

## Exemptions from SQA CLC Diplomas – Students with other Legal Qualifications

### Exemptions

Qualifications that **may** provide full or partial exemption for one or more SQA units are provided in Appendix 1. These are **suggested** exemptions only.

To claim exemption students should provide their chosen training provider with evidence of prior achievement e.g. a copy of qualification certificate and transcript. Training providers **must** carry out a mapping exercise to ensure all learning outcomes of the SQA unit have been met.

If claiming a full exemption (i.e. a complete SQA unit) the training provider should complete the 'Exemptions from SQA CLC Diplomas Form' and submit this along with evidence of prior achievement e.g. a copy of qualification certificate and transcript to SQA.

In addition the training provider should **enter and result** the student for the equivalent SQA unit as detailed in the exemptions table shown in **Appendix 1**. 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 these units.

If claiming a partial exemption (i.e. part of an SQA unit) the training provider should enter the candidate for the equivalent SQA unit, but not submit a result until the student has completed the remaining learning outcomes.

Training providers entering students for fully exempted units will not be charged for those entries by SQA. The standard unit charge will apply for partial exemptions.

### Evidence of successfully completed units

Training providers should retain all documentation relating to the mapping exercise and evidence provided by the candidate to confirm prior achievement as evidence of either partial or full exemption as this will be required during any verification visit. This should be retained for a minimum of three weeks from the date of completion of the **overall course** or unless a verification visit has been arranged by an SQA external verifier. Centres should refer to SQA's Recognition on Prior Learning Policy:- <https://www.sqa.org.uk/sqa/67029.html>.

**Important note**

Students transitioning from other legal qualification to SQA must achieve at least one SQA unit without exemption to be awarded an SQA Diploma.

**Further information**

If you have any questions about these arrangements, please get in touch – [mycentre@sqa.org.uk](mailto:mycentre@sqa.org.uk); 0303 333 0330.

## Appendix 1 – Exemptions Tables

### SQA Diploma in Conveyancing Law and Practice, Level 4 (SQA code – GL7H 53, Ofqual code – 603/0173/9)

All candidates who register for the Level 4 Diploma must achieve at least one SQA unit without exemption to be awarded the Diploma

External Qualification	Possible Exempted Units	SQA / Ofqual code
<p>CILEx Level 3 units in the Professional Diploma in Law and Practice (standalone or as electives)</p> <ul style="list-style-type: none"> <li>Unit 1 Introduction to Law and Practice</li> <li>Unit 2 Contract Law</li> <li>Unit 4 Land Law</li> </ul>	<p>Full exemption can be claimed for the SQA units:</p> <ul style="list-style-type: none"> <li>The English Legal System</li> <li>Law of Contract</li> <li>Land Law</li> </ul> <p>To note – all students who claim exemption under this route must achieve the two additional units without exemption to be awarded the Diploma</p>	<p>HG12 53 / A/615/0542</p> <p>HG13 53 / T/615/0541</p> <p>HG14 53 / F/615/0543</p>
<p>CILEx Level 3 units in the Professional Diploma in Law and Practice (standalone or as electives)</p> <ul style="list-style-type: none"> <li>Unit 10 Conveyancing Practice</li> <li>Unit 19 Residential &amp; Commercial Leasehold Conveyancing</li> </ul>	<p>You are likely to be entitled to partial exemption towards the SQA unit:</p> <ul style="list-style-type: none"> <li>Standard Conveyancing Transactions</li> </ul> <p>Your provider will undertake a mapping exercise to determine the additional evidence you may need to produce.</p>	<p>HG19 53 / T/ 615/0636</p>
CILEx Level 4 Contract Law	Law of Contract	HG13 53 / T/615/0541
Law Degree or GDL	<ul style="list-style-type: none"> <li>The English Legal System</li> <li>Law of Contract</li> <li>Land Law</li> <li>*and/or</li> <li>Standard Conveyancing Transactions</li> </ul> <p>*Dependent on the electives (transcript) passed, such as Land Law or Property units. When all 4 units are exempted students should progress onto the Level 6 Diploma in Conveyancing Law and Practice</p>	<p>HG12 53 / A/615/0542</p> <p>HG13 53 / T/615/0541</p> <p>HG14 53 / F/615/0543</p> <p>HG19 53 / T/ 615/0636</p>

**SQA Diploma in Conveyancing Law and Practice, Level 6**  
**(SQA code – GL7K 86, Ofqual code – 603/0174/0)**

All candidates who register for the Level 6 Diploma must achieve at least one SQA unit without exemption to be awarded the Diploma

External Qualification	Possible Exempted Units	SQA / Ofqual code
CILEx Level 6 Units (standalone or as electives) <ul style="list-style-type: none"> <li>Unit 2 Contract Law</li> <li>Unit 9 Land Law</li> <li>Unit 17 Conveyancing</li> </ul>	<ul style="list-style-type: none"> <li>Conveyancing Law and Practice Diploma Level 4*</li> <li>and</li> <li>Conveyancing Law and Practice</li> </ul> <p>*Note: students are not required to enter and be certificated for the Level 4 Diploma with SQA in this circumstance</p>	G7LH 54 / 603/0173/9  HG1F 86 / A/615/0671
Law degree/GDL; AND have passed a LPC; AND have passed the Advanced/Commercial Property Law elective (standalone or as electives)	<ul style="list-style-type: none"> <li>Conveyancing Law and Practice</li> <li>Landlord and Tenant</li> </ul> <p>*Note: when the Commercial Property Law elective is not passed students must study SQA Landlord and Tenant</p>	HG1F 86 / A/615/0671 HG1E 86 / T/615/0670

**SQA Diploma in Probate Law and Practice, Level 4**  
**(SQA code – GL7J 53, Ofqual code – 603/0166/1)**

All candidates who register for the Level 4 Diploma must achieve at least one SQA unit without exemption to be awarded the Diploma

External Qualification	Possible Exempted Units	SQA / Ofqual code
CILEx Level 3 units in the Professional Diploma in Law and Practice (standalone or as electives) <ul style="list-style-type: none"> <li>Unit 1 Introduction to Law and Practice</li> <li>Unit 2 Contract Law</li> <li>Unit 4 Land Law</li> </ul>	Full exemption can be claimed for the SQA units: <ul style="list-style-type: none"> <li>The English Legal System</li> <li>Law of Contract</li> <li>Land Law</li> </ul> <p>To note – all students who claim exemption under this route must achieve the two additional units without exemption to be awarded the Diploma</p>	HG12 53 / A/615/0542  HG13 53 / T/615/0541 HG14 53 / F/615/0543
CILEx Level 3 units in the Professional Diploma in Law and Practice	You are likely to be entitled to partial exemption towards the SQA unit:	

(standalone or as electives)	<ul style="list-style-type: none"> <li>• Law of Wills, Succession and Grants of Representation</li> </ul> <p>Your provider will undertake a mapping exercise to determine the additional evidence you may need to produce.</p>	HG16 53 / F/615/0669
<ul style="list-style-type: none"> <li>• Unit 8 Law of Wills and Succession</li> <li>• Unit 14 Probate Practice</li> </ul>		
Law Degree or GDL	<ul style="list-style-type: none"> <li>• The English Legal System</li> <li>• Law of Wills, Succession and Grants of Representation</li> <li>• Law of Contract</li> <li>• Land Law</li> </ul> <p>*Dependent on the electives (transcript) passed, such as Land Law or Property units. When all 4 units are exempted students should progress onto the Level 6 Diploma in Probate Law and Practice</p>	HG12 53 / A/615/0542 HG16 53 / F/615/0669  HG13 53 / T/615/0541 HG14 53 / F/615/0543
STEP LEVEL 4 Certificate in Trust and Estates	<ul style="list-style-type: none"> <li>• The English Legal System</li> <li>• Law of Wills, Succession and Grants of Representation</li> </ul>	HG12 53 / A/615/0542 HG16 53 / F/615/0669

### **SQA Diploma in Probate Law and Practice, Level 6** (SQA code – GL7L 86, Ofqual code – 603/0172/7)

All candidates who register for the Level 6 Diploma must achieve at least one SQA unit without exemption to be awarded the Diploma

<b>External Qualification</b>	<b>Possible Exempted Units</b>	<b>SQA / Ofqual code</b>
CILEx Level 6 Diploma units (standalone or as electives) <ul style="list-style-type: none"> <li>• Unit 2 Contract Law AND Unit 9 Land Law</li> <li>• Unit 14 Law of Wills and Succession Unit</li> <li>• Unit 21 Probate Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Probate Law and Practice Diploma Level 4*</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• The Administration of Estates</li> <li>• Wills, Succession and Grants of Representation</li> </ul> <p>Students who have NOT PASSED unit 2 Contract Law or 9 Land Law must complete the SQA Level 4 unit Land Law and/or Contract before progressing onto the SQA Level 6 Diploma</p> <p>*Note: students are not required to enter and be certificated for the Level 4 Diploma with SQA in this circumstance</p>	GL7J 53 / 603/0166/1  HG1C 86 / K/615/0679 HG1A 86 / J/615/0673
Law degree/GDL; AND have passed a LPC; AND have passed the elective: Wills and Administration of Estates	<ul style="list-style-type: none"> <li>• The Administration of Estates</li> <li>• Wills, Succession and Grants of Representation</li> </ul>	HG1C 86 / K/615/0679 HG1A 86 / J/615/0673

CLC Licensed Conveyancer (seeking to qualify as a Licensed Probate Practitioner)	Managing Client and Office Accounts (Probate)	HG1D 86 / D/615/0680
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### **Qualified Lawyers wishing to apply to the CLC for a Licence**

Solicitors and FCILEx wishing to apply to the CLC for a Conveyancing or Probate Licence will be exempted from the Level 4 stage of the educational requirements.

Depending on prior learning you may also be also entitled to exemption from one or more units in the Level 6 stage of the educational requirements, **although ALL FCILEx wishing to apply to the CLC for a licence must as a minimum complete Unit 3: Managing Client and Office Accounts** (conveyancing or probate) relevant to the licence (conveyancing or probate) you intend to apply for.

Before contacting an approved training provider please email [traineelawyer@clc-uk.org](mailto:traineelawyer@clc-uk.org) and include in the subject heading: **Solicitor or CILEx CLC education query** attaching all qualification certificates and/or Law/GDL/ degree transcripts. You will be advised which units you must complete on the Level 6 Diplomas (conveyancing and/or probate) in order to meet the educational requirement to apply to become a CLC Lawyer (conveyancing and/or probate).

### **Statement of Practical Experience**

**ALL CLC licence applicants** must complete a **Statement of Practical Experience**. This is a statement which confirms you have been in full or part-time employment assisting in the provision of conveyancing/probate services for at least 1200 chargeable hours; based on 25 supervised hours a week for 48 weeks, certified by an "Authorised Person" i.e. a licensed conveyancer, a solicitor or a FCILEX licensed to offer conveyancing/probate services directly to the public.