

STATEMENT OF PRACTICAL EXPERIENCE (SoPE) Conveyancing Licence

Mandatory Version to be used from February 2024

ABOUT THIS DOCUMENT

ELIGIBILITY CRITERIA TO APPLY TO THE CLC FOR A LICENCE

CLC Licence applications include all first qualifying licence, and dual/cross licence applications (Solicitors and CILEX Practitioners only) to become a Licensed Conveyancer and/or Licensed Probate Practitioner. More about how the CLC applies its regulatory frameworks can be found in the [CLC Lawyer Licensing Framework](#).

Item 1: Demonstrating Eligibility to make an Application:

Prospective Applicants that have not held a CLC licence before, must satisfy the CLC they have:

- 1 (A) passed the CLC's qualifying examination. This comprises of the [SQA Conveyancing Law and Probate Law and/or Practice Diplomas at Level 4 and Level 6](#). Or CLC recognised equivalent professional qualification as prescribed in the [Exemptions Guidance](#); and in respect of HoLP and HoFA applications, [Ongoing Competency pre-application Requirements](#).
- 1 (B) Completed the [CLC Practical Training](#) requirements., as prescribed in the Statement of Practical Experience for Conveyancing and/or Probate.

Prospective Applicants will be asked to submit evidence of the above. When any one of these criteria has not been met, prospective applicants will receive one opportunity to provide missing or revised information. Which must be provided to the CLC within 14 days of the request. **Absence of satisfactory evidence (Item 1(A) and 1(B)) is a material omission to an application and the CLC will treat the application as incomplete.**

PRACTICAL TRAINING REQUIREMENTS

CLC Licence Applicants must demonstrate that:

- they have obtained a minimum of 1200 hours of supervised qualifying work experience; and
- their experience meets the CLC's Day One Outcomes, including the competent completion of standard legal and technical processes; and
- they act in a professional, principled manner as per the CLC Code-of-Conduct requirements.

All applicants seeking to apply for a CLC Licence must complete this Statement of Practical Experience (SoPE).

The SoPE forms the occupational competency and professional standards component of a CLC licence application.

An invalid SoPE will be treated as a material omission and the CLC will treat the application as incomplete.

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The CLC will as part of its standard application checks seek to verify genuine supervision arrangements have been conducted. This includes verifying SoPEs with the Authorised Persons who has certified it, and if appropriate, the named employer.

QUALIFYING WORK EXPERIENCE

Qualifying work experience amounts to 1200 hours of supervised work either in full or part time employment completed over a period of 24 months within the past 36 months under supervision of a qualifying Authorised Person in the employment of a Qualifying Employer.

QUALIFYING EMPLOYERS

A Qualifying Employer is a business that:

- A. is regulated by a statutory regulator (such as the CLC, CILEx Regulation, the SRA) in England and Wales; and
 - B. is licensed to provide conveyancing or probate services to the public in England and Wales; and
 - C. has a registered main office in England and Wales
- OR
- D. a Government body, Local Authority, Utilities Company, or national charity (when the work of the licence applicant has been supervised by an Authorised Person in their capacity as in-house legal counsel).

Where supervision cannot be obtained through the standard qualifying work experience route, i.e. in full or part time employment, or in a Qualifying Business. Prospective licence applicants should secure other appropriate supervision arrangements from another appropriate business or Authorised Person. These arrangements should be agreed with the CLC **BEFORE** the period of practical experience begins. Sole Practitioners should contact the CLC to discuss what options may be available to them.

Please email licensing@clc-uk.org with a detailed explanation of your circumstances. We will confirm in writing whether the arrangements have been accepted. Please wait to receive confirmation that this arrangement has been accepted before commencing the 1200 hours of practical experience.

You will be asked to submit this written confirmation with your SoPE as part of the licence application.

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QUALIFYING AUTHORISED PERSONS

A **Qualifying Authorised Person** is an “Authorised Person” i.e., a licensed conveyancer, a solicitor or a CILEX Lawyer (Conveyancing Practitioner and Fellow), licensed by a regulatory body in England and Wales to offer conveyancing services directly to the public.

- They should hold a current and valid licence, free of conditions.
- They may not certify a SoPE when they are the subject of any regulatory or disciplinary investigations, allegations, proceedings or subjected to a disciplinary sanction during the period of supervision. When a CLC disciplinary sanction has been applied and published, the findings will remain on the CLC website for 2 years, or for the duration of the sanction applied, whichever is the longer period. Supervision cannot take place whilst the sanction remains in effect.
- They are the individual that is providing legal supervision to the licence applicant during the period of their qualifying employment.
- They should be employed by the Qualifying Employer. This means being either a) as a direct line manager or b) a delegated legal supervisor. This excludes peer working arrangements, such as consultants operating as agents verifying each other’s SoPEs.
- **Only in exceptional and pre agreed circumstances should the Authorised Person be a relative or spouse of the applicant.**

Supervision by a relative or spouse must be agreed with the CLC **BEFORE** the period of practical experience commences. The applicant should email licensing@clc-uk.org setting out the exceptional circumstances. We will confirm in writing whether it is agreed that the circumstances are exceptional and that the proposed supervision arrangements are satisfactory.

You will be asked to submit this written confirmation with your SoPE as part of the licence application.

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APPRENTICES

National Government Apprentices, on the Level 6 Licensed Conveyancer route, may have their SoPE verified by a Legal Education and Training Supervisor when it is completed as part of the End-Point-Assessment.

Please note SoPEs are routinely verified by the CLC in all licence applications.

INVALID SOPEs

A SoPE will be considered invalid when: -

- the Authorised Person certifying the SoPE is not considered to be a Qualifying Authorised Person.
- When the supervision has not been conducted in the employment of a Qualifying Employer

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SECTION 1: TECHNICAL PROCESSES COMPLETED SATISFACTORILY		
SALES/PURCHASES OF FREEHOLDS OR LEASEHOLD PROPERTY		
(A) ACTING FOR THE SELLER		
DATE FROM:		TO:
	<i>Tick when completed</i>	√
1	Taking instructions, dealing with terms of engagement and fee estimates	
2	Client due diligence (CDD and EDD) checks as well as lawyer checking	
3	Preparation of draft contract and obtaining consent from any occupiers	
4	Dealing with property information forms or preliminary enquiries (including leasehold information from landlord and/or management company)	
5	Dealing with licence to assign where necessary	
6	Dealing with exchange of contracts by Law Society formulae A, B or C	
7	Obtaining mortgage redemption statements and dealing with early redemption fees	
8	Deducing title to (a) registered land and (b) of the difference relating to un-registered land, such as the drafting of an epitome of title.	
9	Answering enquiries on behalf of seller client(s)	
10	Approving buyer's draft transfer	
11	Making general pre-completion arrangements, (the bank details part would be more relevant on a purchase)	
12	Preparing completion statements, including dealing with apportionments	
13	Completing the transaction and dealing with mortgage redemption and discharge of mortgage and undertaking to buyers conveyancers	
14	Considering release of monies in relation to matrimonial splits (such as dealing with court order under divorce)	
15	The discharge of restriction e.g., declarations of trust when property held in unequal shares	

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16	Reporting completion and accounting to client	
I confirm as the certifying lawyer that the applicant is competent in the above technical processes.		<i>Please initial in the box</i>

(B) ACTING FOR THE BUYER		
DATE FROM: <input style="width: 150px; height: 20px;" type="text"/> TO: <input style="width: 150px; height: 20px;" type="text"/>		
<i>Tick when completed</i>		√
1	Taking instructions, considering financial arrangements of buyer, advice on joint tenancy and tenants in common, advising on how to arrange a survey, dealing with terms of engagement and fee transparency	
2	Client due diligence (CDD and EDD) checks	
3	Consideration of Anti-Money laundering obligations, including all proof of and source of funds and wealth enquiries	
4	Checking draft Contracts	
5	Making preliminary enquiries and further enquiries where necessary including reporting to lender where necessary	
6	Making and checking local land charge searches and additional enquiries of local authority and such other searches as may be appropriate, e.g. drainage and water, public Index map and environmental and reporting to lender where necessary	
7	Checking mortgage offers and understanding conditions, such as but not limited to any appropriate permission from the Lender. Obtaining references etc where Licence to assign required – enquiring and obtaining relevant fees for landlord consent and / or licence to assign	
8	Dealing with insurance requirements as per lender instructions & exchange of contract by Law Society formulae A, B and C	
9	Investigating title to (a) registered and unregistered freehold and leasehold properties including evaluating landlord managing agent packs b) new build	

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	properties c) shared ownership properties and being able to raise appropriate enquiries in relation to all.	
10	Raising enquiries and reporting responses to client and lender	
11	Preparing draft transfer	
12	Preparation and correct execution of any mortgage deed, deed of consent for landlord or lender, and certificate of title	
13	Making appropriate searches before completion and dealing with entries revealed as well as reporting to client and lender	
14	Preparing completion statement, a secure verification of banking details, and obtaining funds from clients (including any required apportionments on leasehold property)	
15	Completing the transaction including use of the Code for Completion.	
16	Reporting completion to client(s) and mortgage lender where appropriate	
17	Advising and calculations on SDLT – freehold /leasehold/shared ownership/ second homes	
18	Preparing and delivering notices to life company and/or share transfer to Landlord or Management Company as well as any deed of consent to landlord	
19	Registration of buyer (and charge) at Land Registry for all of dealing of whole, dealing of part and first registration of title/Discharge of sellers conveyancers undertaking on mortgage	
<p>I confirm as the certifying lawyer that the applicant is competent in the above technical processes.</p> <p style="text-align: right;"><i>Please initial in the box</i></p>		

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(C) GENERAL CONSIDERATION OF LAW IN THE FOLLOWING AREAS		
	DATE FROM: <input style="width: 100%;" type="text"/>	TO: <input style="width: 100%;" type="text"/>
		<i>Tick when completed</i>
1	Sale of tenanted property – consideration of vacant possession / tenancy agreement	√
2	Advising co-purchasers – joint tenants / tenants in common / Deed of Trust / restrictions	√
3	Sale of part – generally as a new build property in residential conveyancing	√
4	New properties – consideration of new build documentation, planning, building regulations etc	√
5	Planning / building regulation matters – specific considerations taken from a client instruction, such as but not limited to extensions and loft conversions.	√
6	Understanding of the importance of Undertakings – bespoke or standard e.g. exchange and completion	√
7	Powers of attorney – acting for and buying from.	√
<p>I confirm as the certifying lawyer that the applicant has demonstrated an effective consideration of the above general areas of law.</p> <p style="text-align: right;"><i>Please initial in the box</i></p>		√

GENERAL CONSIDERATION OF LAW IN GRANT OF LEASES		
(D) ACTING FOR THE 'TENANT' (buying/selling a leasehold property)		
	DATE FROM: <input style="width: 100%;" type="text"/>	TO: <input style="width: 100%;" type="text"/>
		<i>Tick when completed</i>
1	Considerations taking instructions	√
2	Consideration when drafting, using a precedent, a contract / tenancy agreement / lease	√
3	Considerations when interpreting a lease for the client	√

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4	Considerations when investigating searches and deducing title	
5	Requesting and considering Management Packs.	
6	Preparation of any mortgage deed and report on title	
7	Considerations when preparation of completion statement, including apportionments	
8	Considerations when completing the transaction and reporting on title	
9	SDLT values, and registration where appropriate	
<p>I confirm as the certifying lawyer that the applicant has demonstrated a competent understanding of the technical processes.</p> <p style="text-align: right;"><i>Please initial in the box</i></p>		

SECTION 2: DAY ONE OUTCOMES COMPLETED SATISFACTORILY		
2.A PROFESSIONAL CONDUCT		
Tick when confident that the Applicant/CLC Trainee Lawyer/Apprentice has competently demonstrated each area of professional conduct.		
		<i>Tick when demonstrated</i>
		√
1	Works closely with 3rd party stakeholders and other professionals to understand their technical legal requirements and provide excellent customer service for example, property managing agents, probate lawyers, mortgage brokers, land registry, financial institutions, insurers and Government departments.	
2	Provides ethical legal services ensuring high standards of client care ensuring they are acting in the best interests of the client	
3	Undertakes professional case review of self and others to identify risks and recommend areas for improvement, remedial actions paths to progression and escalation	
4	Engages in identifying the limits of their personal professional experience and competence and escalate instructions that are beyond their scope of expertise	
5	Manages client and organisation data securely and confidentially in compliance with legislation	

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6	Conducts all transactions with awareness of fraud including taking a defensive approach towards cybercrime	
7	Risk assesses the impact of transactions on clients and other stakeholders to ensure compliance with legislation and professional standards including recommendations for the mitigation of risks	
8	Ensures all transactions are undertaken in compliance with Anti-Money Laundering regulations	
9	Leads case progression activity to ensure caseloads move with timeliness and with a view to commerciality	
10	Works closely with clients and third parties providing effective customer service	
11	Manages their personal and professional continuous development	
<p>I confirm as the certifying lawyer that the applicant has competently demonstrated each area of professional conduct.</p> <p style="text-align: right;"><i>Please initial in the box</i></p>		

2.B. LEGAL AND TECHNICAL PROFICIENCIES

Tick when confident that the applicant/CLC Trainee Lawyer/Apprentice has competently demonstrated each proficiently.

		<i>Tick when demonstrated</i>	√
1	Manages caseload to prioritise customer service and working in the clients' best interests		
2	Manages relationships with other lawyers and professional third parties using most effective channels to progress caseloads		
3	Manages clients and their expectations using the most effective channels to ensure clarity of understanding and facilitate clients making informed choices		
4	Handles points of contact with clients and key milestones in an organised and controlled way to lead the client customer experience		
5	Uses the principles of Law and translate using plain English to provide clarification and explanation of the legal process and standard Legal terms.		

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6	Organises and manages workflow such as legal files, case management and accounting systems to progress work within service level expectations	
7	Protects client's interests to ensure they receive an honest and lawful service.	
8	Manages risk in relation to legal and regulatory liabilities with regards to the client and business to satisfactorily discharge all professional obligation and limit exposure to complaints and reputational harm to the business.	
9	Manages legal processes adhering to professional, supervisory and regulatory Codes of Conduct	
10	Delivers a cost-effective service by analysing the financial costs and fees generated by activities to inform good business decision making through price transparency. For example, operating within the cost-model of the business or identifying when fees have exceeded the initial quote and taking mitigating actions.	
11	Applies fraud protection measures and cyber security procedures in relation to transactions	
12	Provides legal services in connection with sale and purchase, re-mortgage or transfers of equity of residential property including advice and guidance to clients/consumers relevant to conveyancing	
13	Demonstrates an awareness of the impact of climate change on the legal landscape such as green deal, electric charge points, green buildings, EPC certification, planning implications and emerging green technologies and regulations.	
14	Assesses legal, regulatory and commercial risk related to sale and purchase, re-mortgage or transfers of equity of residential property	
15	Reviews and interprets legal documents related to sale and purchase, re-mortgage or transfers of equity of residential property including land registry file documents, statutory declarations completing documents as required.	
16	Works closely with lending institutions to understand their requirements and provide excellent customer service	
17	Manages a case load of property and land transactions to demanding timescales including a range of types of property and land transactions such as freehold, re-mortgages and transfers of equity.	

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<p>I confirm as the certifying lawyer that the applicant has competently demonstrated each area of professional conduct.</p>	
<i>Please initial in the box</i>	

2.C ETHICAL BEHAVIOURS		
Tick when confident that the Applicant/Trainee/Apprentice acts in a principled manner consistent with the CLC Code of Conduct and Ethical Principles.		
	<i>Tick when demonstrated</i>	√
1	Principle - Act with integrity, honesty, and independence	
2	Principle - Know each customer, treat them fairly, keep their money safe, and act in their best interests	
3	Principle – Uphold the rule of law and public trust in the profession and legal services	
4	Principle - Maintain high standards of professional and personal conduct	
5	Principle – Collaborate openly and truthfully comply with regulators, ombudsman, and other legal professionals	
6	Principle - Promote and support equality, diversity and inclusion in practice and service delivery	
<p>I confirm as the certifying lawyer that I am confident that the applicant/student acts in a principled manner consistent with the CLC Code of Conduct and Ethical Principles.</p>		
<i>Please initial in the box</i>		

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SECTION 3: AUTHORISED PERSON DECLARATION <i>(Please tick to confirm)</i>						
Important Note: An Invalid SoPE will invalidate the Licence Application						
A	I certify that I have read Sections 1 and 2, and that the details shown above are complete and correct.	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
B	I confirm that I have the appropriate licence and practising permissions to supervise the Reserved Instrument Activity of Conveyancing Services.	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
C	I confirm that I hold a current and valid licence free of conditions	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
D	I confirm that I am not subject to any regulatory or disciplinary investigations, allegations or proceedings.	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
E	I confirm that I am not a spouse or relative of the licence applicant.	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
F	I confirm that I am a spouse or relative of the licence applicant and have obtained agreement from the CLC to provide legal supervision and certify this SoPE. (Please ensure the applicant attaches a copy of the CLCs agreement with their licensing application)	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
G	I was the direct line manager, or designated supervisor of the licence applicant (for a minimum of 1200 hours over 24 months) whilst working at the qualifying employer named below:					
	Employer Name:					
	Practice Regulatory ID Number:					
	Supervision Period covered from Date:					
	Supervision Period covered to Date:					
Authorised Person Name: <i>[IN CAPITALS]</i>						
Work Email Address:			Work Phone:			
Job Title:						
Professional Status:	Licensed Conveyancer	<input type="checkbox"/>	Solicitor	<input type="checkbox"/>	CILEx Lawyer	<input type="checkbox"/>
Licence or Practising Certificate Number:						
Signature:				Date:		

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National Government Apprentices ONLY			
Legal Supervisor			<input type="checkbox"/>
In what capacity are you certifying the Applicant:		Job Title:	
Work Email:		Work Phone Number:	

SECTION 4: APPLICANT DECLARATION <i>(Please tick to confirm)</i>			
I confirm that the details shown above are complete and correct			<input type="checkbox"/>
Applicant Name: <i>[IN CAPITALS]</i>			
Signature:		Date:	
Cross/Dual Qualifying Lawyer	<input type="checkbox"/>	CLC Trainee Lawyer	<input type="checkbox"/>
		Apprentice	<input type="checkbox"/>

SECTION 5: USING YOUR PERSONAL DATA
<p>Your details will be held by the CLC in accordance with the General Data Protection Regulations (GDPR). For the purposes of GDPR, if you provide any information to us, we will be the data controller.</p> <p>For further information about how your information is used, how we maintain the security of your information, and your rights to access information we hold about you, please see our privacy policy which is kept under regular review.</p> <p>You can contact our Data Protection Officer via email at privacy@clc-uk.org or in writing to:</p> <p>Council for Licensed Conveyancers We Work, 120 Moorgate, London EC2M 6UR Main Line: 020 3859 0904</p>