

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 seeking exemption from the educational and occupational elements in order to apply for a first qualifying licence. *Qualified lawyers and STEP Probate Practitioners.*

1. **FCILEx with CILEx practitioner rights in Conveyancing and or Probate**, (with valid practising certificates free from conditions), are exempted from all educational and occupational requirements. However, they must provide evidence of their past 12 months of completed CPD activities as set out section E.
2. **Solicitors and FCILEx**, (with a valid practising certificate free from conditions) that have completed conveyancing or probate electives at level 6; *and*

3. Candidates that have successfully completed **CILEx/Paralegal/Solicitor Apprenticeships at Level 6 and 7** (with conveyancing or probate pathways); *and*
4. **Step Practitioners** that have achieved either: the STEP Diploma in Trusts and Estates - England & Wales, or the STEP Diploma in Will Preparation - England & Wales, **are exempted from any further educational requirements when they can provide evidence of their past:**
 - a. passed electives (conveyancing or probate at Level 6); and
 - b. 12 months completed CPD activities: and
 - c. occupational experience by submitting with their application a **Statement of Practical Experience** for 1200 hours, signed and verified by an Authorised Person (with the appropriate practising rights), with a current and valid CLC or SRA Licence.

E. Important information about CPD for qualified lawyers seeking to apply for a first qualifying CLC Licence.

All qualified lawyers seeking to submit an application for a CLC licence must evidence (at the point of submitting an application) that they have met the [CLC's standard annual CPD requirements](#). Cross qualifying professionals and lawyers must:

- a. demonstrate their legal knowledge is up to date and comparable to CLC lawyers, by providing evidence that they have maintained their technical legal knowledge, as well as occupational experience relevant to the licence they intend to apply for; and
- b. provide a copy of their most recent training record detailing the types of activities that they have completed in order to keep their legal, occupational and professional skills up to date, such as, commercial CPD activities, employer led in-house training sessions and CLC webinars.

F. Cross qualifying Licensed Paralegals

- a. **F.NALP (Licensed Paralegals)** with the conveyancing and or probate electives can progress straight to Level 6 Diploma.
- b. **Principal Fellows of NALP (Licensed Paralegals)**, that have completed the **conveyancing elective** are exempt from Level 4 Diploma and the Conveyancing Law and Practice Unit in the Level 6 Conveyancing Law and Practice Diploma. All remaining Level 6 units must be completed.
- c. **Principal Fellows of NALP (Licensed Paralegals)**, that have completed the **probate elective** are exempt from Level 4 Diploma and the Law of Will Succession and Grants of Representation unit in the Level 6 Probate Law and Practice Diploma. All remaining Level 6 units must be completed.

G: Legal Practice Course candidates eligible for academic exemptions only

LPC candidates that have obtained a Law Degree, LLB (and BA with Law) or GDL **AND an LPC** having **PASSED** the appropriate occupational core units on their LPC course (see below), are able to progress straight to completing the occupational element required for making an application for a first qualifying licence, i.e., 1200 hours of relevant supervised practical experience verified by a statement of practical experience:

Mandatory core LPC electives

- a. Property Law and Practice (**or**)
- b. Wills and Administration of Estates

Mandatory non-core LPC occupational electives:

- c. Advanced Commercial Property; (**or**)
- d. Private Client elective 'Wills, Probate and Estate Planning'; **and**
- e. Solicitors accounts.

Any aged (see below), missing or failed units must be PASSED under the SQA Diploma Level 6 equivalent unit (see section 11) before the candidate is eligible to proceed to applying for a first qualifying licence.

LPC candidates claiming a total exemption to Level 4 and Level 6 SQA Diploma and who are proceeding directly to make a first qualifying licence application with the CLC must have completed their LPC within 4 years leading up to the date of submitting the [CLC Licence application](#). Candidates whose LPC qualification was obtained more than 4 years before the date they submit their application for a first qualifying licence must refresh their core legal and technical knowledge before pursuing their licence application by passing either the Conveyancing Law and Practice unit (standalone) or Administration of Estates Unit (standalone) in the Level 6 Diplomas. See the CLC website [HERE](#).

H. 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 any remaining mandatory SQA units at Level 4 in order to progress to Level 6.

4. When applying for a CLC first qualifying licence, candidates must provide certified copies of ALL of their Level 3, 4, 6 and 7 educational certificates and transcripts.

I. 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, i.e., 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 table. **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.

J. 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; 0303 333 0330. A list of SQA unit codes can be found [here](#).

Typical routes to qualify

	Step 1 Prior educational 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
1	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)
2	Legal Apprenticeship at Level 3 (Conveyancing or Probate pathways)	SQA Diploma Level 4 standalone units: Conveyancing: <ul style="list-style-type: none"> Understanding Accounting Procedures for Conveyancing Transactions Probate: <ul style="list-style-type: none"> Understanding Accounting Procedures for Probate Transactions 			

3	<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"> • The English Legal System; • Law of Contract; and • Land Law 	<p>SQA Diploma Level 4 standalone units:</p> <p>Conveyancing:</p> <ul style="list-style-type: none"> • Standard Conveyancing Transactions • Understanding Accounting Procedures for Conveyancing Transactions <p>Probate:</p> <ul style="list-style-type: none"> • Law of Wills, Succession and Grants of Representation • Understanding Accounting Procedures for Probate Transactions 	<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>	<p>SQA Diploma Level 4 standalone units:</p> <p>Conveyancing:</p> <ul style="list-style-type: none"> • Standard Conveyancing Transactions 			

	<ul style="list-style-type: none"> • The English Legal System; • Law of Contract; and • Land Law <p><i>Note: verification of the PASSED units must be provided by the awarding HEi</i></p>	<ul style="list-style-type: none"> • Understanding Accounting Procedures for Conveyancing Transactions <p>Probate:</p> <ul style="list-style-type: none"> • Law of Wills, Succession and Grants of Representation • Understanding Accounting Procedures for Probate Transactions 	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	Licensed Paralegals, NALP Level 4 Diploma in Paralegal Studies (including PASSED Part 1 and Part 2)	SQA Diploma Level 4 standalone units: <p>Conveyancing:</p> <ul style="list-style-type: none"> • Understanding Accounting Procedures for Conveyancing Transactions <p>Probate</p> <ul style="list-style-type: none"> • Understanding Accounting Procedures for Probate Transactions 			

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

10	<p>Law degree, LLB (and BA with Law) or GDL) AND an LPC (excluding or failed) any of the following core and elective units:</p> <p>(i) Property Law and Practice (ii) Advanced Commercial Property OR (iii) Wills and Administration of Estates AND (iv) Solicitors Accounts</p>	<p>No SQA Level 4 requirements (progress straight to Level 6) SQA Diploma Level 6 standalone units (Conveyancing) as appropriate; <i>or the entire group award when the candidate has not passed the property pathway on the LCP:</i></p> <ul style="list-style-type: none"> • Landlord and Tenant • Conveyancing Law and Practice • Managing Client and Office Accounts (Conveyancing) <p>SQA Diploma Level 6 (Probate) standalone units as appropriate; <i>or the entire group award when the candidate has not completed the private client pathway on the LCP:</i></p> <ul style="list-style-type: none"> • Administration of Estates • Law of Will Succession and Grants of Representation • Managing Client and Office Accounts (Probate) 	<p>Application for a CLC First Qualifying Licence (Conveyancing or Probate)</p>
11	<p>CILEx qualifications (<i>prior to having obtained Chartered Legal Executive status</i>) at Level 3, 4 and 6 that include units</p>	<p>No SQA Level 4 requirements (progress straight to L6) Any SQA Diploma Level 6 (Conveyancing or Probate) standalone unit(s) not exempted (left) on the Level 6 Diplomas.</p>	

	<p>aligned to the following SQA units at Level 4:</p> <ul style="list-style-type: none"> • The English Legal System; • Law of Contract; and • Land Law <p>And any of the below at Level 6:</p> <ul style="list-style-type: none"> • Administration of Estates; or • Will Succession and Grants of Representation; or • Conveyancing Law and Practice 		<p>Application for a CLC First Qualifying Licence (Conveyancing or Probate)</p>
12	<p>Conversion Solicitors and Fellows of CILEx, with a current and valid practice licence *free of conditions, but without conveyancing or probate electives/specialist exams.</p>	<p>No SQA Level 4 requirements (progress straight to L6)</p> <p>SQA Diploma Level 6 (Conveyancing or Probate)</p> <p>Exempted, the unit Managing Client and Office Accounts</p>	

13	<p>Licensed paralegals NALP with a current and valid practice licence *free of conditions, having achieved the: Level 4 Diploma in Paralegal Studies (including PASSED Part 1 and Part 2)</p>	<p>No SQA Level 4 requirements (progress straight to L6) SQA Diploma Level 6 (Conveyancing or Probate)</p>	<p>Application for a CLC First Qualifying Licence (Conveyancing or Probate)</p>
14	<p>Principal Fellows of NALP (Licensed Paralegals),</p>	<p>No SQA Level 4 requirements (progress straight to L6) SQA Diploma Level 6 standalone units:</p> <ul style="list-style-type: none"> • Managing Client and Office Accounts (Conveyancing or Probate) • Landlord and Tenant or • Administration of Estates 	
<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 <i>Important note:</i></p> <p><i>Exemptions for first qualifying lawyers ONLY apply AFTER the candidate is a CLC licence holder.</i></p> <p><i>Exemptions may apply to conversion Solicitors and FCILEx lawyers</i></p>			