

**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. There is an expectation that candidates wishing to study an SQA Level 6 Diploma will have first obtained either legal qualifications (or units) at Level 4 or completed a Legal Apprenticeship at Level 3 or above.

### **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 — can progress directly onto an SQA Level 6 Diploma.

### **D. Dual and cross qualifying Professionals. *Qualified lawyers and STEP Probate Practitioners***

1. Solicitors, FCILEx, F.NALP and F.P.NALP lawyers (with a valid practising certificate free from conditions) that have complete conveyancing and probate electives)
2. Candidates that have successfully completed CILEx/Paralegal/Solicitor Apprenticeships at Level 6 and 7 (with conveyancing or probate pathways)
3. Step Practitioners that have achieved either: the STEP Diploma in Trusts and Estates - England & Wales or the STEP Diploma in Will Preparation - England & Wales

Please refer to the published **Cross Qualifying Policy** on the CLC website [HERE](#). Cross qualifying applicants will be asked to provide the additional supporting documentation as part of the formalities of applying for a CLC licence.

- a. 1200 hours occupational experience independently verified on a Statement of Practical Experience
- b. Evidence of completed CPD activity that meets the standard annual CPD requirements set for CLC lawyers. Please see the CLC CPD Policy [HERE](#)
- c. A copy of the most recent training record.

If you are unable to fulfil either the educational, work experience or CPD requirements please contact the CLC Licensing team by email at [licensing@clc-uk.org](mailto:licensing@clc-uk.org) and include in the subject heading: 'Dual/Cross qualifying applicant: CLC licence enquiry'.

## **E. Important notes**

1. Candidates must be able to provide evidence that they have PASSED the **qualification, unit or elective that** they are intending to use for exemption.
2. 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.
3. Partial exemption for units obtained below Level 4 is only permitted, with the exception of the CILEx units and paralegal Apprenticeships at Level 3, which are subject to the achievement of at least one mandatory SQA unit at Level 4.
4. 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.
5. When applying for a CLC first qualifying licence, candidates must provide certificated copies of ALL of their Level 3, 4, 6 and 7 educational certificates

## **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:

1. 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, i.e. 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.
2. Candidates cannot be awarded an SQA diploma based on being entered as exempted for every unit.
3. 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, e.g. 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](#).

Typical routes to qualify

	<b>Step 1 Prior achievements</b>	<b>Step 2 Mandatory education requirements SQA level 4</b>	<b>Step 3 CLC Technician</b>	<b>Step 4 Mandatory education requirements SQA level 6</b>	<b>Step 5 CLC Licence</b>
1	None	SQA Diploma Level 4 (Conveyancing or Probate)			
2	Legal Apprenticeship at Level 3 (Conveyancing or Probate pathways)	SQA Diploma Level 4 standalone units: <b>Conveyancing:</b> <ul style="list-style-type: none"> <li>Understanding Accounting Procedures for Conveyancing Transactions</li> </ul> <b>Probate:</b> <ul style="list-style-type: none"> <li>Understanding Accounting Procedures for Probate Transactions</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)
3	CILEx qualifications at Level 3 or 4 that include	SQA Diploma Level 4 standalone units: <b>Conveyancing:</b>			

	<p>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; and</li> <li>• Land Law</li> </ul>	<ul style="list-style-type: none"> <li>• Standard Conveyancing Transactions</li> <li>• Understanding Accounting Procedures for Conveyancing Transactions</li> </ul> <p><b>Probate:</b></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>	<p>Application for a CLC Technician Registration (Conveyancing or Probate)</p>	<p>SQA Diploma Level 6 (Conveyancing or Probate)</p>	<p>Application for a CLC First Qualifying Licence (Conveyancing or Probate)</p>
4	<p>PASSED units of an <i>incomplete</i> law degree — <i>units</i> PASSED at undergraduate year 1 or 2 at Level 4 and 5 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; and</li> </ul>	<p>SQA Diploma Level 4 standalone units:</p> <p><b>Conveyancing:</b></p> <ul style="list-style-type: none"> <li>• Standard Conveyancing Transactions</li> <li>• Understanding Accounting Procedures for Conveyancing Transactions</li> </ul> <p><b>Probate:</b></p> <ul style="list-style-type: none"> <li>• Law of Wills, Succession and Grants of Representation</li> </ul>			

	<ul style="list-style-type: none"> <li>Land Law</li> </ul> <p><i>Note: verification of the PASSED units must be provided by the awarding HEi</i></p>	<ul style="list-style-type: none"> <li>Understanding Accounting Procedures for Probate Transactions</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)
5	<p>NALP Level 4 Diploma in Paralegal Studies (including PASSED Part 1 and Part 2)</p>	<p>SQA Diploma Level 4 standalone units:</p> <p><b>Conveyancing:</b></p> <ul style="list-style-type: none"> <li>Understanding Accounting Procedures for Conveyancing Transactions</li> </ul>			

		<p><b>Probate</b></p> <ul style="list-style-type: none"> <li>Understanding Accounting Procedures for Probate Transactions</li> </ul>	Application for a CLC Technician Registration (Conveyancing or Probate)		
	6 months practical experience in relevant employment supervised by an "Authorised Person". A statement of practical experience (Conveyancing or Probate) must be completed before applying.				Application for a CLC First Qualifying Licence (Conveyancing or Probate)
6	Law degree (and BA with Law) or GDL	<b>No SQA Level 4 requirements (progress straight to Level 6)</b>			
7	Legal Apprenticeships L4 or 5 (conveyancing or probate pathways)	SQA Diploma Level 6 (Conveyancing or Probate)			
8	STEP Advanced Certificates (England and Wales) in: <ul style="list-style-type: none"> <li>Administration of Estates; or</li> <li>Administration of Trusts.</li> </ul>	<b>No SQA Level 4 requirements (progress straight to Level 6)</b> SQA Diploma Level 6 standalone units: <ul style="list-style-type: none"> <li>Managing Client and Office Accounts (Probate)</li> <li>Law of Wills, Succession and Grants of Representation</li> </ul>			

9	<p>STEP Advanced Certificates (England and Wales) in:</p> <ul style="list-style-type: none"> <li>• Will Preparation, and</li> <li>• Administration of Estates; or</li> <li>• Administration of Trusts.</li> </ul>	<p><b>No SQA Level 4 requirements (progress straight to Level 6)</b></p>	<p>Application for a CLC First Qualifying Licence (Conveyancing or Probate)</p>	
10	<p>Law Degree, LLB (and BA with Law) or GDL <b>AND</b> an LPC (<b>including</b> a PASSED (i) Advanced Property or (ii) Private Client elective 'Wills, Probate and Estate Planning')</p>			<p>SQA Diploma Level 6 standalone unit:</p> <ul style="list-style-type: none"> <li>• Managing Client and Office Accounts (Conveyancing or Probate)</li> </ul>
11	<p>NALP Level 7 Diploma in Paralegal Practice (conveyancing/succession electives).</p>			
12	<p>Law degree, LLB (and BA with Law) or GDL) <b>AND</b> an LPC (<b>excluding</b> a (i)</p>	<p><b>No SQA Level 4 requirements (progress straight to Level 6)</b></p> <p>SQA Diploma Level 6 standalone units (Conveyancing):</p> <ul style="list-style-type: none"> <li>• Managing Client and Office Accounts (Conveyancing)</li> </ul>		



	<p>Advanced Property or (ii) Private Client elective 'Wills, Probate and Estate Planning')</p>	<ul style="list-style-type: none"> <li>• Landlord and Tenant SQA Diploma Level 6 (Probate)</li> <li>• Managing Client and Office Accounts (Probate)</li> <li>• Administration of Estates</li> </ul>	
13	<p>CILEx qualifications at Level 3, 4 and 6 that include units aligned to the following SQA units at Level 4</p> <ul style="list-style-type: none"> <li>• The English Legal System;</li> <li>• Law of Contract; and</li> <li>• Land Law</li> </ul> <p>And one of the below at Level 6</p> <ul style="list-style-type: none"> <li>• Administration of Estates; or</li> <li>• Will Succession and Grants of Representation; or</li> </ul>	<p><b>No SQA Level 4 requirements (progress straight to L6)</b></p> <p>SQA Diploma Level 6 (Conveyancing or Probate) standalone unit(s): those not equivalent to the Level 6 exemption</p>	<p>Application for a CLC First Qualifying Licence (Conveyancing or Probate)</p>

	<ul style="list-style-type: none"> <li>• Conveyancing Law and Practice</li> </ul>		Application for a CLC First Qualifying Licence (Conveyancing or Probate)
14	Dual/Cross qualifying lawyers With a current and valid practice licence but without conveyancing or probate electives. <ul style="list-style-type: none"> <li>• Solicitors</li> <li>• FCILEx, and Ilex lawyers</li> <li>• F.NALP and F.P.NALP lawyers</li> </ul>	<p><b>No SQA Level 4 requirements (progress straight to L6)</b></p> <p>SQA Diploma Level 6 (Conveyancing or Probate)          Exempted, the unit Managing Client and Office Accounts</p>	
<p>One year or 1200 hours of practical experience in relevant employment supervised by an 'Authorised Person'. A statement of practical experience (Conveyancing or Probate) must be completed before applying for CLC first qualifying licence <b><i>Important note: Exemptions for qualified lawyers ONLY apply AFTER the candidate is a CLC licence holder.</i></b></p>			