



ROUTES TO ENTRY ONTO SQA/CLC DIPLOMAS

CANDIDATES WITH OTHER LEGAL QUALIFICATIONS
AWARDED IN ENGLAND AND WALES

EXEMPTIONS GUIDANCE

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Section 1: Educational and Occupational Entry Requirements

(A) EDUCATIONAL REQUIREMENTS

(i) FIRST-TIME QUALIFYING CANDIDATES

1. There are no entry requirements for Candidates wishing to study an SQA (Scottish Qualifications Authority) Level 4 Diploma.

Candidates:

2. Wishing to study an SQA Level 6 Diploma must first pass the Level 4 SQA Diploma or equivalent legal qualifications or Legal Apprenticeship at Level 3 or above.
3. Must be able to provide evidence of having passed the Qualification, Unit or Elective being used to claim an exemption.
4. Intending to complete SQA Diplomas in Conveyancing and Probate *at either Level 4 or Level 6*, need only to pass one of the two Accounts Units at each level, and can be exempt from the other.
5. Transferring from CPQ and SQE must pass:
SQA Level 6 Unit: *Managing Client and Office Accounts (Conveyancing or Probate)*.
6. Must pass any missing or failed units of a past legal qualification under the SQA Diploma equivalent unit.
7. Qualifications awarded more than 6 years ago are considered 'aged' and Candidates must pass the SQA Diploma equivalent unit. *See Aged Qualification Policy*.

(ii) CROSS-QUALIFYING LAWYERS (FCILEx AND CILEx MEMBERS)

1. Cross-Qualifying Lawyers must pass SQA Level 6 Unit: *Managing Client and Office Accounts (Conveyancing or Probate)* as a minimum and the unit *Landlord and Tenant* when not able to demonstrate having passed the CILEx Elective: *Advanced Commercial Property*.

Please visit the [CLC website](#) to find out more.

2. CILEx Practitioners not qualified as a CILEx Fellow (Conveyancing or Probate) must complete the SQA Level 6 Diploma (Conveyancing or Probate) without exemption to any unit. Please visit the [CLC website](#) to find out more.

**(iii) DUAL-QUALIFYING AUTHORISED PERSONS
(SOLICITORS AND FCILEX PRACTITIONERS)**

1. Dual-Qualifying Authorised Persons must pass:
SQA Level 6 Unit: *Managing Client and Office Accounts (Conveyancing or Probate)* *.
2. Solicitors and FCILEX Practitioners without a current and valid practicing certificate can only apply based on their most recently passed legal qualifications, which should be verified as not being considered aged using the date that they were awarded.

**With the exception of Solicitors Qualified Pre-SQE Route who can demonstrate having passed Solicitors Accounts on an LPC.*

(B) AGED QUALIFICATION POLICY

1. Any legal qualification awarded more than 6 years ago on the date a licence application is submitted is considered aged and cannot be used to make a licence application. Candidates are advised to calculate the age of their Qualifications at their proposed licence application date, at the point of applying for exemptions.
2. This policy applies to legal qualifications being used to obtain exemption to a Level 6 Diploma.
3. Candidates with aged LPC, CLC, or CILEX or other Level 6 or above professional qualifications must pass the Level 6 Diploma (Conveyancing or Probate) without exemption to any unit.

This is to evidence that academic knowledge is at the current CLC minimum for a First Qualifying Licence Application.

4. This policy does not apply to:
 - a. Law Degrees and other professional Legal Qualifications, such as CILEX and NALP, being used to obtain exemption to part or all of a Level 4 Diploma; and
 - b. Candidates that hold a current and valid licence issued by the CLC or a Practising Certificate issued by the SRA or CILEX Regulation (FCILEX Practitioners).
Please Note: Other Licensing Requirements may apply.

(C) OCCUPATIONAL REQUIREMENTS

1. With the exception of FCILEX Practitioners, who by default of their Practitioner Rights for Conveyancing or Probate are exempt, all Licence applicants must provide a Qualifying Statement of Practical Experience (Conveyancing and/or Probate).
2. Qualifying Criteria is explained [here](#).

Section 2: First Time Qualifying Candidates Transferring from Other Legal Education Programs

(A) COMPLETED LAW DEGREE (LLB)

Educational Requirements:

1. Candidates with a completed Law Degree (LLB) can progress directly onto the SQA Level 6 Diploma.
2. Candidates who have achieved a Law Degree outside of England and Wales, provided it is based on a jurisdiction derived from English Common Law, can progress directly onto the SQA Level 6 Diploma.

(B) INCOMPLETE LAW DEGREE AND CPQ LEVEL (FOUNDATION/ADVANCED/PROFESSIONAL)

Educational Requirements:

1. Exemptions can be granted at Level 4 when mapped against standalone passed units/modules/electives completed whilst studying on the program.
2. The Candidate's academic transcript should be obtained from the Awarding Body to verify the appropriate units have been passed.

(C) LEGAL PRACTICE COURSE (LPC)

Educational Requirements:

LPC Candidates that have obtained:

1. A Law Degree (LLB), LLB (and BA with Law) or GDL AND an LPC
2. Passed the appropriate Occupational Core Units on their LPC Course
3. Awarded LPC Legal Qualification less than 6 years before the date an application is submitted can progress straight to completing the occupational requirements for making an application for a CLC FQL, i.e. Qualifying Practical Experience.

Mandatory Core LPC Electives:

- *Property Law and Practice*
or
- *Wills and Administration of Estates*

Mandatory Non-Core LPC Occupational Electives:

- *Advanced Commercial Property*
or
- *Private Client Elective 'Wills, Probate and Estate Planning'*
and
- *Solicitors Accounts*

(D) SQE1 CANDIDATES

Educational Requirements:

1. Candidates that have passed SQE1 FLK1 only must pass:

Level 4 Units:

- *Land Law*
- *Standard Conveyancing Transactions, or Law of Wills, Succession and Grants of Representation (as applicable)*
- *Understanding Accounting Procedures (Conveyancing or Probate)*

Level 6 Units:

- *All Units*

These units must be completed to meet the CLC's Academic Standards.

2. Candidates that have passed SQE1 FLK1 and FLK2 must pass:

Level 6 Unit:

- *Managing Client and Office Accounts (Conveyancing or Probate)*

This unit must be completed to meet the CLC's Academic Standards.

Please Note: Although not an entry point onto the SQE, Candidates that have also completed a Law Degree (LLB) prior to the SQE, can receive additional exemptions for any equivalent units passed on the SQA Level 4 Diploma.

Please visit the [CLC website](#) to find out more.

(E) CROSS QUALIFYING LICENSED PARALEGALS

Educational Requirements:

1. F. NALP (Licensed Paralegals) with Conveyancing and/or Probate Electives can progress straight to the Level 6 Diploma.
2. Principal Fellows of NALP (Licensed Paralegals) that have completed the Conveyancing elective can progress straight to Level 6 and are also exempt from the *Conveyancing Law and Practice Unit*. All remaining Level 6 Units must be completed.
3. Principal Fellows of NALP (Licensed Paralegals) that have completed the Probate elective can progress straight to Level 6 and are also exempt from the *Grants of Representation Unit*. All remaining Level 6 Units must be completed.

Section 3: Additional or Supplementary Evidence

GENERAL

1. Solicitors, FCILEX Practitioners, FCILEx, Chartered Legal Executives and Licensed Paralegals must submit evidence (at the point of submitting an Application) of having met the CLC's standard annual Ongoing Competence requirements to demonstrate they have maintained their technical legal knowledge and occupational experience relevant to the Licence they intend to apply for.
2. Evidence should include:
 - a. a copy of the past 12 months ongoing competence training record; and
 - b. copies of all relevant training certificates.

Section 4: Claiming Exemptions from SQA

HOW TO CLAIM EXEMPTIONS

1. Candidates with other legal qualifications exempting them from part of the Level 4 or Level 6 SQA Diploma wishing to apply for a CLC Technician Registration or First Qualifying Licence must do so using standalone SQA unit Certificates. In these circumstances, there is no requirement for training providers to enter and result exempt units or the Diploma. Should candidates request a Diploma Certificate, or if you are exempting a Candidate from an Accounts Unit, the following applies:
 - a. to claim exemptions, candidates must provide their chosen training provider with evidence of prior achievement at the equivalent or higher level than the exemption being claimed for on the SQA Diplomas, i.e. a copy of the qualification certificate and transcript evidencing that the candidate passed all units and electives that they are intending to claim exemption for;
 - b. candidates cannot be awarded an SQA Diploma based on being entered as exempt for every unit;
 - c. candidates must be assessed for a minimum of one unit using an SQA assessment carried out by the training provider to be entered and resulted for an SQA Diploma (Group Award). When claiming exemptions towards an SQA unit, the training provider should complete the 'Exemptions from SQA CLC Diplomas' Form and submit this to SQA along with evidence of prior achievement, i.e., a copy of the

qualification certificate and transcript; and

- d. in addition, the training provider should enter and result the Candidate for the relevant SQA Unit as detailed in the exemptions table. 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.

Section 5: Document Retention for SQA External Verification

DOCUMENTATION TO BE RETAINED FOR SQA EXTERNAL VERIFICATION

1. Centres should retain all documentation relating to the legal qualification in question (qualification certificate and transcript) as evidence of exemption from the SQA Unit(s). *This documentation must be retained and available for the next verification visit by an SQA External Verifier.*
2. Further information. If you have any questions about these arrangements, please get in touch — mycentre@sqa.org.uk; 0303 333 0330.
3. A list of SQA unit codes can be found [here](#).

Section 6: Exemptions Table		
STAGE 1	STAGE 2	STAGE 3
Eligible Prior Educational Attainment *Included Passed Units or Qualifications	SQA Level 4 Mandatory Unit Requirements to be Completed	SQA Level 6 Mandatory Unit Requirements to be Completed
No Eligible Prior Educational Attainment	All Units	All Units
<p>CILEx Qualifications at Level 3 or 4 that include units aligned to the following SQA Level 4 units:</p> <ol style="list-style-type: none"> 1. The English Legal System 2. Law of Contract 3. Land Law 	<ol style="list-style-type: none"> 1. Standard Conveyancing Transactions <i>and</i> 2. Understanding Accounting Procedures for Conveyancing Transactions <p><i>or</i></p> <ol style="list-style-type: none"> 1. Law of Wills, Succession and Grants of Representation <i>and</i> 2. Understanding Accounting Procedures for Probate Transactions 	All Units

<p>CILEx Qualifications at Level 6 Law and Practice including passed units:</p> <p>1. Unit 2 Contract Law <i>and either of the following:</i></p> <p>2. Unit 9 Land Law <i>and</i></p> <p>3. Unit 17 Conveyancing <i>or</i></p> <p>2. Unit 14 Law of Wills and Succession <i>and</i></p> <p>3. Unit 21 Probate Practice</p> <p>If any units above are not passed, then the equivalent SQA Level 6 units must be passed.</p> <p><i>*The requirement to complete the Managing Office and Client Accounts Unit (Conveyancing or Probate) applied on 29 February 2024.</i></p> <p><i>*The requirement to complete the Landlord and Tenant Unit applies from 01 January 2025.</i></p>	<p>N/A</p>	<p>Managing Client and Office Accounts (Conveyancing or Probate)</p> <p>And</p> <p>Landlord and Tenant (when a pass on the Advanced Commercial Property Law elective cannot be evidenced)</p>
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<p>CPQ Foundation Course must include the following mandatory modules:</p> <ol style="list-style-type: none"> 1. Professional and Legal Skills 2. Legal Systems 3. Contract Law 4. The Law of Tort 5. Introduction to Property and Private Clients 	<ol style="list-style-type: none"> 1. Standard Conveyancing Transactions <i>and</i> 2. Understanding Accounting Procedures for Conveyancing Transactions <p><i>or</i></p> <ol style="list-style-type: none"> 1. Law of Wills, Succession and Grants of Representation <i>and</i> 2. Understanding Accounting Procedures for Probate Transactions 	<p>All Units</p>
<p>CPQ Advanced must include the following modules:</p> <ol style="list-style-type: none"> 1. Property and Conveyancing <p><i>or</i></p> <ol style="list-style-type: none"> 1. Wills, Probate and Private Client 	<ol style="list-style-type: none"> 1. Understanding Accounting Procedures for Conveyancing Transactions <p><i>or</i></p> <ol style="list-style-type: none"> 1. Understanding Accounting Procedures for Probate Transactions 	<p>All Units</p>

<p>CPQ Professional must include the following modules:</p> <ol style="list-style-type: none"> 1. Residential Conveyancing <p style="text-align: center;"><i>or</i></p> <ol style="list-style-type: none"> 2. Wills, Probate and Private Client 	N/A	<p style="text-align: center;">Managing Client and Office Accounts (Conveyancing or Probate)</p> <p>In addition, CPQ Professional candidates must evidence they have passed the commercial conveyancing module to receive exemption from Landlord and Tenant unit or, alternatively must pass the unit under SQA assessment conditions.</p>
<p>Chartered Legal Executives and FCILEX</p> <p><i>*The requirement to complete the Managing Office and Client Accounts Unit (Conveyancing or Probate) applied on 29 February 2024.</i></p> <p><i>*The requirement to complete the Landlord and Tenant Unit applies from 01 January 2025.</i></p>	N/A	<p style="text-align: center;">Managing Client and Office Accounts (Conveyancing or Probate)</p> <p style="text-align: center;">And</p> <p style="text-align: center;">Landlord and Tenant (when a pass on the Advance Commercial Property Law elective cannot be evidenced)</p>

<p>CILEX Practitioners without Fellow Status</p>	<p>N/A</p>	<p>All Units*</p> <p><i>*CILEX Level 6 Standalone Units can be used to obtain exemptions to the equivalent SQA Units <u>except for the Managing Client and Office Accounts Unit (Conveyancing or Probate)</u></i></p>
<p>Law Degree (LLB, BA in Law or GDL)</p>	<p>N/A</p>	<p>All Units</p>
<p>SQE1 FLK1 <u>only</u></p>	<p>1. Land Law <i>and</i> 2. Standard Conveyancing Transactions</p> <p><i>or</i></p> <p>1. Law of Wills, Succession and Grants of Representation (as applicable) <i>and</i> 2. Understanding Accounting Procedures (Probate or Conveyancing)</p>	<p>All Units</p>

**ROUTES TO ENTRY ONTO SQA CLC DIPLOMAS
CANDIDATES WITH OTHER LEGAL QUALIFICATIONS AWARDED IN ENGLAND AND WALES**

<p>SQE1 FLK2 <u>only</u></p>	<p>1. English Legal System 2. Contract Law</p>	<p>Managing Client and Office Accounts (Conveyancing or Probate)</p>
<p>SQE1 FLK1 and FLK2</p>	<p>N/A</p>	<p>Managing Client and Office Accounts (Conveyancing or Probate)</p>

<p>Incomplete Law Degree must include the following Standalone Units passed at Undergraduate Year 1 or 2, aligned to the following SQA Level 4 Units:</p> <ol style="list-style-type: none"> 1. The English Legal System 2. Law of Contract 3. Land Law 	<ol style="list-style-type: none"> 1. Standard Conveyancing Transactions <i>and</i> 2. Understanding Accounting Procedures for Conveyancing Transactions <p><i>or</i></p> <ol style="list-style-type: none"> 1. Law of Wills, Succession and Grants of Representation <i>and</i> 2. Understanding Accounting Procedures for Probate Transactions 	<p>All Units</p>
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<p>Legal Practice Course (LPC) (with LLB, BA in Law or GDL) passed in last 6 years and to include the following passed Mandatory Core Units on the LPC:</p> <p>1. Property Law and Practice</p> <p><i>or</i></p> <p>2. Wills and Administration of Estates</p> <p>and passed the Mandatory Non-Core LPC Occupational Electives:</p> <p>3. Solicitors Accounts</p> <p><i>and one of the following units:</i></p> <p>4. Advanced Commercial Property</p> <p><i>or</i></p> <p>4. Wills, Probate and Estate Planning</p>	<p>N/A</p>	<p>N/A*</p> <p><i>*Except when the Candidate has missing or failed LPC Units. In this case the Equivalent SQA Level 6 Unit must be undertaken. This will be verified at the point of making a First Licence Application. Please also refer to 'Age of Qualification Policy for LPC Candidates (Section B(i)).</i></p>
<p>NALP Level 4 Diploma in Paralegal Studies must include the following units passed, can also be Standalone passed Units:</p> <p>1. Unit 1: English Law</p> <p>2. Unit 2: Law of Contract</p> <p><i>and one of the following units</i></p> <p>3. Unit 9 Conveyancing</p>	<p>N/A</p>	<p>All Units</p>

<p><i>or</i></p> <p>3. Unit 5 Wills, Probate and Family Provision</p>		
<p>Paralegal Apprenticeship at Level 3 Reference ST0245 (Completed in Conveyancing or Probate)</p>	<p>1. Understanding Accounting Procedures for Conveyancing Transactions</p> <p><i>or</i></p> <p>2. Understanding Accounting Procedures for Probate Transactions</p>	<p>All Units</p>
<p>Legal Apprenticeships Level 4/5/6 (Conveyancing or Probate Pathways)</p>	<p>N/A</p>	<p>All Units</p>
<p>STEP Advanced Certificates (England and Wales) in:</p> <p>1. Administration of Estates</p> <p><i>or</i></p> <p>2. Administration of Trusts</p>	<p>N/A</p>	<p>1. Managing Client and Office Accounts (Probate) <i>and</i> 2. Law of Wills, Succession and Grants of Representation</p>
<p>STEP Advanced Certificates (England and Wales) in:</p> <p>1. Will Preparation</p> <p><i>and one of the following</i></p> <p>2. Administration of Estates</p> <p><i>or</i></p> <p>2. Administration of Trusts</p>	<p>N/A</p>	<p>Managing Client and Office Accounts (Probate)</p>