



Exemptions from SQA CLC Diplomas – Guidance for candidates with CLC qualifications

To claim an exemption CLC students should register with an SQA approved training provider who should enter candidates on to the SQA system **before 31 August 2018**. Candidates should present evidence of the unit(s) they have successfully completed to their chosen provider. Any entitlement to an exemption will only apply to successfully completed CLC units. No exemption can be claimed for a partially completed unit.

Before accepting any exemption which is claimed, training providers **must** verify with SQA, the awarding body, that the student is listed on the CLC exemption data base. Training providers entering candidates for exempted units will not be charged for those entries by SQA.

This exemption entitlement will be reviewed by SQA and CLC **each year from 1 September 2017** starting one year before the end of the initial two year period.

CLC students transitioning from the CLC foundation courses into one of the SQA Level 4 Diplomas must achieve at least one SQA Unit without exemption to be awarded an SQA Diploma. However, students who have already successfully completed all four foundation units from 2010 onwards, if they wish, can transition directly onto one of the SQA Level 6 Diplomas to continue working towards qualifying as a Licenced Conveyancing or Probate Practitioner. Transitioning students must achieve at least one SQA Unit without exemption to be awarded an SQA Level 6 Diploma.

The transitional arrangements for exemptions set out above will be published on the SQA qualification webpage for centre and candidate reference. The CLC and SQA have jointly agreed a recommended list of legal qualifications awarded by HEIs and other institutions which provide full / partial exemption towards the SQA Diplomas. This list is provided as guidance for SQA approved centres and will be reviewed on an annual basis.

Evidence of successfully completed CLC units.

Students who have successfully completed a CLC unit must retain any previously awarded CLC certificates.

Exemption Tables

Diploma in Conveyancing Law and Practice Level 4.

CLC Unit (or previous equivalent)	New SQA Unit
Law and Legal Method	The English Legal System
Introduction to Conveyancing	Standard Conveyancing Transactions
Law of Contract	Law of Contract
Land Law	Land Law
N/A	Understanding Accounting Procedures for Conveyancing Transactions

Diploma in Conveyancing Law and Practice Level 6

CLC Unit (or previous equivalent)	New SQA Unit
Landlord and Tenant	Landlord and Tenant
Final Conveyancing Law and Practice	Conveyancing Law and Practice
Final Accounts	Managing Client and Office Accounts (Conveyancing) *this exemptions incorporates Level 4 Understanding Accounting procedures for Conveyancing Transactions.

Diploma in Probate Law and Practice Level 4

CLC Unit (or previous equivalent)	New SQA Unit
Law and Legal Method	The English Legal System
N/A	Law of Wills, Succession and Grants of Representation
Law of Contract	Law of Contract
Land Law	Land Law
N/A	Understanding Accounting Procedures for Probate Transactions

Diploma in Probate Law and Practice Level 6

CLC Unit (or previous equivalent)	New SQA Unit
Law of Wills and Succession	Wills, Succession and Grants of Representation
Final Probate Practice	The Administration of Estates
CLC Final Accounts	Managing Client and Office Accounts (Probate) *this exemptions incorporates Level 4 Understanding Accounting procedures for Probate Transactions.

Continuing recognition of prior Educational Achievements (entitlement to apply for a CLC Licence)

Anyone wishing to apply to the CLC for a Licence who passed one or more units of a Level 6 legal course over six years ago, but has not yet completed that course, must satisfy the CLC that their specialist conveyancing/probate knowledge is up to date. The CLC accepts a pass on the specialist conveyancing/probate units on the CLC Diplomas at Level 6 (or equivalent) as evidence of up to date specialist conveyancing/probate knowledge.

1. Conveyancing Trainees resuming studies at Level 6 must pass UNIT Conveyancing Law and Practice in addition to any remaining Level 6 UNITS which they have not previously PASSED or from which they have NOT been exempted.
2. Probate Trainees resuming studies at Level 6 must pass UNITS Law of Wills, Succession and Grants of Representation and Administration of Estates in addition to any remaining Level 6 UNITS which they have not previously PASSED or from which they have NOT been exempted.

NOTE 1. This requirement does not apply to Licenced Conveyancers, Licenced Probate Practitioners, Solicitors and Fellows of Chartered Institute of Legal Executives, who already hold a valid licence and who wish to apply to the CLC for a conveyancing and/or probate licence. See requirements for Qualified Lawyers.

NOTE 2. This requirement does not apply to units passed at Level 4, or to Conveyancing and Probate trainees resuming studies at Level 4.

NOTE 3. ALL students resuming studies must request a Record of Achievement (RoA) from the CLC in order to gain exemption to the equivalent units on the new Diplomas. Training Providers are NOT able to grant exemptions unless students have provided a RoA. To request a RoA students must provide their original certificates for each unit passed. The CLC cannot guarantee verification of past PASSED units, unless students provide their original certificates.

Please email your RoA request to traineelawyer@clc-uk.org and include any copies of your original certificates. RoAs will only include PASSED units eligible to receive exemptions. Licence holders will not need to be issued with a RoA.

Guidance for CLC Lawyers

Licensed Conveyancers

Licensed Conveyancers wishing to apply to the CLC for a Probate Licence:

- (a) are NOT required to pass the Diploma in Probate Law and Practice Level 4, but
- (b) must complete the following two units in the Diploma in Probate Law and Practice, Level 6 (which will be separately certificated by SQA)

Unit 1: Wills, Succession and Grants of Representation; AND
Unit 2: Administration of Estates

Licensed Conveyancers will be exempt from the requirement to complete Unit 3: Managing Client and Office Accounts (Probate) on the basis of having already achieved the CLC Final Accounts course and/or Managing Client and Office Accounts (Conveyancing).

Licensed Probate Practitioners

Licensed Probate Practitioners wishing to apply for a Conveyancing Licence:

- (a) are NOT required to pass the Diploma in Conveyancing Law and Practice Level 4, but
- (b) must complete the following two units in the Diploma in Conveyancing Law and Practice, Level 6 (which will be separately certificated by SQA):

Unit 1: Landlord and Tenant; AND
Unit 2: Conveyancing Law and Practice

Licensed Probate Practitioners will be exempt from the requirement to complete Unit 3: Managing Client and Office Accounts (Conveyancing) on the basis of having already achieved the CLC Final Accounts course and/or Managing Client and Office Accounts (Probate).

NOTE 1. ALL CLC licence applicants must provide a **Statement of Practical Experience** for the service they intend to provide ([conveyancing/probate](#)), verified by an Authorised Person in order to become eligible to apply for a CLC licence.

NOTE 2. Where appropriate conveyancing or probate supervision **cannot** be provided by the CLC Lawyer's employer other appropriate supervision arrangements must be secured from another appropriate business; and be agreed with the CLC **BEFORE** the period of practical experience begins and any conveyancing/probate services are provided to the public. Email traineelawyer@clc-uk.org