



## Routes to entry onto SQA CLC Diplomas — Candidates with other legal qualifications awarded in England and Wales

This document has seven sections marked A to G. Please read all seven sections.

### A. Applying for a CLC first qualifying licence

Granting a CLC first qualifying licence is subject to other licensing requirements being satisfied in addition to educational attainment. Centres are not in a position to anticipate the outcome of an application for a CLC first qualifying licence before it has been determined by the CLC.

### B. Entry requirements

There are no entry requirements for candidates wishing to study an SQA Level 4 Diploma (Conveyancing/Probate). However, there is a Level 4 Diploma entry requirement for candidates wishing to study an SQA Level 6 Diploma (Conveyancing/Probate).

### C. Law Degrees obtained outside of England and Wales

Candidates who have achieved a law degree outside of England and Wales — **provided it is based on a jurisdiction derived from English common law** — must provide evidence that they have PASSED Land Law and Law of Contract electives BEFORE progressing onto an SQA Level 6 Diploma.

Candidates who have **not** PASSED Land Law and Law of Contract electives must PASS the SQA Level 4 Land Law and Law of Contract units BEFORE progressing onto an SQA Level 6 Diploma.

### D. Solicitors and FCILEx seeking to apply to the CLC for a licence

Solicitors and FCILEx (with a valid practising certificate) should contact the CLC Licensing team by email at [licensing@clc-uk.org](mailto:licensing@clc-uk.org) and include in the subject heading '*Solicitor or FCILEx licence eligibility enquiry*'.

### E. Important notes

- a. Candidates must be able to provide evidence that they have **PASSED** the **qualification, unit or elective that** they are intending to use for exemption.
- b. Candidates intending to complete the SQA Diplomas in Conveyancing AND Probate Level 4 or 6 are **ONLY** required to PASS one of the two Accounts units, and can be exempt from the other.
- c. Partial exemption for units obtained below Level 4 is not permitted, with the exception of the Level 3 CILEx units subject to the achievement of mandatory SQA Level 4 units.
- d. NALP Level 7 Postgraduate Diploma in Paralegal Practice (short course) — centres should refer to the candidate's substantive prior legal qualifications, such as a law degree (BA with Law), GDL, or LPC in order to determine the appropriate level of exemption.

- e. When applying for a CLC first qualifying licence, candidates must provide certificated copies of ALL of their Level 3, 4 and 6 educational certificates.

### Typical routes to qualify

Step 1 — Prior achievements	Step 2 — Mandatory education requirements – SQA level 4	Step 3 — CLC Technician	Step 4 — Mandatory education requirements — SQA level 6	Step 5 — CLC Licence
None	SQA Diploma Level 4 (Conveyancing or Probate)	Application for a CLC Technician Registration (Conveyancing or Probate)	SQA Diploma Level 6 (Conveyancing or Probate)	Application for a CLC First Qualifying Licence (Conveyancing or Probate)
CILEx qualifications at Level 3 or 4 that include units aligned to the following SQA Level 4 units: <ul style="list-style-type: none"> <li>The English Legal System;</li> <li>Law of Contract; and</li> <li>Land Law</li> </ul>	SQA Diploma Level 4 standalone units: <p>Conveyancing:</p> <ul style="list-style-type: none"> <li>Standard Conveyancing Transactions</li> <li>Understanding Accounting Procedures for Conveyancing Transactions</li> </ul> <p>Probate:</p> <ul style="list-style-type: none"> <li>Law of Wills, Succession and Grants of Representation</li> <li>Understanding Accounting Procedures for Probate Transactions</li> </ul>			
PASSED units of an <b>incomplete</b> law degree — <b>units PASSED</b> at undergraduate year 1 or 2 at Level 4 and 5 aligned to the following SQA Level 4 units: <ul style="list-style-type: none"> <li>The English Legal System;</li> <li>Law of Contract; and</li> <li>Land Law</li> </ul> <p><b>Note:</b> verification of the PASSED units must be provided by the awarding HEi</p>	SQA Diploma Level 4 standalone units: <p>Conveyancing:</p> <ul style="list-style-type: none"> <li>Standard Conveyancing Transactions</li> <li>Understanding Accounting Procedures for Conveyancing Transactions</li> </ul> <p>Probate</p> <ul style="list-style-type: none"> <li>Law of Wills, Succession and Grants of Representation</li> <li>Understanding Accounting Procedures for Probate Transactions</li> </ul>			
Law degree (and BA with Law) or GDL (including PASSED Law of Contract and Land Law electives)	No SQA Level 4 requirements (progress straight to Level 6)			
1200 hours of practical experience				
A statement of practical experience (Conveyancing or Probate) must be completed before applying for CLC qualifying licence. <b>Important note:</b> Exemptions for qualified lawyers ONLY apply AFTER the candidate is a CLC licence holder				

Step 1 — Prior achievements	Step 2 — Mandatory education requirements — SQA level 4	Step 3 — CLC Technician	Step 4 — Mandatory education requirements – SQA level 6	Step 5 — CLC Licence
Law degree, LLB (and BA with Law) or GDL (excluding PASSED Law of Contract and Land Law electives)	SQA Diploma Level 4 standalone units (Conveyancing or Probate): <ul style="list-style-type: none"> <li>Land Law</li> <li>Law of Contract</li> </ul>	Application for a CLC Technician Registration (Conveyancing or Probate)	SQA Diploma Level 6 (Conveyancing or Probate)	Application for a CLC First Qualifying Licence (Conveyancing or Probate)
NALP Level 4 Diploma in Paralegal Studies (including PASSED Part 1 and Part 2)	SQA Diploma Level 4 standalone units:  Conveyancing: <ul style="list-style-type: none"> <li>Understanding Accounting Procedures for Conveyancing Transactions</li> </ul> Probate <ul style="list-style-type: none"> <li>Understanding Accounting Procedures for Probate Transactions</li> </ul>			
Law Degree, LLB (and BA with Law) or GDL (including PASSED Law of Contract and Land Law electives) <b>AND</b> an LPC ( <b>including</b> a PASSED (i) Advanced Property or (ii) Private Client elective 'Wills, Probate and Estate Planning')	No SQA Level 4 requirements (progress straight to Level 6)	SQA Diploma Level 6 standalone unit: <ul style="list-style-type: none"> <li>Managing Client and Office Accounts (Conveyancing or Probate)</li> </ul>		
FCILEx lawyers holding a valid practising certificate	No SQA Level 4 requirements (progress straight to Level 6)	SQA Diploma Level 6 standalone unit: <ul style="list-style-type: none"> <li>Managing Client and Office Accounts (Conveyancing or Probate)</li> </ul>		
Law degree, LLB (and BA with Law) or GDL (including PASSED Law of Contract and Land Law electives) <b>AND</b> an LPC ( <b>excluding</b> a (i) Advanced Property or (ii) Private Client elective 'Wills, Probate and Estate Planning')	No SQA Level 4 requirements (progress straight to Level 6)	SQA Diploma Level 6 standalone units (Conveyancing): <ul style="list-style-type: none"> <li>Managing Client and Office Accounts (Conveyancing)</li> <li>Landlord and Tenant</li> </ul> SQA Diploma Level 6 (Probate)		
<p style="text-align: center;">1200 hours of practical experience</p> <p style="text-align: center;">A statement of practical experience (Conveyancing or Probate) must be completed before applying for CLC qualifying licence.</p> <p style="text-align: center;"><b>Important note:</b> Exemptions for qualified lawyers <b>ONLY</b> apply <b>AFTER</b> the candidate is a CLC licence holder.</p>				

Step 1 — Prior achievements	Step 2 — Mandatory education requirements — SQA level 4	Step 3 — CLC Technician	Step 4 — Mandatory education requirements – SQA level 6	Step 5 — CLC Licence
STEP Level 4 Certificate in Trust and Estates	SQA Diploma Level 4 standalone units (Probate): <ul style="list-style-type: none"> <li>• Law of Contract</li> <li>• Land Law</li> <li>• Understanding Accounting Procedures for Probate Transactions</li> </ul>	Application for a CLC Technician Registration (Conveyancing or Probate)	SQA Probate Diploma Level 6	Application for a CLC First Qualifying Licence (Conveyancing or Probate)
STEP Advanced Certificate in Will Preparation	SQA Diploma Level 4 standalone units (Probate): <ul style="list-style-type: none"> <li>• The English Legal system</li> <li>• Law of Contract</li> <li>• Land Law</li> <li>• Understanding Accounting Procedures for Probate Transactions</li> </ul>			
STEP Diploma in Trusts and Estates	SQA Diploma Level 4 standalone units (Probate): <ul style="list-style-type: none"> <li>• The English Legal system</li> <li>• Law of Contract</li> <li>• Land Law</li> </ul>		SQA Probate Diploma Level 6 standalone unit: <ul style="list-style-type: none"> <li>• Administration of Estates</li> <li>• Managing Client and Office Accounts</li> </ul>	
CILEx qualifications at Level 3, 4 and 6 that include units aligned to the following SQA units at:  Level 4 <ul style="list-style-type: none"> <li>• The English Legal System;</li> <li>• Law of Contract; and</li> <li>• Land Law</li> </ul> Level 6 <ul style="list-style-type: none"> <li>• Administration of Estates; or</li> <li>• Will Succession and Grants of Representation; or</li> <li>• Conveyancing Law and Practice</li> </ul>	No SQA Level 4 requirements (progress straight to L6)	SQA Diploma (Conveyancing or Probate) Level 6 standalone unit(s): <ul style="list-style-type: none"> <li>• Any remaining units not equivalent to the Level 6 exemption</li> </ul>		
1200 hours of practical experience				
A statement of practical experience (Conveyancing or Probate) must be completed before applying for CLC qualifying licence. <b>Important note:</b> Exemptions for qualified lawyers ONLY apply AFTER the candidate is a CLC licence holder.				

## Candidates planning to study on a Government funded Apprenticeship Programme

Step 1 — Prior achievements	Step 2 – Mandatory education requirements – SQA Level 4	Step 3 — CLC Technician	Step 4 — Mandatory education requirements – SQA level 6	Step 5 — CLC Licence
None	SQA Diploma Level 4 (Conveyancing or Probate)			
<p>CILEx qualifications at level 3 or 4 that include units aligned to the following SQA Level 4 units:</p> <ul style="list-style-type: none"> <li>• The English Legal System;</li> <li>• Law of Contract;</li> <li>• Land Law;</li> <li>• Law of Wills Succession and Grants of Representation (Probate only)</li> </ul>	<p>SQA Diploma Level 4 standalone units:</p> <p>Conveyancing:</p> <ul style="list-style-type: none"> <li>• Whichever of Land Law or Law of Contract has not been passed</li> <li>• Standard Conveyancing Transactions</li> <li>• Understanding Accounting Procedures for Conveyancing Transactions</li> </ul> <p>Probate:</p> <ul style="list-style-type: none"> <li>• Whichever of Law of Contract, Land Law or Law of Wills Succession and Grants of Representation has not been passed</li> <li>• Understanding Accounting Procedures for Probate Transactions.</li> </ul>	<p>Apprenticeship End-Point Assessment</p> <p>Application for a CLC Technician registration (Conveyancing or Probate)</p>	<p>SQA Diploma Level 6 (Conveyancing or Probate) or Licenced Conveyancer and Licensed Probate Practitioner</p> <p style="text-align: center;"><b>Apprenticeship Level 6</b></p>	<p>Apprenticeship End-Point Assessment</p> <p>Application for a CLC First Qualifying Licence (Conveyancing or Probate)</p>
1200 hours of practical experience				
A statement of practical experience (Conveyancing or Probate) must be completed before applying for CLC qualifying licence.				
<b>Important note:</b> Exemptions for qualified lawyers ONLY apply AFTER the candidate is a CLC licence holder.				

## F. How to claim exemptions

Candidates with other legal qualifications exempting them from part or all of the Level 4 or Level 6 SQA Diploma should apply for a CLC Technician Registration or first qualifying licence using standalone SQA unit certificates. In these circumstances, there is no requirement for training providers to enter and result exempt units or the Diploma. Should candidates request a diploma certificate, or if you are exempting a candidate from an accounts unit (see section E), the following applies:

To claim exemption, candidates must provide their chosen training provider with evidence of prior achievement at the equivalent or higher level than the exemption being claimed for on the SQA diplomas, ie a copy of the qualification certificate and transcript evidencing that the candidate **PASSED all units and electives** that they are intending to claim exemption for.

Candidates cannot be awarded an SQA diploma based on being entered as exempted for every unit. Candidates **MUST** be assessed for a minimum of ONE unit using an SQA assessment carried out by the centre in order to be entered and resulted for an SQA diploma (group award).

When claiming exemption towards an SQA unit, the training provider should complete the 'Exemptions from SQA CLC Diplomas' Form and submit this to SQA along with evidence of prior achievement, eg a copy of the qualification certificate and transcript. In addition, the training provider should **enter and result** the candidate for the relevant SQA unit as detailed in the exemptions tables.

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 the unit.

## G. Documentation to be retained for external verification

Centres should retain all documentation relating to the legal qualification in question (qualification certificate and transcript) as evidence of exemption from an SQA unit(s).

*This documentation must be retained and available for the next verification visit by an SQA external verifier.*

**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.

A list of SQA unit codes can be found [here](#).

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