

**CLC/SQA Diploma in Conveyancing Law and Practice**  
**RQF Level 4**  
**Credit value 50.**

Unit Title	Credit Value	Number of Guided Learning Hours
1. The English Legal System	6	32
2. Law of Contract	12	60
3. Land Law	12	60
4. Standard Conveyancing Transactions	12	60
5. Understanding Accounting Procedures for Conveyancing Transactions (new)	8	38

The qualification aims are to provide the learner with a theoretical and basic practical understanding of:

- The legislative and court system in England and Wales.
- The law governing the formation, content, performance and discharge of legal contracts including defects and remedies.
- The modern English Land Law system within an historical context.
- The law and procedures relating to carrying out a standard conveyancing transaction.  
Preparing for completion of the standard conveyancing transaction both sale and purchase.
- Mortgages and the Council for Mortgage lenders' handbook.
- The different modes of joint ownership — Joint tenancy and tenancy in common.
- NHBC procedures, Powers of Attorney, Commonhold Building Societies Association and Court of Protection as matters related to Conveyancing transactions.
- Preparing and understanding Leases and Tenancies including Types of Lease or Tenancy and how they are created.
- The reasons for Lease extensions, Licence to Assign, assignments and enfranchisements.
- The system of accounting for client and office monies and the regulatory framework as prescribed by the Council for Licensed Conveyancers and anti-money laundering legislation.

**New students studying the Level 4 Diploma in Conveyancing Law and Practice should commence with the unit: The English Legal System. Students will gain an understanding of the context within which the law and the principles covered in other Units operate.**

Unit	Assessment					
	Learning Outcome 1	Learning Outcome 2	Learning Outcome 3	Learning Outcome 4	Learning Outcome 5	Learning Outcome 6
The English Legal System	Learner statement and short answer questions.	Short answer questions.	Short answer questions and learner recommendations to mini case study scenarios.	N/A		
Law of Contract	Essay-based response questions and/or short answer Restricted response questions			N/A		
Land Law	Learner responses to two case study scenarios.	Learner responses to two case study scenarios.	Learner responses to three case study scenarios.	N/A		
Understanding Accounting Procedures for Probate Transactions	Short answer questions and/or multiple-choice questions.	Recording of financial transactions using the double-entry system.	Preparation of a client invoice for a Conveyancing transaction and preparation of a Client Conveyancing Statement.	N/A	N/A	N/A

Standard Conveyancing Transactions	Draft/amend a basic Sale Contract and/or Transfer Deed.  Short response questions.	Short answer questions.	Short answer questions.	Integration of assessment for Learning Outcomes 1, 2 or 3.	Integration of assessment for Learning Outcomes 1, 2 or 3.	Integration of assessment for Learning Outcome 1, 2 or 3.
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