

STATEMENT OF PRACTICAL EXPERIENCE

Conveyancing

You will need to demonstrate:

- technical processes have been completed competently; and
- you act in a professional, principled manner as per the [CLC Code-of-Conduct](#) requirements.
- that your practical experience meets requirements of [CLC Student-Training-Framework](#)

Submission of a certified statement evidences you have been in full or part-time employment assisting in the provision of conveyancing services for at least 1200 chargeable hours based on 25 supervised hours a week for 48 weeks, e.g. one year, supervised by “Authorised Person” i.e., a licensed conveyancer, a solicitor or a FILEX who in either case is entitled to offer Conveyancing services directly to the public.

The CLC may as part of its standard application checks speak with Authorised Persons who have verified documentation.

The form should be returned to the CLC as part of your application for a first licence.

TECHNICAL PROCESSES COMPLETED SATISFACTORILY

SALES / PURCHASES OF FREEHOLDS OR LEASES	<i>Tick when completed</i>
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Acting for the seller		
1	Taking instructions, dealing with terms of engagement and fee estimates	
2	Client due diligence (CDD and EDD) checks	
3	Preparation of draft contract	
4	Dealing with property information forms or preliminary enquiries (including leasehold information from landlord and/or management company)	
5	Dealing with licence to assign where necessary	
6	Dealing with exchange of contracts by Law Society formulae A, B or C	
7	Obtaining mortgage redemption statements	
8	Deducing title to (a) unregistered land & (b) registered land	
9	Answering requisitions	

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10	Approving buyer's draft conveyance, transfer or assignment	
11	Preparing completion statements	
12	Making general pre-completion arrangements	
13	Completing the transaction and dealing with mortgage redemption and release of collateral security	
14	Reporting completion and accounting to client	
15	Provide the number of transactions in the last 12 months <i>(state number in box)</i>	

Acting for the buyer		
1	Taking instructions, considering financial arrangements of buyer, advising on survey, dealing with terms of engagement and written fee estimates.	
2	Client due diligence (CDD and EDD) checks	
3	Consideration of Anti-Money laundering issues including source of funds enquiries.	
4	Considering draft contract	
5	Making preliminary enquiries and further enquiries where necessary	
6	Making local land charge searches and additional enquiries of local authority and such other searches as may be appropriate, eg drainage and water, of public Index map and environmental	
7	Obtaining references etc where Licence to assign required	
8	Dealing with insurance & exchange contract of contract by Law Society formulae A, B and C	
9	Investigating title to (a) unregistered land and (b) registered land	
10	Raising requisitions	
11	Preparing draft conveyance, transfer or assignment	
12	Preparation of any mortgage deed and certificate of title	
13	Making appropriate searches before completion and dealing with entries revealed	



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14	Preparing completion statement and obtaining funds from clients	
15	Completing the transaction including use of the Code for Completion.	
16	Reporting completion to client(s) and mortgages where appropriate	
17	SDLT – freehold and leasehold	
18	Preparing and delivering notices to life company and landlord	
19	Preparing and delivering notices to life company and/or share transfer to Landlord or Management Company	
20	Registration of buyer (and charge) at Land Registry for all of dealing of whole, dealing of part and first registration of title	
21	Number of transactions in the last 12 months <i>(state number in box)</i>	

GENERAL EXPERIENCE IN THE FOLLOWING MATTERS

Tick when completed

1	Sale of tenanted property	
2	Advising co-purchasers	
3	Sale of part	
4	New properties	
5	Planning matters	
6	Sale by auction	
7	Dealing with retentions	
8	Undertakings	
9	Capital Gains Tax and Value Added Tax implications	
10	Powers of attorney	
11	Personal contact with client	



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12	Costs and Accounting	
13	Awareness of anti money laundering provisions including the Proceeds of Crime Act 2002 (as amended), Money Laundering Regulations 2007 and CLC or SRA Guidance.	

GRANTS OF LEASES

Tick when completed

Acting for the landlord

1	Taking instructions	
2	Drafting contract / tenancy agreement / lease	
3	Deducing title in appropriate cases	
4	Preparation of completion statement	
5	Completing the transaction	

Acting for the tenant

1	Taking instructions	
2	Considering draft contract / tenancy agreement / lease and making amendments	
3	Investigating title, searches etc in appropriate cases	
4	Preparation of any mortgage deed and report on title	
5	Preparation of completion statement and obtaining funds	
6	Completing and reporting transactions	
7	SDLT and registration where appropriate	

GENERAL CONSIDERATION OF LEGISLATION AFFECTING LANDLORD/ TENANT RELATIONSHIP UNDER THE FOLLOWING STATUTES

Tick when completed



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1	Rent Act 1977 as amended	
2	Rent (Agriculture) Act 1976 as amended	
3	Housing Act 1988 and 1996	
4	Housing Acts with regard to secure tenancies, right to buy or take further lease in the private sector and shared ownership leases	
5	Leasehold Reform Act 1967 with regard to right to buy or take further lease in the private sector	
6	Part 1 and 2 of the Landlord & Tenant Act 1954	
7	Agriculture Holdings Act 1986	
8	Landlord & Tenant Act 1987	
9	Leasehold Reform Housing & Urban Development Act 1993	

DELIVERY OF POSITIVE OUTCOMES FOR CLIENTS

DEMONSTRATES PROFESSIONAL AND ETHICAL BEHAVIOUR

Tick when confident that the trainee acts in a principled manner consistent with the CLC Code of Conduct and delivers the relevant Outcomes

1	Overriding Principle - Act with independence and integrity	
1.1	<u>Outcome</u> – Clients receive good quality independent information, representation and advice	
1.2	<u>Outcome</u> – Clients receive an honest and lawful service	
1.3	<u>Outcome</u> – Client money is kept separately and safely	
2	Overriding Principle - Maintain high standards of work	
2.1	<u>Outcome</u> – Clients are provided with a high standard of legal services	



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2.2	<u>Outcome</u> – Client matters are dealt with using care, skill and diligence	
2.3	<i>For Manager Trainees only</i> <u>Outcome</u> - Appropriate arrangements, resources, procedures, skills and commitment are in place to ensure Clients always receive a high standard of service	
3	Overriding Principle – Act in the best interests of Clients	
3.1	<u>Outcome</u> – Each Client’s best interests are served	
3.2	<u>Outcome</u> – Clients receive advice appropriate to their circumstances	
3.3	<u>Outcome</u> – Clients have the information they need to make informed decisions	
3.4	<i>For Manager Trainees only</i> <u>Outcome</u> – Clients are aware of any referral arrangements and that they are consistent with the firm’s responsibilities both to them and to the CLC	
3.5	<i>For Manager Trainees only</i> <u>Outcome</u> – Clients are aware of any limitation or any condition resulting from the firm’s relationship with another party	
3.6	<u>Outcome</u> - Clients’ affairs are treated confidentially (except as required or permitted by law or with the Client’s consent)	
	No requirement to complete assessment against Overriding Principles 4 and 5 of the Code of Conduct, these are provided for reference only	
4	Overriding Principle – Comply with duty to the court	
	This principle is applicable only to litigation and advocacy	
5	Overriding Principle - Deal with regulators and ombudsmen in an open and co-operative way	
5.1	<u>Outcome</u> – Acts in accordance with their regulatory responsibilities	
6	Promote equality of access and service	
6.1	<u>Outcome</u> – The service is accessible and responsive to the needs of individual Clients, including those who are vulnerable	



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6.2	<u>Outcome</u> – No-one dealt with is discriminated against (whether directly or indirectly), victimised or harassed	
6.3	<u>Outcome</u> – accepts responsibility where the service provided is not of the expected standard and provide appropriate redress for the Client where necessary	
6.4	<i>For Manager Trainees only</i> <u>Outcome</u> – the handling of complaints takes proper account of Clients' individual needs, including those who are vulnerable	
6.5	<i>For Manager Trainees only</i> <u>Outcome</u> – Complaints are dealt with impartially and comprehensively	

DECLARATION

I confirm that the details shown above are complete & correct

Applicant Name:	
Signed	
Date	

DECLARATION

I verify that the details shown above are complete and correct.

Authorised Person Name	
Signed	
Date	
Work Email:	
Work Phone:	

Please note. The CLC may as part of its standard application checks speak with Authorised Persons who have verified documentation.