understood as any group defined by race, colour, culture, ethnic or national origins.

<p><b>White</b></p> <p>English, Scottish, Welsh, Other British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other white background <input type="checkbox"/></p> <p>Please specify _____</p>	<p><b>Black or Black British</b></p> <p>Black Caribbean <input type="checkbox"/></p> <p>Black African <input type="checkbox"/></p> <p>Any other black background <input type="checkbox"/></p> <p>Please specify _____</p>	<p><b>Asian or Asian British</b></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background <input type="checkbox"/></p> <p>Please specify _____</p>
<p><b>Mixed</b></p> <p>White &amp; Black Caribbean <input type="checkbox"/></p> <p>White &amp; Black African <input type="checkbox"/></p> <p>White &amp; Asian <input type="checkbox"/></p> <p>Any other mixed background <input type="checkbox"/></p> <p>Please specify _____</p>	<p><b>Chinese or other ethnic group</b></p> <p>Chinese <input type="checkbox"/></p> <p>Any other ethnic background <input type="checkbox"/></p> <p>Please specify _____</p>	