

CLC/SQA Diploma in Conveyancing Law and Practice RQF Level 6
Credit value 44

Unit Title	Credit Value	Number of Guided Learning Hours
1. Landlord and Tenant	15	75
2. Conveyancing Law and Practice	14	68
3. Managing Client and Office Accounts (Conveyancing)	15	75

Qualification AIMS: to equip the learner with the required theoretical knowledge of:

- Leasehold covenants and obligations and be able to advise client what their options are in the event of a non-compliance.
- The different types of tenancies and how they are affected by the Rent Act 1977 and the Housing Act 1988
- The differences between residential, commercial and agricultural leases and which statutes apply in each case
- Enfranchisement, collective enfranchisement and the tenants' right of first refusal, applying all relevant statutes.
- The areas of the law that impact upon a land sale and purchase transaction
- All the stages of a residential sale and purchase transaction in registered, unregistered land, freehold and leasehold transactions from initial instructions to post completion □ The professional conduct rules of the Council for Licensed Conveyancers.
- The requirements of mortgage lenders and the need to consider money laundering issues.
- The remedies for breach of the Sale contract and when they can be applied.
- Client Account entries and the application of the CLC Accounts Code
- The preparation of Completion Statements
- The system of Practice Accounting Records, including Office account entries, the trial balance.
- The banking system and Bank reconciliation statements.
- Year-end accounts including account concepts, adjustments and analysis and cash flow forecasting.

New students studying the Level 6 Diploma in Conveyancing Law and Practice: It is recommended that the 'Landlord and Tenant' Unit be completed first before the 'Conveyancing Law and Practice' Unit as the learning acquired from the former will inform an understanding of the latter. The 'Managing Client and Office Account' (Conveyancing) Unit may be completed at any stage of the qualification.

Unit	Assessment				
	Learning Outcome 1	Learning Outcome 2	Learning Outcome 3	Learning Outcome 4	Learning Outcome 5
Landlord and Tenant	Learner response to a case study scenario.	Learner response to a case study scenario.	Learner response to a case study scenario.	Learner response to case study scenarios.	N/A
Conveyancing Law and Practice	Learner response to a case study scenario (to include memos/extended information on part of a transaction, conveyancing documents, larger extracts or simplified mortgage offers).	Learner responses to two case study scenarios scenario (to include memos/extended information on part of a transaction, conveyancing documents, larger extracts or simplified mortgage offers).	Learner response to a scenario (to include brief details/facts and may include a short extract of a document). Short essay response. Short response questions.		
Managing Client and Office Accounts (Conveyancing)	Recording of financial transactions using the double-entry book-keeping system.	Using an excerpt from a Trial Balance, learners to produce a simple Profit and Loss account, Balance sheet, an appropriation account and recording of transactions from the office current bank accounts. Short answer questions.	Production of a bank reconciliation statement and a cashflow statement. Short answer questions.	N/A	N/A