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# NEW ZEALAND COUNCIL OF LEGAL EDUCATION

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## **INFORMATION REGARDING ASSESSMENT OF STALE QUALIFICATIONS**

In any case where a ‘qualification for admission’ is more than 10 years old at the time that a candidate for admission applies to the NZCLE for a completion certificate, the NZCLE may, in its discretion, assess such qualification, and may impose further study, examinations or training on the candidate.

For New Zealand LLB degree holders, a ‘qualification for admission’ means a New Zealand LLB (or LLB with Hons), any subject of examination (i.e. the CLE core subjects), a university course in Legal Ethics, the Professional Legal Studies Course.

For overseas law graduates or lawyers, a ‘qualification for admission’ means any determination issued to such person in relation to an application for assessment of the overseas qualifications, or any degree subject, the New Zealand Law and Practice Examination, legal ethics course, practical legal training course or English requirement prescribed by NZCLE (or the New Zealand Law Society if the assessment was carried out before 2008) pursuant to that determination.

The effect of this time limit is that qualifications may have become ‘stale’ prior to application for a completion certificate, and in such cases, the NZCLE has a discretion to impose further degree courses, or to require passing of an examination in the law and practice of New Zealand, or a legal ethics course, or the Professional Legal Studies Course.

If any of your qualifications are over 10 years old by the time you apply for a completion certificate, you will need to apply for a staleness assessment and complete any requirements imposed, before you may apply for your completion certificate. Schedule 1 to this information sheet is a staleness assessment application form.

In the subsequent years, you may have refreshed stale qualifications. Please include a current CV, and if you are providing information to show that your stale qualification has been refreshed, please include a letter setting out the ways in which you are demonstrating this. Please also note the evidential requirements.

Below we list examples of areas which the Council will consider when assessing your stale qualifications.

### Subsequent University Study

You may have studied other subjects at university which are not stale, and which you believe have refreshed the stale subject. You will need to provide an original transcript evidencing that you have passed any such course.

### Work Experience

You may have gained subsequent work experience in an area of law which has refreshed the stale subject. You will need to provide details of any such employment including the date and length of time employed, and describe the work experience. You will also need to provide original references from employers confirming your employment and experience.

### Teaching Experience

You may have taught or tutored in an area of law which refreshes the stale subject. You will need to provide original evidence of this teaching experience, and include confirmation from the body at which you were employed detailing the nature of your teaching experience and the date and duration of your teaching experience.

### Participation at Conferences, Seminars, Webinars or through Research

If you have attended or undertaken any of the above, the Council may take this into account in making its assessment. You will need to provide evidence of the duration and content of these activities, as well as independent verification that the courses were attended, or completed. The Council will take into account the level at which the courses or research was conducted, and also their duration.

You should note that the Council can only undertake an assessment at the point when you apply for a completion certificate. If you have partially completed admission requirements prescribed by the Council, which include stale components, you should be aware that on completion of all requirements a stale qualification application will have to be made.

**SCHEDULE 1****Assessment of Stale Qualifications Application Form****Section A: Details – Please Print Clearly****Name\*** **Other Names Used** **Date of Birth** 

\* If you have used other names or if your name is different to the one that appears on your qualifications or references please enclose an original or certified copy of your marriage certificate, or a change of name declaration or registration.

Please complete (where appropriate) all addresses and keep the Council informed of any changes after the application and before the completion of the assessment

**Home Address****Correspondence Address****Work Address**

Please tick your preferred contact address

Home  Correspondence  Work

**Daytime telephone Number****Mobile Number****Email Address****University at which you obtained your LLB/LLB (Hons) and year****IPLS/College of Law PLSC Intake (if applicable)**

## Section B: Checklist

Please ensure that you have enclosed the following documents if applicable.

- (i)  Completed application form
- (ii)  A letter explaining how stale qualification has been refreshed
- (iii)  Curriculum Vitae
- (iv)  Evidence of subsequent study or training
- (v)  Evidence of relevant work experience
- (vi)  Other evidence of refreshing activities
- (vii)  Marriage certificate or change of name declaration or registration if name is different from documents
- (viii)  Certified copy of passport\*  
 Fee of \$150 (plus GST if applicable: \$172.50)

If you are a New Zealand LLB degree holder, please also provide:

- (ix)  Original LLB transcript highlighting stale subjects
- (x)  Original PLSC completion certificate (if applicable)

If you have overseas law qualifications which have been assessed by the Council, please also provide:

- (xi)  The Council's Assessment Letter
- (xii)  Evidence of Completion of Any Council Requirements

\*The documents provided to the Council, apart from the passport and other identity documents, must be original. Please ensure that the copy of your passport is witnessed and signed as a true copy of the original by an independent person authorised to witness such documents in accordance with the requirements of the Oaths and Declarations Act 1957 eg, a Barrister and Solicitor of the High Court of New Zealand, a Justice of the Peace or a Notary Public. Please ensure that the certification shows the signature, name, title and other details of the certifying person clearly. The certification should state that the original document was sighted or words to that effect, and include the date of certification.

**Please note: The Council, or its agent, may contact issuing institutions to seek verification of qualifications and references.**

## Section C: Authorisation and Signature

I \_\_\_\_\_ understand that the New Zealand Council of Legal Education, or its agent, may seek verification of my qualifications and other material, and this may extend to references, and I authorise any such verification checks to be made. I also authorise those issuing institutions to release to the Council, or its agent, such information as is required to undertake those verification checks for the purpose of verifying those documents and my identity and satisfying the Council that the information I have provided in respect of this application is true and correct in all respects.

Signed

Date

**Section D: Address to Which Application is to be Sent**

Send your completed application and cheque to:

The Chief Executive  
New Zealand Council of Legal Education  
Attention: Senior Legal Officer  
PO Box 5671  
**WELLINGTON 6140**

The Council's physical address for **courier** post is:

New Zealand Council of Legal Education  
Level One, Law Society Building  
26 Waring Taylor Street  
**WELLINGTON 6145**

**New Zealand Council of Legal Education**  
**1 November 2016**