



Exemptions from SQA CLC Diplomas – Guidance for candidates

Exemptions from SQA CLC Diplomas – Students with other Legal Qualifications

Exemptions

Qualifications that **may** provide full or partial exemption for one or more SQA units are provided in Appendix 1. These are **suggested** exemptions only.

To claim exemption students should provide their chosen training provider with evidence of prior achievement e.g. a copy of qualification certificate and transcript. Training providers **must** carry out a mapping exercise to ensure all learning outcomes of the SQA unit have been met. If claiming a full exemption (i.e. a complete SQA unit) the training provider should complete the 'Exemptions from SQA CLC Diplomas Form' and submit this along with evidence of prior achievement e.g. a copy of qualification certificate and transcript to SQA.

In addition the training provider should **enter and result** the student for the equivalent SQA unit as detailed in the exemptions tables shown in **Appendix 1**. The 'Exemption from SQA CLC Diplomas Form' should be submitted to SQA the **same day** as the entry and result is processed to avoid being charged for these units.

If claiming a partial exemption (i.e. part of an SQA unit) the training provider should enter the candidate for the equivalent SQA unit, but not submit a result until the student has completed the remaining learning outcomes.

Training providers entering students for fully exempted units will not be charged for those entries by SQA. The standard unit charge will apply for partial exemptions.

Evidence of successfully completed units

Training providers should retain all documentation relating to the mapping exercise and evidence provided by the candidate to confirm prior achievement as evidence of either partial or full exemption as this will be required during any verification visit. This should be retained for a minimum of three weeks from the date of completion of the **overall course** or unless a verification visit has been arranged by an SQA external verifier.

Important note

Students transitioning from other legal qualification to SQA must achieve at least one SQA unit without exemption to be awarded an SQA Diploma.

Further information

If you have any questions about these arrangements, please get in touch – mycentre@sqa.org.uk; 0303 3330

SQA Diploma in Conveyancing Law and Practice, Level 4 (SQA code – GL7H 53, Ofqual code – 603/0173/9)

External Qualification	Possible Exempted Units	SQA / Ofqual code
CILEx Level 3 Units (standalone or as electives) <ul style="list-style-type: none">Unit 1 Introduction to Law and PracticeUnit 2 Contract LawUnit 4 Land LawUnit 10 Conveyancing Practice ANDUnit 19 Residential & Commercial Leasehold Conveyancing	You are likely to be entitled to partial exemption for some of the level 4 SQA units. Your provider will undertake a mapping exercise to determine the units you may be entitled to claim a partial exemption for, and any additional evidence you may be required to produce.	TBC
CILEx Level 4 Contract Law	Law of Contract	HG13 53 / T/615/0541
Law Degree or GDL	<ul style="list-style-type: none">The English Legal SystemLaw of ContractLand Law*and/orStandard Conveyancing Transactions	HG12 53 / A/615/0542 HG13 53 / T/615/0541 HG14 53 / F/615/0543 HG19 53 / T/ 615/0636

*Dependent on the electives (transcript) passed, such as Land Law or Property units. When all 4 units are exempted students should progress onto the Level 6 Diploma in Conveyancing Law and Practice

SQA Diploma in Conveyancing Law and Practice, Level 6 (SQA code – GL7K 86, Ofqual code – 603/0174/0)

External Qualification	Possible Exempted Units	SQA / Ofqual code
CILEx Level 6 Units (standalone or as electives) <ul style="list-style-type: none"> Unit 2 Contract Law Unit 9 Land Law Unit 17 Conveyancing 	<ul style="list-style-type: none"> Conveyancing Law and Practice Diploma Level 4 *and Conveyancing Law and Practice 	Ofqual code – 603/0173/9 AND HG1F 86 / A/615/0671
Law degree/GDL; AND have passed a LPC; AND have passed the Advanced/Commercial Property Law Units (standalone or as electives.)	<ul style="list-style-type: none"> Conveyancing Law and Practice Landlord and Tenant <p>*Note: when the Commercial Property Law unit or elective is not passed students must study SQA Landlord and Tenant</p>	HG1F 86 / A/615/0671 HG1E 86 / T/615/0670

SQA Diploma in Probate Law and Practice, Level 4 (SQA code – GL7J 53, Ofqual code – 603/0166/1)

External Qualification	Possible Exempted Units	SQA / Ofqual code
CILEx Level 3 Units (standalone or as electives) <ul style="list-style-type: none"> Unit 1 Introduction to Law and Practice Unit 2 Contract Law Unit 4 Land Law Unit 14 Probate Practice Unit 8 Law of Wills and Succession 	You are likely to be entitled to partial exemption for some of the level 4 SQA units. Your provider will undertake a mapping exercise to determine the units you may be entitled to claim a partial exemption for, and any additional evidence you may be required to produce.	TBC
Law Degree or GDL	<ul style="list-style-type: none"> The English Legal System Law of Wills, Succession and Grants of Representation Law of Contract Land Law <p>*Dependent on the electives (transcript) passed, such as Land Law or Property</p>	HG12 53 / A/615/0542 HG16 53 / F/615/0669 HG13 53 / T/615/0541 HG14 53 / F/615/0543

	units. When all 4 units are exempted students should progress onto the Level 6 Diploma in Probate Law and Practice	
STEP LEVEL 4 Certificate in Trust and Estates	<ul style="list-style-type: none"> • The English Legal System • Law of Wills, Succession and Grants of Representation 	HG12 53 / A/615/0542 HG16 53 / F/615/0669

SQA Diploma in Probate Law and Practice, Level 6 (SQA code – GL7L 86, Ofqual code – 603/0172/7)

External Qualification	Possible Exempted Units	SQA / Ofqual code
CILEx Level 6 Diploma Units (standalone or as electives) <ul style="list-style-type: none"> • Unit 2 Contract Law AND Unit 9 Land Law • Unit 14 Law of Wills and Succession Unit • Unit 21 Probate Practice 	<ul style="list-style-type: none"> • Probate Law and Practice Diploma L4 *and • The Administration of Estates • Wills, Succession and Grants of Representation <p>*Students who have NOT PASSED unit 2 Contract Law or 9 Land Law must complete the SQA Level 4 unit Land Law and/or Contract before progressing onto the SQA Level 6 Diploma</p>	HG1C 86 / K/615/0679 HG1A 86 / J/615/0673
Law degree/GDL; AND have passed a LPC; AND have passed the elective: Wills and Administration of Estates	<ul style="list-style-type: none"> • The Administration of Estates • Wills, Succession and Grants of Representation 	HG1C 86 / K/615/0679 HG1A 86 / J/615/0673
CLC Licensed Conveyancer (seeking to qualify as a Licensed Probate Practitioner)	Managing Client and Office Accounts (Probate)	HG1D 86 / D/615/0680

Continuing recognition of prior Educational Achievements (entitlement to apply for a CLC Licence)

Anyone wishing to apply to the CLC for a Licence who passed one or more units of a Level 6 legal course over six years ago, but has not yet completed that course, must satisfy the CLC that their specialist conveyancing/probate knowledge is up to date. The CLC accepts a pass on the specialist conveyancing/probate units on the CLC Diplomas at Level 6 (or equivalent) as evidence of up to date specialist conveyancing/probate knowledge.

1. Conveyancing Trainees resuming studies at Level 6 must pass UNIT Conveyancing Law and Practice in addition to any remaining Level 6 UNITS which they have not previously PASSED or from which they have NOT been Exempted.
2. Probate Trainees resuming studies at Level 6 must pass UNITS Law of Wills, Succession and Grants of Representation and Administration of Estates in addition to any remaining Level 6 UNITS which they have not previously PASSED or from which they have NOT been Exempted.

NOTE 1. This requirement does not apply to Licenced Conveyancers, Licenced Probate Practitioners, Solicitors and Fellows of Chartered Institute of Legal Executives, who already hold a valid licence and who wish to apply to the CLC for a conveyancing and/or probate licence. See requirements for Qualified Lawyers.

NOTE 2. This requirement does not apply to units passed at Level 4, or to Conveyancing and Probate trainees resuming studies at Level 4.

NOTE 3. ALL students resuming studies must request a Record of Achievement (RoA) from the CLC in order to gain exemption to the equivalent units on the new Diplomas. Training Providers are NOT able to grant exemptions unless students have provided a RoA. To request a RoA students must provide their original certificates for each unit passed. Please email your RoA request to traineelawyer@clc-uk.org and include any copies of your original certificates. RoAs will only include PASSED units eligible to receive exemptions.

Qualified Lawyers

Solicitors and FCILEx with a current practising certificate wishing to apply to the CLC for a Conveyancing or Probate Licence will be exempted from the Level 4 stage of the educational requirements.

Depending on prior learning you may also be also entitled to exemption from one or more units in the Level 6 stage of the educational requirements, **although ALL FCILEx wishing to apply to the CLC for a licence must as a minimum complete Unit 3: Managing Client and Office Accounts (Conveyancing or Probate)** relevant to the licence (conveyancing or probate) you intend to apply for.

Solicitors with a current Practising Certificate who are able to demonstrate an appropriate level of occupational experience in conveyancing and or probate (relevant to licence you intend to apply for) are exempt from any further educational requirements. However, Solicitors must complete a verified Statement of Practical Experience. See below.

Before contacting an approved training provider please email traineelawyer@clc-uk.org and include in the subject heading: **Solicitor or FCILEx CLC education query** attaching all qualification certificates and/or Law/GDL/ degree transcripts as well as a copy of your current practising certificate. You will be advised which units you must complete on the Level 6 Diplomas (conveyancing and/or probate) in order to meet the educational requirement to apply to become a CLC Lawyer (conveyancing and/or probate).

Statement of Practical Experience

ALL CLC licence applicants must complete a **Statement of Practical Experience**. This is a statement which confirms you have been in full or part-time, paid or voluntary employment assisting in the provision of conveyancing/probate services for at least 1200 chargeable hours; based on 25 supervised hours a week for 48 weeks, certified by an "Authorised Person" i.e. a licensed conveyancer, a solicitor or a FCILEX licensed to offer conveyancing/probate services directly to the public.

NOTE 1. ALL CLC licence applicants must provide a **Statement of Practical Experience** for the service they intend to provide (conveyancing/probate), verified by an Authorised Person in order to become eligible to apply for a CLC licence.

NOTE 2. Where appropriate conveyancing or probate supervision **cannot** be provided by the [CLC] Lawyer's employer other appropriate supervision arrangements must be secured from another appropriate business; and be agreed with the CLC **BEFORE** the period of practical experience begins and any conveyancing/probate services are provided to the public. Email traineelawyer@clc-uk.org