

STATEMENT OF PRACTICAL EXPERIENCE (SoPE)

CONVEYANCING LICENCE

ABOUT THIS DOCUMENT

ELIGIBILITY CRITERIA TO APPLY TO THE CLC FOR A LICENCE

CLC Licence applications include all first qualifying licence, and dual/cross licence applications (Solicitors and CILEX Practitioners only) to become a Licensed Conveyancer and/or Licensed Probate Practitioner. More about how the CLC applies its regulatory frameworks can be found in the [CLC Lawyer Licensing Framework](#).

Item 1: Demonstrating eligibility to make an application

Prospective Applicants that have not held a CLC licence before, must satisfy the CLC they have:

- 1 (A) passed the CLC's qualifying examination. This comprises of the [SQA Conveyancing Law and Probate Law and/or Practice Diplomas at Level 4 and Level 6](#). Or CLC recognised equivalent professional qualification as prescribed in the [Exemptions Guidance](#); and in respect of HoLP and HoFA applications, [Ongoing Competency pre-application Requirements](#).
- 1 (B) Completed the [CLC Practical Training](#) requirements., as prescribed in the Statement of Practical Experience for Conveyancing and/or Probate.

Prospective Applicants will be asked to submit evidence of the above. When any one of these criteria has not been met, prospective applicants will receive one opportunity to provide missing or revised information. Which must be provided to the CLC within 14 days of the request. **Absence of satisfactory evidence (Item 1(A) and 1(B)) is a material omission to an application and the CLC will treat the application as incomplete.**

Practical Training Requirements

CLC Licence Applicants must demonstrate that:

- they have obtained a minimum of 1200 hours of supervised qualifying work experience; and
- their experience meets the CLC's Day One Outcomes, including the competent completion of standard legal and technical processes; and
- they act in a professional, principled manner as per the CLC Code-of-Conduct requirements.

All applicants seeking to apply for a CLC Licence must complete this Statement of Practical Experience (SoPE).

The SoPE forms the occupational competency and professional standards component of a CLC licence application.

An invalid SoPE will be treated as a material omission and the CLC will treat the application as incomplete.

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The CLC will as part of its standard application checks seek to verify genuine supervision arrangements have been conducted. This includes verifying SoPEs with the Authorised Persons who has certified it, and if appropriate, the named employer.

QUALIFYING WORK EXPERIENCE

Qualifying work experience amounts to 1200 hours of supervised work either in full or part time employment completed over a period of 24 months within the past 36 months under supervision of a qualifying Authorised Person in the employment of a Qualifying Employer.

QUALIFYING EMPLOYERS

A Qualifying Employer is a business that:

- a. is regulated by a statutory regulator (such as the CLC, CILEx Regulation, the SRA) in England and Wales; and
- b. is licensed to provide conveyancing or probate services to the public in England and Wales; and
- c. has a registered main office in England and Wales
OR
- d. a government body, Local Authority, Utilities Company, or national charity (when the work of the licence applicant has been supervised by an Authorised Person in their capacity as in-house legal counsel).

Where supervision cannot be obtained through the standard qualifying work experience route, i.e. in full or part time employment, or in a Qualifying Business. Prospective licence applicants should secure other appropriate supervision arrangements from another appropriate business or Authorised Person. These arrangements should be agreed with the CLC **BEFORE** the period of practical experience begins. Sole Practitioners should contact the CLC to discuss what options may be available to them.

Please email licensing@clc-uk.org with a detailed explanation of your circumstances. We will confirm in writing whether the arrangements have been accepted. Please wait to receive confirmation that this arrangement has been accepted before commencing the 1200 hours of practical experience.

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

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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 SoPE 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 licence applicant 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 SoPEs.
- 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 practical experience commences. The applicant should email licensing@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 SoPE as part of the licence application.

APPRENTICES

National Government Apprentices, on the Level 6 Licensed Conveyancer route, may have their SoPE verified by a Legal Education and Training Supervisor when it is completed as part of the End-Point-Assessment.

Please note SoPEs are routinely verified by the CLC in all licence applications.

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INVALID SOPES

A SoPE will be considered invalid when:

- The Authorised Person certifying the SoPE is not considered to be a Qualifying Authorised Person.
- When the supervision has not been conducted in the employment of a Qualifying Employer
- The SoPE has been verified and signed with the supervision having been completed before the date the Level 6 Diploma certificate was issued.

Please Note: The CLC's expectation is that practical experience requirements are obtained over the duration of the Level 6 Diploma, in order to apply in practice, the theoretical knowledge obtained through academic study

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SECTION 1: TECHNICAL PROCESSES COMPLETED SATISFACTORILY			
1	SALES/PURCHASES OF FREEHOLDS OR LEASEHOLD PROPERTY		
A	ACTING FOR THE SELLER		
DATE FROM:			DATE TO:
			<i>Tick when completed</i>
1	Taking instructions, dealing with terms of engagement and fee estimates		<input type="checkbox"/>
2	Client due diligence (CDD and EDD) checks as well as lawyer checking		<input type="checkbox"/>
3	Preparation of draft contract and obtaining consent from any occupiers		<input type="checkbox"/>
4	Dealing with property information forms or preliminary enquiries (including leasehold information from landlord and/or management company)		<input type="checkbox"/>
5	Dealing with licence to assign where necessary		<input type="checkbox"/>
6	Dealing with exchange of contracts by Law Society formulae A, B or C		<input type="checkbox"/>
7	Obtaining mortgage redemption statements and dealing with early redemption fees		<input type="checkbox"/>
8	Deducing title to (a) registered land and (b) of the difference relating to un-registered land, such as the drafting of an epitome of title.		<input type="checkbox"/>
9	Answering enquiries on behalf of seller client(s)		<input type="checkbox"/>
10	Approving buyer's draft transfer		<input type="checkbox"/>
11	Making general pre-completion arrangements, (the bank details part would be more relevant on a purchase)		<input type="checkbox"/>
12	Preparing completion statements, including dealing with apportionments		<input type="checkbox"/>
13	Completing the transaction and dealing with mortgage redemption and discharge of mortgage and undertaking to buyers conveyancers		<input type="checkbox"/>
14	Considering release of monies in relation to matrimonial splits (such as dealing with court order under divorce)		<input type="checkbox"/>
15	The discharge of restriction e.g., declarations of trust when property held in unequal shares		<input type="checkbox"/>
16	Reporting completion and accounting to client		<input type="checkbox"/>

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I confirm as the certifying lawyer that the applicant is competent in the above technical processes.	<i>Please initial:</i>

B	ACTING FOR THE BUYER		
DATE FROM:		DATE TO:	
<i>Tick when completed</i>			√
1	Taking instructions, considering financial arrangements of buyer, advice on joint tenancy and tenants in common, advising on how to arrange a survey, dealing with terms of engagement and fee transparency	<input type="checkbox"/>	
2	Client due diligence (CDD and EDD) checks	<input type="checkbox"/>	
3	Consideration of Anti-Money laundering obligations, including all proof of and source of funds and wealth enquiries	<input type="checkbox"/>	
4	Checking draft Contracts	<input type="checkbox"/>	
5	Making preliminary enquiries and further enquiries where necessary including reporting to lender where necessary	<input type="checkbox"/>	
6	Making and checking local land charge searches and additional enquiries of local authority and such other searches as may be appropriate, e.g. drainage and water, public Index map and environmental and reporting to lender where necessary	<input type="checkbox"/>	
7	Checking mortgage offers and understanding conditions, such as but not limited to any appropriate permission from the Lender. Obtaining references etc where Licence to assign required – enquiring and obtaining relevant fees for landlord consent and / or licence to assign	<input type="checkbox"/>	
8	Dealing with insurance requirements as per lender instructions & exchange of contract by Law Society formulae A, B and C	<input type="checkbox"/>	
9	Investigating title to (a) registered and unregistered freehold and leasehold properties including evaluating landlord managing agent packs b) new build properties c) shared ownership properties and being able to raise appropriate enquiries in relation to all.	<input type="checkbox"/>	
10	Raising enquiries and reporting responses to client and lender	<input type="checkbox"/>	
11	Preparing draft transfer	<input type="checkbox"/>	

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12	Preparation and correct execution of any mortgage deed, deed of consent for landlord or lender, and certificate of title	<input type="checkbox"/>
13	Making appropriate searches before completion and dealing with entries revealed as well as reporting to client and lender	<input type="checkbox"/>
14	Preparing completion statement, a secure verification of banking details, and obtaining funds from clients (including any required apportionments on leasehold property)	<input type="checkbox"/>
15	Completing the transaction including use of the Code for Completion.	<input type="checkbox"/>
16	Reporting completion to client(s) and mortgage lender where appropriate	<input type="checkbox"/>
17	Advising and calculations on SDLT – freehold /leasehold/shared ownership/ second homes	<input type="checkbox"/>
18	Preparing and delivering notices to life company and/or share transfer to Landlord or Management Company as well as any deed of consent to landlord	<input type="checkbox"/>
19	Registration of buyer (and charge) at Land Registry for all of dealing of whole, dealing of part and first registration of title/Discharge of sellers conveyancers undertaking on mortgage	<input type="checkbox"/>
I confirm as the certifying lawyer that the applicant is competent in the above technical processes.		Please initial:

C	GENERAL CONSIDERATION OF LAW IN THE FOLLOWING AREAS		
DATE FROM:		DATE TO:	
<i>Tick when completed</i>			√
1	Sale of tenanted property – consideration of vacant possession / tenancy agreement		<input type="checkbox"/>
2	Advising co-purchasers – joint tenants / tenants in common / Deed of Trust / restrictions		<input type="checkbox"/>
3	Sale of part – generally as a new build property in residential conveyancing		<input type="checkbox"/>
4	New properties – consideration of new build documentation, planning, building regulations etc		<input type="checkbox"/>

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5	Planning / building regulation matters – specific considerations taken from a client instruction, such as but not limited to extensions and loft conversions.	<input type="checkbox"/>
6	Understanding of the importance of Undertakings – bespoke or standard e.g. exchange and completion	<input type="checkbox"/>
7	Powers of attorney – acting for and buying from.	<input type="checkbox"/>
I confirm as the certifying lawyer that the applicant has demonstrated an effective consideration of the above general areas of law.		<i>Please initial:</i> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

2	GENERAL CONSIDERATION OF LAW IN GRANT OF LEASES			
A	ACTING FOR THE 'TENANT' (buying/selling a leasehold property)			
DATE FROM:			DATE TO:	
<i>Tick when completed</i>				√
1	Considerations taking instructions			<input type="checkbox"/>
2	Consideration when drafting, using a precedent, a contract / tenancy agreement / lease			<input type="checkbox"/>
3	Considerations when interpreting a lease for the client			<input type="checkbox"/>
4	Considerations when investigating searches and deducing title			<input type="checkbox"/>
5	Requesting and considering Management Packs.			<input type="checkbox"/>
6	Preparation of any mortgage deed and report on title			<input type="checkbox"/>
7	Considerations when preparation of completion statement, including apportionments			<input type="checkbox"/>
8	Considerations when completing the transaction and reporting on title			<input type="checkbox"/>
9	SDLT values, and registration where appropriate			<input type="checkbox"/>
I confirm as the certifying lawyer that the applicant has demonstrated a competent understanding of the technical processes.				<i>Please initial:</i> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

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SECTION 2: DAY ONE OUTCOMES COMPLETED SATISFACTORILY		
A	PROFESSIONAL CONDUCT	
Please tick when confident that the applicant has competently demonstrated each area of professional conduct.		
	<i>Tick when demonstrated</i>	✓
1	Works closely with 3rd party stakeholders and other professionals to understand their technical legal requirements and provide excellent customer service for example, property managing agents, probate lawyers, mortgage brokers, land registry, financial institutions, insurers and Government departments.	<input type="checkbox"/>
2	Provides ethical legal services ensuring high standards of client care ensuring they are acting in the best interests of the client	<input type="checkbox"/>
3	Undertakes professional case review of self and others to identify risks and recommend areas for improvement, remedial actions paths to progression and escalation	<input type="checkbox"/>
4	Engages in identifying the limits of their personal professional experience and competence and escalate instructions that are beyond their scope of expertise	<input type="checkbox"/>
5	Manages client and organisation data securely and confidentially in compliance with legislation	<input type="checkbox"/>
6	Conducts all transactions with awareness of fraud including taking a defensive approach towards cybercrime	<input type="checkbox"/>
7	Risk assesses the impact of transactions on clients and other stakeholders to ensure compliance with legislation and professional standards including recommendations for the mitigation of risks	<input type="checkbox"/>
8	Ensures all transactions are undertaken in compliance with Anti-Money Laundering regulations	<input type="checkbox"/>
9	Leads case progression activity to ensure caseloads move with timeliness and with a view to commerciality	<input type="checkbox"/>
10	Works closely with clients and third parties providing effective customer service	<input type="checkbox"/>
11	Manages their personal and professional continuous development	<input type="checkbox"/>
I confirm as the certifying lawyer that the applicant has competently demonstrated each area of professional conduct.		<i>Please initial:</i>

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B LEGAL AND TECHNICAL PROFICIENCIES		
Tick when confident that the applicant has competently demonstrated each proficiently.		
	<i>Tick when demonstrated</i>	✓
1	Manages caseload to prioritise customer service and working in the clients' best interests	<input type="checkbox"/>
2	Manages relationships with other lawyers and professional third parties using most effective channels to progress caseloads	<input type="checkbox"/>
3	Manages clients and their expectations using the most effective channels to ensure clarity of understanding and facilitate clients making informed choices	<input type="checkbox"/>
4	Handles points of contact with clients and key milestones in an organised and controlled way to lead the client customer experience	<input type="checkbox"/>
5	Uses the principles of Law and translate using plain English to provide clarification and explanation of the legal process and standard Legal terms.	<input type="checkbox"/>
6	Organises and manages workflow such as legal files, case management and accounting systems to progress work within service level expectations	<input type="checkbox"/>
7	Protects client's interests to ensure they receive an honest and lawful service.	<input type="checkbox"/>
8	Manages risk in relation to legal and regulatory liabilities with regards to the client and business to satisfactorily discharge all professional obligation and limit exposure to complaints and reputational harm to the business.	<input type="checkbox"/>
9	Manages legal processes adhering to professional, supervisory and regulatory Codes of Conduct	<input type="checkbox"/>
10	Delivers a cost-effective service by analysing the financial costs and fees generated by activities to inform good business decision making through price transparency. For example, operating within the cost-model of the business or identifying when fees have exceeded the initial quote and taking mitigating actions.	<input type="checkbox"/>
11	Applies fraud protection measures and cyber security procedures in relation to transactions	<input type="checkbox"/>
12	Provides legal services in connection with sale and purchase, re-mortgage or transfers of equity of residential property including advice and guidance to clients/consumers relevant to conveyancing	<input type="checkbox"/>

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13	Demonstrates an awareness of the impact of climate change on the legal landscape such as green deal, electric charge points, green buildings, EPC certification, planning implications and emerging green technologies and regulations.	<input type="checkbox"/>
14	Assesses legal, regulatory and commercial risk related to sale and purchase, re-mortgage or transfers of equity of residential property	<input type="checkbox"/>
15	Reviews and interprets legal documents related to sale and purchase, re-mortgage or transfers of equity of residential property including land registry file documents, statutory declarations completing documents as required.	<input type="checkbox"/>
16	Works closely with lending institutions to understand their requirements and provide excellent customer service	<input type="checkbox"/>
17	Manages a case load of property and land transactions to demanding timescales including a range of types of property and land transactions such as freehold, re-mortgages and transfers of equity.	<input type="checkbox"/>
I confirm as the certifying lawyer that the applicant is competent in the above technical processes.		<i>Please initial:</i> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>

C	ETHICAL BEHAVIOURS	
Please tick when confident that the Applicant acts in a principled manner consistent with the CLC Code of Conduct and Ethical Principles.		
<i>Tick when demonstrated</i>		√
1	Principle - Act with integrity, honesty, and independence	<input type="checkbox"/>
2	Principle - Know each customer, treat them fairly, keep their money safe, and act in their best interests	<input type="checkbox"/>
3	Principle – Uphold the rule of law and public trust in the profession and legal services	<input type="checkbox"/>
4	Principle - Maintain high standards of professional and personal conduct	<input type="checkbox"/>
5	Principle – Collaborate openly and truthfully comply with regulators, ombudsman, and other legal professionals	<input type="checkbox"/>
6	Principle - Promote and support equality, diversity and inclusion in practice and service delivery	<input type="checkbox"/>

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I confirm as the certifying lawyer that I am confident that the applicant/student acts in a principled manner consistent with the CLC Code of Conduct and Ethical Principles.	Please initial:

SECTION 3: AUTHORISED PERSON DECLARATION								
(Please tick to confirm)								
Important Note: An Invalid SoPE will invalidate the Licence Application								
1	Authorised Person Name:							
2	Work Email Address:							
3	Work Phone:							
4	Job Title:							
5	Professional Status:	Licensed Conveyancer	<input type="checkbox"/>	Solicitor	<input type="checkbox"/>	CILEx Lawyer	<input type="checkbox"/>	
6	Licence or Practising Certificate Number:							
I confirm:								
A	I am/was the direct line manager, or designated supervisor of the licence applicant for the number of hours specified below whilst working at the qualifying employer named below:							
	Employer Name:							
	Practice Regulatory ID Number:							
	Supervision Dates	Date From:			Date To:			
	Number of Supervised Hours:	1200 hours	<input type="checkbox"/>	Other	<input type="checkbox"/>	If other please Specify:		
B	That I have read Sections 1 and 2, and that the details shown above are complete and correct						Yes	No
							<input type="checkbox"/>	<input type="checkbox"/>
C	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"/>
D	That I hold a current and valid licence/Practising Certificate free of conditions						Yes	No
							<input type="checkbox"/>	<input type="checkbox"/>
E	That I am not subject to any regulatory or disciplinary investigations, allegations or proceedings						Yes	No
							<input type="checkbox"/>	<input type="checkbox"/>

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Spouse/Relative of the Applicant			
F	Are you a spouse or relative of the applicant?	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
	If yes, have you seen satisfactory evidence that the CLC has consented to a relative/you being the named supervisor	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
Signature:		Date:	

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					
<i>(Please tick to confirm)</i>					
I confirm that the details shown above are complete and correct					<input type="checkbox"/>
Applicant Name:					
Signature:			Date:		
Cross/Dual Qualifying Lawyer	<input type="checkbox"/>	CLC Trainee Lawyer	<input type="checkbox"/>	Apprentice	<input type="checkbox"/>

SECTION 5: USING YOUR PERSONAL DATA
<p>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.</p> <p>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.</p> <p>You can contact our Data Protection Officer via email at privacy@clc-uk.org or in writing to:</p> <p>Council for Licensed Conveyancers We Work, 120 Moorgate, London EC2M 6UR Main Line: 020 3859 0904</p>