**STATEMENT OF RELEVANT WORK EXPERIENCE**

**Registered Conveyancing Technician Application**

1. **TO APPLY**

CLC Legal Technician Register 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 probate or conveyancing practice, legal firm, or organisation offering probate 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. all educational certificates and transcripts.

**Email your completed Statement and all supporting documentation to** **traineelawyer@clc-uk.org** **and include in the subject heading of your email: Conveyancing Technician Registration Application**

**2. FEES**

A one off life-time fee of £75.00 is charged. When your application has been approved we will send you an email containing a link to the automated web basket and instructions for how to pay. Payment can only be made by credit or debit card ONLY.

Once we have received your payment we will send you an email with your Conveyancing Technician Reference Number. Technicians will be removed from the register automatically when they are approved for their CLC Qualifying Conveyancing Licence and become Licensed Conveyancer.

**3. THE STATEMENT**

Submission of a signed statement evidences that you have been in full or part time, paid or voluntary employment assisting in the provision of conveyancing services, supervised by an Authorised Person, i.e. a Licenced Conveyancer, Solicitor, or Fellow of the Chartered Institute of Legal Executives.

*This individual should be the accountable person overseeing the service provided to the public. It is not necessary for this individual to be a direct line manager.*

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

**TECHNICAL PROCESS COMPLETED SATISFACTORILY**

**(RELATED TO REGISTERED RESIDENTIAL FREEHOLD AND LEASEHOLD PROPERTY MATTERS ONLY)**

|  |  |
| --- | --- |
| Acting under supervision  | TICK |
| 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 |  |
| 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 |  |

**4. PROGRESSION ONTO THE LEVEL 6 DIPLOMA IN CONVEYANCING LAW AND PRACTICE**

|  |  |  |
| --- | --- | --- |
| 16 | I intend to progress on to the Level 6 Diploma |  |
| 17 | I am currently studying the Level 6 Diploma  |  |
| 18 | I do not intend to progress onto the Level 6 Diploma  |  |

**5. DECLARATION (APPLICANT)**

 I CONFIRM THAT THE DETAILS SHOWN ABOVE ARE COMPLETE AND CORRECT

|  |  |
| --- | --- |
| Applicants Name  | (in Capitals) |
| Signed |  |
| Date |  |
| Preferred Email |  |
| Mobile Phone  | \*note the CLC may contact you with updates by text to the mobile phone number provided |
| Date of Birth  |  |
| If any of the above details change please let us know by email to traineelawyer@clc-uk.org  |

**6. DECLARATION (AUTHORISED PERSON)**

 I CONFIRM THAT THE DETAILS SHOWN ABOVE ARE COMPLETE AND CORRECT

|  |  |
| --- | --- |
| Authorised Person Name [IN CAPITALS] |  |
| Signed: Date: |
| Licensed Conveyancer [ ]  Licensed Probate Practitioner [ ]  Solicitor [ ]  FCILEx [ ]  |
| Licence or Practicing Certificate number |  |  |  |
| In what capacity are you verifying the applicant? |  |  |  |
| Work Email: Work Phone: |

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