

# Frequently Asked Questions (FAQ) for Immigration and Asylum Accreditation



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## Ministry of Justice (MOJ) funding arrangements

### 1. What is the MOJ funding arrangement?

- The MOJ has agreed to provide funding to the Law Society during 2024 to help reduce the costs for applicants employed at legal aid providers who want to apply for initial accreditation or re-accreditation as senior caseworkers under the Society's Immigration and Asylum Accreditation Scheme.
- The effect of the funding will be to reduce registration, exam/assessment, and application fees charged to eligible members booking via our website, provided funding remains available from the MOJ. Terms apply.
- See below for answers to some of the most commonly asked questions.

### 2. Am I eligible for MOJ funding?

- You must be employed at a firm with a current Legal Aid Contract in order to be eligible to benefit from the MOJ funding.
- You must be applying for initial accreditation or re-accreditation for the Immigration and Asylum Accreditation, Senior Caseworker level with an assessment that falls during 2024.
- You must use the relevant coupon code provided to your firm when applying for accreditation or re-accreditation via our website.

### 3. What funding is available?

- Funding is available for eligible members for the following Scheme fees:
  - Exam registration fee: £51 + VAT
  - Examination fee: £474 + VAT
  - Application fee: £127 + VAT
  - Re-accreditation Assessment: up to £275 + VAT

### 4. What fees are not included within the MOJ funding:

- Those seeking to accredit will need to cover the following fees (if applicable):
  - Membership fees: £228 + VAT

- Late fees: £103 + VAT
- Certificate re-issue fees: £10 + VAT
- Appeal fees: £258 + VAT

## 5. How do I access the funding for initial accreditation? What steps must I take:

- We will contact eligible firms with the coupon code they will need to book.
- You can access the funding once the booking opens for each accreditation exam. Information on examination dates can be found on our website.
- When booking the examination, you will need to use the coupon code. This will provide you with a 100% discount on the Exam registration fee and Examination fee.
- You must successfully pass the exam before you can submit your application for initial accreditation. Application forms can be found on our website.
- When submitting the application form, you will be required to confirm that you are employed at a firm with a current legal aid contract for immigration and asylum work.
- Once our checks are complete, the funding will be added to your application fee.

## 6. How do I access the funding for re-accreditation? What steps must I take?

- We will contact eligible individuals due to re-accredit during 1 January 2024 - 31 December 2024 and provide them with the coupon code they will need to book.
- You can access the funding once booking opens for re-accreditation assessments on the Law Society Learning platform.
- When booking the re-accreditation assessment, you will need to use the coupon code. This will provide you with a 100% discount on the re-accreditation assessment fee.
- You must successfully complete the assessment before you can submit your application for re-accreditation. Application forms can be found on our website.
- When submitting the re-accreditation application form, you will be required to confirm that you are employed at a firm with a current legal aid contract for immigration and asylum work.

## 7. How do I access the coupon codes?

- The coupon codes are being emailed to all firms with a current legal aid contract for immigration and asylum work.
- Eligible firms can also obtain the coupon codes by requesting them from the exams support team at [exams@lawsociety.org.com](mailto:exams@lawsociety.org.com).

## 8. What happens if I fail the exam?

- If you fail your exam, you will be required to re-sit an examination at a later date. You are still eligible to receive funding for any further sittings of the exam, so long as funding remains available.

## 9. What happens if I fail the re-accreditation assessment?

- You will have two attempts to successfully complete the re-accreditation assessment. If you fail the two attempts, you are required sit the senior caseworker examination. Please note, your eligibility for the funding on the exam will not be affected, so long as funding remains available.

## 10. How long is the funding available?

- The funding period will start on 1 January 2024 and will run until 31 December 2024, subject to funding remaining available from the MOJ. You must either take the examination, apply, or re-accredit during this period to have the opportunity to benefit from the funding.

## 11. What if I am eligible for the funding and I have already paid?

- The accreditations office will action a refund. You will be sent a specific email to obtain the necessary information for the refund to be actioned. This may take up to 30 working days.

## 12. How soon can I apply to accredit or re-accredit?

- Eligibility to apply for initial accreditation is set out in the Scheme Rules. In line with the Guidance notes, you may apply to re-accredit up to 3 months prior to your accreditation expiring.

## 13. What if I am due to re-accredit after 31 December 2024, how can I access the funding?

- In line with the Guidance notes, you may apply to re-accredit up to three months prior to your accreditation expiring.
- You would need to submit your application form prior to 31 December 2024 to have an opportunity to benefit from the funding.

## 14. How will I know if the funding is no longer available?

- Please check the website. If you have any other questions, please contact [exams@lawsociety.org.uk](mailto:exams@lawsociety.org.uk) or call 020 7320 5660.

## 15. What if I have any further questions or wish to provide feedback?

- We look to provide a supportive service to our members and always welcome members' feedback.
- Should you wish to share your thoughts and views or ask a question relating to the funding, please contact us on [exams@lawsociety.org.uk](mailto:exams@lawsociety.org.uk) or call 020 7320 5660.
- We continue to work collaboratively with the MOJ and will share any feedback we receive relating to the funding arrangement.

## General Exam Questions

### 1. How do I register on the Law Society Learning platform?

- Navigate to the [Law Society Learning](#) website and click on the Register button. Follow the on-screen instructions to create your account.

### 2. How do I log on the Law Society Learning platform?

- Navigate to the [Law Society Learning](#) website and click on the Log in button. Follow the on-screen instructions to create your account.

### 3. I forgot my password. How can I reset it?

- On the login page, click on the Forgot Password link and follow the instructions.

### 4. How do I enrol in a specific exam on the platform?

- Log in to your account, navigate to the course catalogue, and select the exam you want to enrol in. Follow the prompts to complete the enrolment process.

### 5. What payment methods are accepted for exam fees?

- If you are not eligible for the MoJ funding, you will need to pay to sit the exam.
- Payment can be made online using all major credit/debit cards or alternatively you can choose to pay by bank transfer.
- Please note, that if choosing to pay by bank transfer, you will only be able to access the exam in your account once payment has been received. You will receive an invoice with payment details within 24 hours of placing your order.

### 6. Is there a deadline for exam registration?

- Exam registration deadlines are specified on the product page for each exam. Please ensure to check the registration closing dates if you are planning to register.

## 7. How can I access my exam and advance materials?

- After logging in to the [learning platform](#), go to your My Learning section and access your exam.
- If the advance materials have been released to candidates, you will see a tile on the exam page that allows you to download a copy of the materials.
- Please note, advance materials are only available one week prior to the exam.

## 8. What are the technical requirements for taking exams online?

- Ensure your internet connection is stable.
- Where possible, if your device is using a Virtual Private Network (VPN), you may wish to disconnect it to avoid disruption to your connection.
- Turning off any other web-based device will also help to avoid any interference with your internet connection.
- We would recommend using either Google Chrome or Microsoft Edge web-browsers for a PC, and Safari for Apple Macs.

## 9. Can I take exams on a mobile device?

- Although the learning platform is compatible with mobile devices and tablets, we would strongly recommend using a laptop or desktop computer for taking your exam.

## 10. When should I login before my exam starts?

- We would recommend that you login to the learning platform on the morning of your exam, to ensure your account is working fine.
- Please avoid leaving your web-browser logged in overnight, as this can cause some aspects of the learning platform to time out and impact your ability to start the exam.

## 11. I encountered technical issues during the exam. What should I do?

- Contact the exam support team immediately on [exams@lawsociety.org.uk](mailto:exams@lawsociety.org.uk) including a screenshot of the issue where possible, or alternatively call 020 7320 5560.
- We would strongly recommend that you follow all steps contained in the joining instructions prior to exam to help minimise potential technical issues and avoid loss of time on your exam.

## 12. Is there a support team I can reach out to for assistance?

- The examinations support team can be contacted at [exams@lawsociety.org.uk](mailto:exams@lawsociety.org.uk) or by calling 020 7320 5560.

### 13. What should I do if there are updates or announcements on the exam day?

- Keep an eye on your email for any updates or important information on the day of the exam. Follow the provided instructions to stay informed about any changes.

### 14. When will I receive my results?

- Exam grading processes and result release timelines are outlined on our [website](#) and can be found in the Examination Regulations and Candidate's Guidance. On