

April 2011

## QLTS1 applicants

### **Assessment of your knowledge and experience relating to English and Welsh law and practice**

If you are an EEA or Swiss applicant applying under Directive 2005/36 you can have your knowledge and experience assessed to establish which QLTS assessments you must complete. This means that if you have knowledge or experience of English/Welsh law, you may not need to take all of the QLTS assessments.

The QLTS assessments are based on the skills and knowledge a solicitor of England and Wales should be able to demonstrate at the point of admission. This is set out in the QLTS Outcomes. Applicants are strongly advised to read the [QLTS Outcomes and indicative content](#) carefully before completing the assessment table.

Please consult [Part II, B.1 of the EC User Guide \(PDF\)](#) for further information on this process.

### **Additional information for intra-UK applicants and Irish solicitors**

The SRA has carried out mapping exercises of some intra-UK qualifications, Irish solicitors and fully-qualified barristers of England and Wales. We have therefore narrowed down the outcomes which it is necessary for lawyers with these qualifications to evidence. We have developed assessment tables for the qualifications where a mapping exercise has taken place:

- [Scottish solicitor \(PDF, 2 pages, 60K\)](#)
- [Barrister of England and Wales \(fully qualified\) \(PDF, 2 pages, 60K\)](#)
- [Solicitors of Republic of Ireland \(PDF, 1 page, 50K\)](#)

### **Assessment table**

If you believe that you can evidence that you meet some or all of the remaining outcomes because of knowledge/experience gained in English/Welsh law since you qualified, you can include this information on the relevant assessment table and submit it as part of your application for a certificate of eligibility.

If a mapping exercise has not yet taken place for your intra UK qualification (i.e. it is not listed above), please complete the full EU assessment table [[insert link](#)].

## **If you do not have relevant previous experience to be assessed**

If you do not have any relevant evidence or experience that you want us to assess, you can simply opt to take all of the assessments. Please check the box at the end of question 10 on the QLTS1 application form and submit your application.

## **How to evidence your previous experience**

If you believe that you can evidence that you meet some or all of these outcomes, you can include this information as part of your application for a certificate of eligibility. There are no restrictions on what evidence you can put forward towards an assessment, however:

- the evidence must show how the outcomes have been achieved in the context of English/Welsh law and practice
- the higher the level of qualification and/or experience, the greater the weight which the assessor will attach to such experience (e.g. a 2 hour CPD course in English/Welsh contract law will carry much less weight than an LLM).

It is strongly recommended that you use the relevant assessment table to submit your evidence in a suitable format for the assessor.

## **Your submission**

### **Format**

- Two copies of the submission.
- All documents must be numbered and referenced to the outcomes and listed on the assessment table.
- Please provide official translations of all your evidence that is not in the English language.
- The submission should be easily separated from your application for a certificate of eligibility. One copy will be sent to our assessor.
- Please do NOT submit evidence in hard files or folders.
- Please do NOT use plastic wallets or slip folders for documents.

### **Evidence**

You are strongly advised to go through each element of indicative content listed for each outcome in order to show us how you have met that outcome through:

- studying English and Welsh law and/or practice
- your experience of practising English/Welsh law

Only evidence which relates to the law of England and Wales is likely to be of assistance.

If you do not specifically claim to have achieved an outcome, then we will assume that you should be assessed on that outcome.

### **Qualifications/courses**

- Please include transcripts of academic qualifications which give details of the modules studied but only where the modules show that you have taken and passed a module in English/Welsh law.
- Please state the level of the qualification or the level at which the course was aimed.
- Please do NOT include theses or written work.

### **Work experience**

- Where you are relying on work experience to demonstrate that you satisfy outcomes, you must give details of
  - the duration of your work experience and the number of hours worked (e.g. per week)
  - the level of employment (e.g. whether employed as paralegal or as qualified lawyer) and how much responsibility you held
  - the nature of work undertaken (this should relate to the indicative content of the QLTS outcomes); and
  - whether your experience relates to your own jurisdiction or England and Wales or what proportion of the experience related to English/Welsh law.
- All work experience claimed must be supported with references from employers. The reference should corroborate the work experience evidence provided.
- References should be written by a named person who could be contacted for verification if necessary.
- References must be recent (within 3 months of your application being received by the SRA) and written for the purpose of this application.