



## ROUTES TO ENTRY ONTO SQA CLC DIPLOMAS

### CANDIDATES WITH OTHER LEGAL QUALIFICATIONS AWARDED IN ENGLAND AND WALES

#### EDUCATIONAL REQUIREMENTS

##### 1. Entry requirements

There are no entry requirements for candidates wishing to study an SQA (Scottish Qualifications Authority) Level 4 Diploma. There is a requirement 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.

#### CANDIDATES TRANSFERRING FROM OTHER LEGAL EDUCATION PROGRAMS

##### 1. Completed Law Degrees

Candidates who have achieved a law degree can progress directly onto an SQA Level 6 Diploma. 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.

##### 2. Incomplete Law Degrees and CPQ levels (Foundation/Advanced/Professional)

Exemptions can be granted at Level 4 when mapped against standalone passed units/module/electives completed whilst studying on program. The candidate's academic transcript should be obtained from the awarding body to verify the appropriate units have been passed. CPQ candidates are only able to claim exemption to the academic element of the CLC route and cannot be exempted from:

###### Level 6

- Managing client and office accounts (Probate or Conveyancing)

This unit must be completed to meet the CLC's academic standards.

##### 3. SQE1 candidates

Candidates that have passed **SQE1 FLK1** only must meet the CLC's academic standards by completing:

###### Level 4:

- Land Law

- Standard Conveyancing Transactions, or Law of Wills, Succession and Grants of Representation \*as applicable
- Understanding accounting procedures (Probate or Conveyancing).

#### Level 6

- All units

Candidates that have passed **SQE1 FLK2** only must meet the CLC’s academic standards by completing:

#### Level 4:

- Legal system
- Contract Law

#### Level 6

- Managing client and office accounts (Probate or Conveyancing)

Candidates that have passed **SQE1 FLK1 and FLK2** must meet the CLC’s academic standards by completing:

#### Level 6

- Managing client and office accounts (Probate or Conveyancing)

#### Important information

Although not an entry point onto the SQE, candidates that have also completed a law degree prior to the SQE, can receive additional exemptions for any equivalent units passed on the SQA L4 Diplomas.

#### 4. Chartered Legal Executives

Chartered Legal Executives and FCILEX candidates that have held fellowship status for less than two years at the point of applying, must meet the CLC’s academic standards by completing:

#### Level 6

- Managing client and office accounts (Probate or Conveyancing)

*Please note: The requirement to complete the unit Managing office and Client Accounts (conveyancing or probate) will apply to **all FCILEX** applicants from 29 February 2024.* Chartered Legal Executives should submit a SoPE when making a CLC licence application.

#### 5. CILEX Practitioners

CILEX Practitioners that are not FCILEX must meet the CLC’s academic standards by completing the SQA Diploma in Law and Practice Level 6 (conveyancing or probate) to pursue an application to become a CLC lawyer. CILEX Practitioners

(with a current and valid practising certificate) are not required to submit an SoPE when making a CLC licence application.

#### 6. Cross Qualifying Licensed Paralegals

F. NALP (Licensed Paralegals) with the conveyancing and or probate electives can progress straight to Level 6 Diploma.

Principal Fellows of NALP (Licensed Paralegals), that have completed the conveyancing elective can progress straight to level 6 and are also exempt from Conveyancing Law and Practice Unit. All remaining Level 6 units must be completed.

Principal Fellows of NALP (Licensed Paralegals), that have completed the probate elective can progress straight to level 6 and are also exempt Grants of Representation unit. All remaining Level 6 units must be completed.

#### Important Notes

1. Candidates must be able to provide evidence that they have PASSED the qualification, unit (module), or elective being used to claim an exemption.
2. Candidates intending to complete both SQA Diplomas (4 or 6) in Conveyancing *and Probate* are ONLY required to PASS one of the two Accounts units and can be exempt from the other.
3. When applying for a CLC first qualifying licence, candidates must provide certified copies of ALL their Level 3, 4, 6 and 7 educational certificates and transcripts.

#### 7. Legal Practice Course (LPC) candidates

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) in the last 6 years, 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

## Age of Qualifications Policy

### 1. This policy

- a. does not apply to candidates that hold a current and valid licence issued by the CLC, SRA and CILEx Regulation
- b. applies to LPC, CILEX and past CLC Record of Achievement candidates from 01 Jan 2023
- c. applies to all level 6 and 7 legal qualifications and units
- d. applies to candidates issued a licence by the CLC, SRA and CILEx Regulation at the point of 6 years of not holding a valid licence.

### 2. Candidates with Level 6 or 7 legal qualifications containing awarded units (for conveyancing or probate) of more than 6 years old.

Must refresh their core legal and technical knowledge at level 6 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](#).

### 3. CLC Lawyers that have not held a licence for 6 years or more

Are expected to revalidate their legal and technical knowledge after 6 years of not holding a valid licence. This means that if qualifications were awarded more than 6 years before they apply, they will be expected to meet the same revalidation standards. They are required to pass one of the following units on the SQA Level 6 Diplomas before submitting a licence application.

- For a Conveyancing licence: The Level 6-unit *Conveyancing Law and Practice*.
- For a Probate Licence: The Level 6-unit *Administration of Estates*.

#### Important Note.

1. Any missing or failed L6 and L7 units of a past legal qualification 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.

## DUAL AND CROSS QUALIFYING AUTHORISED PERSONS

### 1. FCILEX with CILEX Practitioner rights in Conveyancing and or Probate

Holding valid CILEx Regulation practising certificates (free from conditions) are exempt from all educational and can provide alternative evidence of having met the CLC's occupational requirements. Visit the [CLC website](#) to find out more.

## 2. Conveyancing and Probate Solicitors

Holding a valid SRA practising certificate free from conditions are exempt from all educational and can provide alternative evidence of having met the CLC's occupational requirements. Visit the [CLC website](#) to find out more.

### Important information

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 that have completed 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.

## CLAIMING EXEMPTIONS FROM SQA

### 1. 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 account unit (see section E), the following applies:

- a. 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.
- b. Candidates cannot be awarded an SQA diploma based on being entered as exempted for every unit.
- c. Candidates MUST be assessed for a minimum of ONE unit using an SQA assessment carried out by the centre 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.

2. 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](#)

## EXEMPTIONS TABLE

Stage 1 Eligible prior educational attainment *included passed units or qualifications	Stage 2 SQA level 4 Mandatory unit requirements to be completed	Stage 3 SQA level 6 Mandatory education requirements to completed
No eligible prior educational attainment	All units	All units
<p><b>CILEx Qualifications at Level 3 or 4</b> 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> </ul>	<ul style="list-style-type: none"> <li>• Standard Conveyancing Transactions <i>and</i></li> <li>• Understanding Accounting Procedures for Conveyancing Transactions</li> </ul> <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> <li>• Law of Wills, Succession and Grants of Representation <i>and</i></li> <li>• Understanding Accounting Procedures for Probate Transactions</li> </ul>	All Units

**CILEx Qualifications at Level 6 Law and Practice including passed units:**

- Unit 2 Contract Law

*and either of the following:*

- Unit 9 Land Law *and*
- Unit 17 Conveyancing

*or*

- Unit 14 Law of Wills and Succession *and*
- Unit 21 Probate Practice

If any units above are not passed, then the equivalent SQA Level 6 units must be passed.

Please also refer to the 'Age of Qualification' policy for CILEX L6 qualification. Please see section 4.

N/A

- Managing Client and Office Accounts (Conveyancing or Probate)

<p><b>CPQ Foundation Course</b> - Must include the following mandatory modules:</p> <ul style="list-style-type: none"> <li>• Professional and Legal Skills</li> <li>• Legal Systems</li> <li>• Contract Law</li> <li>• The Law of Tort</li> <li>• Introduction to Property and Private Clients</li> </ul>	<ul style="list-style-type: none"> <li>• Standard Conveyancing Transactions <i>and</i></li> <li>• Understanding Accounting Procedures for Conveyancing Transactions</li> </ul> <p><i>or</i></p> <ul style="list-style-type: none"> <li>• Law of Wills, Succession and Grants of Representation <i>and</i></li> <li>• Understanding Accounting Procedures for Probate Transactions</li> </ul>	<p>All Units</p>
<p><b>CPQ Advanced</b> - Must include the following modules:</p> <ul style="list-style-type: none"> <li>• Property and Conveyancing</li> </ul> <p><i>or</i></p> <ul style="list-style-type: none"> <li>• Wills, Probate and Private Client</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding Accounting Procedures for Conveyancing Transactions</li> </ul> <p><i>or</i></p> <ul style="list-style-type: none"> <li>• Understanding Accounting Procedures for Probate Transactions</li> </ul>	<p>All Units</p>

<p><b>CPQ Professional</b> – must include the following modules:</p> <ul style="list-style-type: none"> <li>• Residential Conveyancing and one of the following modules:</li> <li>• Commercial Conveyancing or</li> <li>• Wills, Probate and Private Client</li> </ul>	<p>N/A</p>	<ul style="list-style-type: none"> <li>• Managing Client and Office Accounts (Conveyancing or Probate)</li> </ul>
<p><b>Chartered Legal Executives</b> and <b>FCILEX</b> that have held fellow status for less than two years.</p> <p><i>The requirement to complete the unit Managing office and Client Accounts (conveyancing or probate) will apply to all FCILEX applicants from 29 February 2024.</i></p>	<p>N/A</p>	<ul style="list-style-type: none"> <li>• Managing Client and Office Accounts (Conveyancing or Probate)</li> </ul>

<p><b>CILEX Practitioners, without Fellow Status</b></p>	<p>N/A</p>	<p>All Units</p> <p>* CILEX Level 6 standalone units can be used to obtain exemptions to the equivalent SQA units <u>except for the Managing Client and Office Accounts unit</u> (conveyancing or probate)</p>
<p><b>Law Degree (LLB, BA in Law or GDL)</b></p>	<p>N/A</p>	<p>All Units</p>
<p><b>SQE1 FLK1 <u>only</u></b></p>	<ul style="list-style-type: none"> <li>• Land Law</li> <li><i>and</i></li> <li>• Standard Conveyancing Transactions <i>or</i></li> <li>• Law of Wills, Succession and Grants of Representation (as applicable)</li> <li><i>and</i></li> <li>• Understanding accounting procedures (Probate or Conveyancing)</li> </ul>	<p>All Units</p>

<p><b>SQE1 FLK2 <u>only</u></b></p>	<ul style="list-style-type: none"> <li>• English Legal System</li> <li>• Contract Law</li> </ul>	<ul style="list-style-type: none"> <li>• Managing client and office accounts (Probate or Conveyancing)</li> </ul>
<p><b>SQE1 FLK1 and FLK2</b></p>	<p>N/A</p>	<ul style="list-style-type: none"> <li>• Managing client and office accounts (Probate or Conveyancing)</li> </ul>

<p><b>Incomplete Law Degree</b> – must include the following standalone units passed at Undergraduate Year 1 or 2, 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> </ul>	<ul style="list-style-type: none"> <li>• Standard Conveyancing Transactions <i>and</i></li> <li>• Understanding Accounting Procedures for Conveyancing Transactions</li> </ul> <p><i>or</i></p> <ul style="list-style-type: none"> <li>• Law of Wills, Succession and Grants of Representation <i>and</i></li> <li>• Understanding Accounting Procedures for Probate Transactions</li> </ul>	<p>All Units</p>
<p><b>Legal Practice Course (LPC) (with LLB, BA in Law or GDL)</b> – passed in last 6 years and to include the following passed Mandatory Core Units on the LPC:</p> <ul style="list-style-type: none"> <li>• Property Law and Practice <i>or</i></li> <li>• Wills and Administration of Estates</li> </ul> <p>and passed the Mandatory Non-Core LPC Occupational Electives:</p>	<p>N/A</p>	<p>N/A</p> <p>*Except when the candidate has missing or failed LPC units. Then the equivalent SQA Level 6 Unit must be undertaken.</p> <p><i>This will be verified at the point of making a first licence application.</i></p>

<ul style="list-style-type: none"> <li>• Solicitors Accounts</li> </ul> <p><i>And one of the following units:</i></p> <ul style="list-style-type: none"> <li>• Advanced Commercial Property <i>or</i></li> <li>• Wills, Probate and Estate Planning</li> </ul>		<p><i>Please also refer to age of qualification policy for LPC candidates (Section 6).</i></p>
<p><b>NALP Level 4 Diploma in Paralegal Studies</b> – must include the following units passed, can also be standalone passed units:</p> <ul style="list-style-type: none"> <li>• Unit 1: English Law</li> <li>• Unit 2: Law of Contract and one <i>of the following units:</i></li> <li>• Unit 9 Conveyancing <i>or</i></li> <li>• Unit 5 Wills, Probate and Family Provision</li> </ul>	<p>N/A</p>	<p>All Units</p>

<p><b>Paralegal Apprenticeship at Level 3.</b> Reference ST0245 (Completed in Conveyancing or Probate)</p>	<ul style="list-style-type: none"> <li>• Understanding Accounting Procedures for Conveyancing Transactions <i>or</i></li> <li>• Understanding Accounting Procedures for Probate Transactions</li> </ul>	<p>All Units</p>
<p><b>Legal Apprenticeships Level 4/5/6</b> (Conveyancing or Probate Pathways)</p>	<p>N/A</p>	<p>All Units</p>
<p><b>STEP Advanced Certificates (England and Wales)</b> in:</p> <ul style="list-style-type: none"> <li>• Administration of Estates <i>or</i></li> <li>• Administration of Trusts</li> </ul>	<p>N/A</p>	<ul style="list-style-type: none"> <li>• Managing Client and Office Accounts (Probate) <i>and</i></li> <li>• Law of Wills, Succession and Grants of Representation</li> </ul>

**STEP Advanced Certificates (England and Wales) in:**

- Will Preparation *and* one of *the following*:
- Administration of Estates *or*
- Administration of Trusts

N/A

- Managing Client and Office Accounts (Probate)