Continuing Professional Development Framework

CLC General Continuing Professional Development Provisions
Set out below is the framework the CLC complies with in Continuing Professional Development (CPD) provisions. These are provided to inform the regulated community of the parameters the CLC operates within to ensure providers of legal services continue year on year to develop their professional knowledge and competency.

1. The CLC may issue a licence subject to conditions where the applicant fails to comply with requirements 8 to 11 of the Continuing Professional Development Code.

2. The minimum requirements of continuing education and training in recognised courses are:
   - for a CLC lawyer manager in each year in which a licence is held:
     - 12 hours if they hold only a conveyancing or probate licence
     - 16 hours if they hold a composite licence (e.g. conveyancing and probate);
   - for a CLC lawyer, other than a manager, in each year in which a licence is held:
     - 6 hours if they hold only a conveyancing or probate licence
     - 8 hours if they hold a composite licence (e.g. conveyancing and probate);

3. On application the CLC may, where satisfied that the CLC lawyer concerned has undertaken sufficient continuing professional development in the current year, vary the operation of the CPD Code in such ways as it thinks fit.

4. The CLC has power to approve courses of study provided by educational institutions and other bodies.

5. The CLC may provide its own courses of study for the purposes of the CPD framework and Code and may prescribe and charge a fee where a person is directed to attend or applies to attend or undertake such a course.

6. The CLC may direct an individual to attend (and pay for) a specific course as an alternative to disciplinary action if it is satisfied they have failed to a material extent to comply with the CLC’s Code of Conduct, even if they have at that time satisfied the provisions of paragraph 2 for the current year.

7. Continuing Professional Development requirements will be allocated to each licence in order that the CLC is confident that training relevant to the licence is acquired.
8. *Licence* holders are required to annually submit a self-certification *CPD training record*. These will be monitored with a view to ensuring compliance. This monitoring will help inform our risk assessment of the individual/body. The *CLC* will operate an escalating system of sanctions.