

STATEMENT OF WORK EXPERIENCE (SoWE)

Conveyancing Technician

Mandatory Version to be used from December 2024

ABOUT THIS DOCUMENT

ELIGIBILITY CRITERIA TO APPLY TO BECOME LEGAL CONVEYANCING TECHNICIAN

CLC Legal Technician Applicants must have successfully achieved:

- the CLC/SQA Diploma in Conveyancing Law and Practice Level 4, or equivalent CLC accredited units; and
- **six months work experience** in relevant employment; in a conveyancing practice, legal firm, or organisation offering conveyancing services to the public.

When submitting this form applicants MUST also provide:

1. a certified copy of photographic ID, such as a Passport or a Photographic Driving Licence; and
2. a certified copy of all educational certificates and unit summary pages.

Both documents must be certified by an Authorised Person following the guidance outlined [here](#).

To apply to become a CLC Conveyancing Technician please request an Application Form on our website [here](#).

There is no registration fee.

Should your application be approved, you will be provided with a Certificate of Registration. Technicians will be removed from the [CLC Technician Listing](#) automatically should they obtain their CLC First Qualifying Licence to become a Licensed Conveyancer and/or Probate Practitioner.

THE STATEMENT OF WORK EXPERIENCE

Submission of a certified statement evidence that you have been in full or part time, paid or voluntary employment assisting in the provision of conveyancing services, supervised by a line manager that is an Authorised Person.

STATEMENT OF WORK EXPERIENCE (SoWE)

Conveyancing Technician

Mandatory Version to be used from December 2024

QUALIFYING AUTHORISED PERSONS

A **Qualifying Authorised Person** is an “Authorised Person” i.e., a Licensed Conveyancer, a Solicitor or a CILEX Lawyer (Conveyancing Practitioner and Fellow), licensed by a regulatory body in England and Wales to offer conveyancing services directly to the public.

- They should hold a current and valid licence, free of conditions.
- They may not certify a SoWE when they are the subject of any regulatory or disciplinary investigations, allegations, proceedings or subjected to a disciplinary sanction during the period of supervision. When a CLC disciplinary sanction has been applied and published, the findings will remain on the CLC website for 2 years, or for the duration of the sanction applied, whichever is the longer period. Supervision cannot take place whilst the sanction remains in effect.
- They are the individual that is providing legal supervision to the technician during the period of their qualifying employment.
- They should be employed by the Qualifying Employer. This means being either a) as a direct line manager or b) a delegated legal supervisor. This excludes peer working arrangements, such as consultants operating as agents verifying each other’s SoWEs.
- **Only in exceptional and pre agreed circumstances should the Authorised Person be a relative or spouse of the applicant.**

Supervision by a relative or spouse must be agreed with the CLC **BEFORE** the period of work experience commences. The applicant should email traineelawyer@clc-uk.org setting out the exceptional circumstances. We will confirm in writing whether it is agreed that the circumstances are exceptional and that the proposed supervision arrangements are satisfactory.

You will be asked to submit this written confirmation with your SoWE as part of the technician application.

APPRENTICES

National Government Apprentices, on the Level 4 CLC Legal Technician route, may have their SoWE verified by a Legal Education and Training Supervisor when it is completed as part of the End-Point-Assessment.

Please Note: SoWEs are routinely verified by the CLC in all technician applications.

STATEMENT OF WORK EXPERIENCE (SoWE)

Conveyancing Technician

Mandatory Version to be used from December 2024

SECTION 1: TECHNICAL PROCESS COMPLETED SATISFACTORILY (RELATED TO REGISTERED RESIDENTIAL FREEHOLD AND LEASEHOLD PROPERTY MATTERS ONLY)

ACTING UNDER SUPERVISION

DATE FROM:		DATE TO:	
			<i>Tick when completed</i>
			√
1	Able to establish with the client(s) the legal service to be provided and give details of all associated cost(s)		
2	For Freehold property: recognises what essential information is required to prove registered freehold title and or the transfer of registered freehold title		
3	For Leasehold property: a basic understanding of what essential information is required to prove registered leasehold title and or the transfer of registered leasehold title		
4	Understands how to compile the information to draft Contract(s) including standard conditions of sale		
5	Understands the principles of exchange of contracts and where any variation of the formulae is appropriate		
6	Understands pre-Completion and Completion processes		
7	Understands what actions are necessary to manage the financial implications of a Completion including the Lender(s) requirements		
8	Identifies and understands obligations where acting for a mortgage lender		
9	Able accurately to compile and prepare financial statements		
10	Understands how to maintain transparent and comprehensive client files adhering to the CLC Regulatory Arrangements		
11	Able to identify when a transaction is unusual or complex and when is should be escalated to a more experienced colleague; including being able to identify in what instances the firm would need to cease to act e.g. where a conflict of interest arises		
12	Able to identify issues arising out of Anti-Money Laundering Regulations		

STATEMENT OF WORK EXPERIENCE (SoWE)

Conveyancing Technician

Mandatory Version to be used from December 2024

13	Shows awareness of risks to the client(s) and business arising out of conveyancing transactions	
14	Maintains and builds client relationships	
15	Able to draft letters to clients and other third parties involved in a conveyancing transaction	

SECTION 2:

PROGRESSION ONTO THE LEVEL 6 DIPLOMA IN CONVEYANCING LAW AND PRACTICE

1	I intend to progress on to the Level 6 Diploma	
2	I am currently studying the Level 6 Diploma	
3	I do not intend to progress onto the Level 6 Diploma	

STATEMENT OF WORK EXPERIENCE (SoWE)

Conveyancing Technician

Mandatory Version to be used from December 2024

SECTION 3: AUTHORISED PERSON DECLARATION

(Please tick to confirm)

A	I certify that I have read Sections 1, and that the details shown above are complete and correct	Yes	No			
		<input type="checkbox"/>	<input type="checkbox"/>			
B	I confirm that I have the appropriate licence and practising permissions to supervise the Reserved Instrument Activity of Conveyancing Services	Yes	No			
		<input type="checkbox"/>	<input type="checkbox"/>			
C	I confirm that I hold a current and valid licence free of conditions	Yes	No			
		<input type="checkbox"/>	<input type="checkbox"/>			
D	I confirm that I am not subject to any regulatory or disciplinary investigations, allegations or proceedings	Yes	No			
		<input type="checkbox"/>	<input type="checkbox"/>			
E	I confirm that I am not a spouse or relative of the applicant	Yes	No			
		<input type="checkbox"/>	<input type="checkbox"/>			
F	I confirm that I am a spouse or relative of the applicant and have obtained agreement from the CLC to provide legal supervision and certify this SoWE (Please ensure the applicant attaches a copy of the CLCs agreement with their application)	Yes	No			
		<input type="checkbox"/>	<input type="checkbox"/>			
G	I was the direct line manager, or designated supervisor of the applicant (for a minimum of six months) whilst working at the qualifying employer named below:					
	Employer Name:					
	Practice Regulatory ID Number:					
	Supervision Period covered from Date:					
	Supervision Period covered to Date:					
Authorised Person Name: <i>[IN CAPITALS]</i>						
Work Email Address:		Work Phone:				
Job Title:						
Professional Status:	Licensed Conveyancer	<input type="checkbox"/>	Solicitor	<input type="checkbox"/>	CILEx Lawyer	<input type="checkbox"/>
Licence or Practising Certificate Number:						
Signature:		Date:				

STATEMENT OF WORK EXPERIENCE (SoWE)

Conveyancing Technician

Mandatory Version to be used from December 2024

SECTION 4: NATIONAL GOVERNMENT APPRENTICES ONLY

Legal Supervisor			<input type="checkbox"/>
In what capacity are you certifying the Applicant:		Job Title:	
Work Email:		Work Phone Number:	

SECTION 4: APPLICANT DECLARATION

(Please tick to confirm)

I confirm that the details shown above are complete and correct			<input type="checkbox"/>
Applicant Name: <i>[IN CAPITALS]</i>			
Signature:		Date:	
CLC Trainee Lawyer	<input type="checkbox"/>	Apprentice	<input type="checkbox"/>

SECTION 5: USING YOUR PERSONAL DATA

Your details will be held by the CLC in accordance with the General Data Protection Regulations (GDPR). For the purposes of GDPR, if you provide any information to us, we will be the data controller.

For further information about how your information is used, how we maintain the security of your information, and your rights to access information we hold about you, please see our [privacy policy](#) which is kept under regular review.

You can contact our Data Protection Officer via email at privacy@clc-uk.org or in writing to:

Council for Licensed Conveyancers

We Work,

120 Moorgate,

London EC2M 6UR

Main Line: 020 3859 0904