

Immigration and Asylum Accreditation Scheme

Application for registration

Education and Training Unit
Version 2

This form is for use by:

- Solicitors or their employees who have successfully completed the immigration or asylum assessments as either an accredited caseworker or a senior caseworker and wish to apply to the Solicitors Regulation Authority for registration.
- All individuals who wish to apply for registration as a probationary immigration or asylum caseworker for LSC contract purposes.

The completed form should be submitted together with certified copies of the required supporting documents to:

Professional Competence Team
Solicitors Regulation Authority
Ipsley Court, Berrington Close
Redditch
B98 0TD or DX 19114 Redditch

1. Applicant's details

Title (eg Mr, Ms, Mrs, Miss)

Surname

Forename(s)

SRA Identity Number

Firm's name and address

DX address

E-mail

Telephone

Fax

2. Further information – non-solicitor applicants

If you are not a solicitor please answer the following (tick box where appropriate):

- I am employed **full time** by the firm named above
- I am employed **part time** by the firm named above

(If you are a part-time employee, please provide on a separate sheet an explanation of other employment or study you are currently undertaking)

- Are there any restrictions on your right to live and work in the UK? Yes No

(If you have answered “Yes” please provide full details on a separate sheet)

- Please enter your national insurance number:

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(If you do not provide a national insurance number your application cannot be processed.)

- My supervising solicitor is:

Name:

SRA ID number:

Firm/organisation
(if different from above)

Your supervising solicitor must sign the certificate at the end of this form.

3. Type of registration applied for

I wish to apply to the SRA for registration as:

- A Probationary caseworker
- An Accredited caseworker
- Probationer Senior Caseworker
- A Senior Caseworker specialising in:
 - Asylum Law
 - Immigration Law
 - Business migration
- A Supervisor (applicants must be senior caseworkers)

4. Assessments passed

I have passed the assessments detailed below and the relevant certificates are enclosed:

- **Probationary** – Multiple choice test (MCT)
You can register as a probationer before you pass the MCT but it must be passed within 3 months of registration

- **Accredited Caseworker assessments** - all assessments must be passed before you can apply for registration as an accredited caseworker
 - Written examination
 - Drafting assessment
 - Client interview

- **Probationary Senior Caseworker** – you must be an Accredited Caseworker and have passed the Senior Caseworker written examination

- **Senior Caseworker assessments** – all assessments must be passed before you can apply for registration as a senior caseworker
 - Written examination
 - Written assessment
 - Client interview

- **Supervisor** – you must be accredited as a Senior caseworker before you can apply for registration as a supervisor
 - Timed assessment

5. Suitability

Are there any issues that may affect your suitability to work with vulnerable clients?

Yes

No

If you have answered “Yes” please provide full details of the issues on a separate sheet. You should consider all such matters including complaints to the Legal Complaints Service or its predecessors, complaints to the Office of the Immigration Services Commissioner and criminal convictions and pending investigations.

The SRA will consult its own records and those of the Legal Complaints Service when deciding the suitability of solicitors and their employees for registration. It may also refer to other data resources as may be considered necessary.

If you are not a solicitor you may wish to obtain a Police National Computer check under the Date Protection rules to supply to your supervising solicitor when you present this application for signature.

6. Supervising solicitor's certificate

I confirm that I am:

- a Senior or Advanced Caseworker with a supervisor accreditation,
- the solicitor named above as the supervisor of the applicant's immigration and asylum work

I certify that to be best of my knowledge and belief the information provided by the applicant is correct and accurate.

For non-solicitor applicants only (please delete if not appropriate):

I am satisfied that _____ (Name of applicant) is of good character and a suitable person to work with vulnerable clients.

The applicant has produced a PNC check certificate which:

- does not contain any entries*
- contains details of the entries already declared in this application*

* Delete as appropriate

Signature

Date

7. Applicant's declaration

I have read, understand and agree to comply with the SRA's terms and conditions for registration as an immigration and asylum caseworker.

I agree to notify the SRA if I move from my present employment or of any change in my name or contact information.

I certify that the information I have provided in this application form is accurate and correct.

Signature

Date

Data Protection Act 1998

I understand that details of my membership of a professional accreditation scheme will be published from time to time by the SRA. The data used for such publication will be that contained in the SRA's central solicitors' data base and may include: my name, my firm's name, my main practising address, practice telephone number, fax number and e-mail address and details of my firm's web site where appropriate.

I **do / do not*** wish to have my membership of a professional accreditation scheme made available to other selected organisations for the purposes of marketing suitable products relevant to my membership. (* Delete as appropriate)

Signature

Date