

**CLC/SQA Diploma in Probate Law and Practice**  
**RQF Level 6**  
**Credit value 43**

Unit Title	Credit Value	Number of Guided Learning Hours
1. Administration of Estates	14	68
2. Law of Wills, Succession and Grants of Representation	14	68
3. Managing Client and Office Accounts (Probate)	15	75

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

- The client presenting themselves for advice on a Will or Codicil and the application of the duty of care.
- The legal requirements for the making of a Will both in terms of testamentary capacity and formalities of execution.
- The types of bequests and legacies typically found in a Will.
- The application of the CLC Professional Conduct and Guidance rules and principles to the willmaking client and the client wanting to administer an estate.
- Requirements of registering the death and the measures needed to protect the personal representatives.
- The non-contentious probate rules insofar as they apply to limited Grants and applications to the Probate Registry for searches, caveats, citations and directions.
- The remedies to deal with problems and issues arising during an administration.
- The circumstances when succession takes place independently of a Will or the rules of succession.
- The potential claims for reasonable financial provision under the Inheritance (Provision for Families and Dependants) Act 1975 (as amended).
- The rules relating to an insolvent estate.
- 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.
- The taxation implications of an estate (Income Tax, Inheritance Tax and Capital Gains Tax).

**New students studying the Level 6 Diploma in Probate Law and Practice: It is recommended that the ‘Grants of Representation’ Unit be completed first before the ‘Administration of Estates’ Unit as the learning from the former will inform an understanding of the latter. The ‘Managing Client and Office Accounts’ (Probate) 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
Wills, Succession and Grants of Representation	Learner response to a case study scenario.  Completion of the IHT400 form.	Learner response to a case study scenario.  Draft of a corrective and supporting Affidavit.	Learner response to a case study scenario.	Assessment is integrated with Learning Outcome 1.	N/A
Administration of Estates	Learner response to a case study scenario — assessment is integrated with Learning Outcomes 2 and 4.	Assessment is integrated with Learning Outcomes 1 and 4.	Preparation of estate accounts and the accounting and distribution of the estate — assessment is integrated with Learning Outcome 5.  Completion of an IHT400 form and calculation of Capital Gains Tax.	Assessment is integrated with Learning Outcomes 1 and 2.	Preparation of estate accounts and the accounting and distribution of the estate — assessment is integrated with Learning Outcome 3.  Completion of an IHT400 form and the calculation of Capital Gains Tax.

<p>Managing Client and Office Accounts (Probate)</p>	<p>Recording of financial transactions using the doubleentry book-keeping system.</p>	<p>Using an excerpt from a Trial Balance, learner to produce a simple Profit and Loss account, Balance sheet, an appropriation account and recording of transactions from the office current bank accounts.</p> <p>Short answer questions.</p>	<p>Production of a bank reconciliation statement and a cashflow statement.</p> <p>Short answer questions.</p>	<p>N/A</p>	<p>N/A</p>
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