

---

# NEW ZEALAND COUNCIL OF LEGAL EDUCATION

---

## 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.

## Evidence of Identity

- A certified copy of your birth certificate **OR** a certified copy of the first two pages of your passport must be enclosed.
- The certifier must also certify that the *“photo in the passport represents a true likeness of [insert name]”*.
- The passport must be valid.

Where you have changed your name in the past, a certified copy of the change of name document (e.g. the marriage certificate or the change of name registration or declaration) must also be provided.

Please note that your signature on the application form will be checked against the signature on your passport. If the signature page of your passport is not in the first two pages, please provide the signature page as well.

Please also provide a passport-sized photo that is not older than six months at the time of application.

# SCHEDULE 1

## Assessment of Stale Qualifications Application Form

Mr/Mrs/Miss/Ms

Last Name \_\_\_\_\_

First Name(s) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact number \_\_\_\_\_

E-mail \_\_\_\_\_

Date of Birth (Day/Month/Year)

Gender:      Male            Female            Other     

University at which you obtained  
your LLB and year \_\_\_\_\_

IPLS/College of Law PLSC intake (if applicable) \_\_\_\_\_

If you have used other names, please enclose a certified copy of your name change document. Please also note that the New Zealand Council of Legal Education (the Council) may also request to see the originals of any of these documents, and any other supporting documentation to establish identity.

---

**Payment: \$299.00 (\$260.00 excluding GST) - Effective 1 January 2024**

Date of payment:

Reference to use:      Your name and "Stale app"

Bank account details:      New Zealand Council of Legal Education  
Bank of New Zealand  
Wellington Branch  
Account No 02 0506 0056941 00

## 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 your passport or certified copy of your birth certificate
- (ix)  Certified copy of a recent passport-sized photo (within 6 months)

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

- (x)  Original LLB transcript highlighting stale subjects (or My eQuals printout)
- (xi)  Original PLSC completion certificate (if applicable) (or electronic printout if provided in this format by the PLSC provider)

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

- (xii)  The Council's Assessment Letter
- (xiii)  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 e.g., 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.

The certifier shall write and sign the page of your recent passport-sized photo with the following wording: *"Certification of Photo Identification- I certify that I have seen the original document and that the photograph is a true likeness and this copy is a complete and accurate copy of the original."* Name of Certifier, Signature and Date.

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 (including Edwards Sluiters Employment Lawyers) 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 proof of payment to:

The Chief Executive  
New Zealand Council of Legal Education  
PO Box 5671  
**WELLINGTON 6140**