



Exemptions from SQA CLC Diplomas – Guidance for candidates

Exemptions

Qualifications that **may** provide full (i.e. a complete SQA unit) exemption for one or more SQA units are provided below. These are **suggested** exemptions only.

To claim an exemption you will need to provide your chosen training provider with evidence of prior achievement e.g. qualification certificate and transcript. Your training provider will determine if your claim for exemption is valid by mapping your prior learning to the learning outcomes of the SQA unit.

Important note

Students transitioning from an external 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; 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)

External Qualification	Possible Exempted Units	SQA / Ofqual code
Any Level 3 legal qualifications (CILEx/Institute of Paralegals)	NONE	
CILEx Level 4 Contract Law	Law of Contract	HG13 53 / T/615/0541
Law Degree or GDL	<ul style="list-style-type: none"> • The English Legal System • Law of Contract • Land Law *and/or • Standard Conveyancing Transactions <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>	HG12 53 / A/615/0542 HG13 53 / T/615/0541 HG14 53 / F/615/0543

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

External Qualification	Possible Exempted Units	SQA / Ofqual code
CILEx Level 6 Diploma in Law and Practice (to include Unit 2 Contract Law, and Unit 9 Land Law, and Unit 17 Conveyancing)	Conveyancing Law and Practice	HG1F 86 / A/615/0671

Law degree/GDL; AND have passed a LPC; AND have passed the Advanced/Commercial Property Law elective	<ul style="list-style-type: none"> • Conveyancing Law and Practice • Landlord and Tenant <p>*Note: when the Commercial Property Law elective is not passed students must study CLC Landlord and Tenant</p>	HG1F 86 / A/615/0671 HG1E 86 / T/615/0670
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Appendix 1 – Exemptions Tables (cont.) SQA Diploma in Probate Law and Practice, Level 4 (SQA code – GL7J 53, Ofqual code – 603/0166/1)

External Qualification	Possible Exempted Units	SQA / Ofqual code
Any Level 3 legal qualifications (CILEx/Institute of Paralegals)	NONE	
Law Degree or GDL	<ul style="list-style-type: none"> • The English Legal System • Law of Wills, Succession and Grants of Representation • Law of Contract • Land Law <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"> • The English Legal System • Law of Wills, Succession and Grants of Representation 	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)

External Qualification	Possible Exempted Units	SQA / Ofqual code
CILEx Level 6 Diploma in law and Practice (To include Unit 14 Law of Wills and Succession Unit 21 Probate Practice)	<ul style="list-style-type: none"> • The Administration of Estates • Wills, Succession and Grants of Representation 	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"> • The Administration of Estates • Wills, Succession and Grants of Representation 	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

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. 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.

Qualified Lawyers

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.

Solicitors with a current Practising Certificate who are able to demonstrate an appropriate level of occupational experience in conveyancing and or probate (relevant to licence you intend to apply for) are exempt from any further educational requirements. However, Solicitors must complete a verified Statement of Practical Experience. See below.

Before contacting an approved training provider please email 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, paid or voluntary 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.

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