

Exemptions from SQA CLC Diplomas – Students with other Legal Qualifications

Exemptions

Qualifications providing full exemption for one or more SQA unit(s) are shown below. To claim exemption students should provide their chosen training provider with evidence of prior achievement i.e. a copy of the qualification certificate and transcript.

When claiming exemption towards an 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 relevant SQA unit as detailed in the exemptions tables shown below. 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 the unit. Training providers entering students for exempted units will not be charged for those entries by SQA.

Documentation to be retained

Training providers should retain all documentation relating to the legal qualification in question (qualification certificate and transcript) as evidence of exemption from an SQA unit(s), as this will be required during any verification visit. The documentation should be retained for a minimum of three weeks from the date of completion of the **overall** Diploma qualification, or unless a verification visit has been arranged by an SQA external verifier, in which case it must be retained for the external verification visit itself.

Important note

Students transitioning from other legal qualifications 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 333 0330.

Exemptions Tables

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

All candidates who register for the Level 4 Diploma must achieve at least one SQA unit without exemption to be awarded the Diploma

External Qualification	Exempted SQA Units	SQA / Ofqual code
CILEx Level 3 units in the Professional Diploma in Law and Practice (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 	Exemption can be claimed for the following SQA units : <ul style="list-style-type: none"> • The English Legal System • Law of Contract • Land Law 	HG12 53 / A/615/0542 HG13 53 / T/615/0541 HG14 53 / F/615/0543
CILEx Level 4 Contract Law	<ul style="list-style-type: none"> • Law of Contract 	HG13 53 / T/615/0541
Law Degree or GDL	<ul style="list-style-type: none"> • The English Legal System • Law of Contract • Land Law and/or * • Standard Conveyancing Transactions <p>*Dependent on the electives (transcript) passed, such as Land Law or Property units. When all 4 units are exempted, students should progress straight into the Level 6 Diploma in Conveyancing Law and Practice</p>	HG12 53 / A/615/0542 HG13 53 / T/615/0541 HG14 53 / F/615/0543 HG19 53 / T/ 615/0636

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

All candidates who register for the Level 6 Diploma must achieve at least one SQA unit without exemption to be awarded the Diploma

External Qualification	Exempted SQA Units	SQA / Ofqual code
CILEx Level 6 Units (standalone or as electives) <ul style="list-style-type: none"> • Unit 2 Contract Law, and • Unit 9 Land Law and • Unit 17 Conveyancing 	<ul style="list-style-type: none"> • Conveyancing Law and Practice 	HG1F 86 / A/615/0671

Law degree/Graduate Diploma in Law; AND have passed a Legal Practice Course; AND have passed the Advanced/Commercial Property Law elective (standalone or as electives)	<ul style="list-style-type: none"> • Conveyancing Law and Practice • Landlord and Tenant <p>*Note: when the Commercial Property Law elective is not passed students must study SQA Landlord and Tenant</p>	HG1F 86 / A/615/0671 HG1E 86 / T/615/0670
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**SQA Diploma in Probate Law and Practice, Level 4
(SQA code – GL7J 53, Ofqual code – 603/0166/1)**

All candidates who register for the Level 4 Diploma must achieve at least one SQA unit without exemption to be awarded the Diploma

External Qualification	Exempted SQA Units	SQA / Ofqual code
CILEx Level 3 units in the Professional Diploma in Law and Practice (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 	Exemption can be claimed for the following SQA units : <ul style="list-style-type: none"> • The English Legal System • Law of Contract • Land Law 	HG12 53 / A/615/0542 HG13 53 / T/615/0541 HG14 53 / F/615/0543
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 units. When all 4 units are exempted students should progress straight into the Level 6 Diploma in Probate Law and Practice</p>	HG12 53 / A/615/0542 HG16 53 / F/615/0669 HG13 53 / T/615/0541 HG14 53 / F/615/0543
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
STEP Advanced Certificate in Will Preparation	<ul style="list-style-type: none"> • Law of Wills, Succession and Grants of Representation 	HG16 53 / F/615/0669

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

All candidates who register for the Level 6 Diploma must achieve at least one SQA unit without exemption to be awarded the Diploma

External qualification	Exempted SQA 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 21 Probate Practice 	<ul style="list-style-type: none"> • 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 SQA Land Law and/or SQA Contract Law before progressing onto the 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
STEP Diploma in Trusts and Estates	Wills, Succession and Grants of Representation	HG1A 86 / J/615/0673

STEP Qualification Holders Applying for a First Qualifying CLC Licence

Holders of STEP qualifications who intend to apply to the CLC to become a licensed probate practitioner, should ask their training provider to contact the CLC licensing team on licensing@clc-uk.org to confirm the academic requirements for a first qualifying probate licence based on their individual circumstances before completing their registration.

Qualified Lawyers wishing to apply to the CLC for a Licence

Solicitors and FCILEx 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.

Before contacting an approved training provider, please email traineelawyer@clc-uk.org and include in the subject heading '**Solicitor or CILEx CLC education query**', attaching all qualification certificates and/or Law/GDL/ degree transcripts. 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 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.

May 2018