



Regulating  
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Lawyers



Scottish  
Qualifications  
Authority

## **Routes to Entry onto SQA/CLC Diplomas**

### **Candidates with Other Legal Qualifications awarded in England and Wales**

#### **Exemptions Guidance Council for Licensed Conveyancers**

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##### **Document Purpose:**

This guidance outlines the entry routes and exemption criteria for candidates with prior legal qualifications seeking to complete the SQA/CLC Diplomas in Conveyancing and Probate. It explains how exemptions are assessed, what evidence is required, and the relevant conditions for recognition of prior learning.

##### **Contents Include:**

- Educational and Occupational Entry Requirements
- Other Legal Education Programmes
- Additional or Supplementary Evidence
- Claiming Exemptions from SQA
- Document Retention for SQA External Verification
- Exemptions Table

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## Section 1: Educational and Occupational Entry Requirements

### 1 EDUCATIONAL REQUIREMENTS

#### A First-Time Qualifying Candidates

1. There are no entry requirements for candidates seeking to commence study on the SQA (Scottish Qualifications Authority) Level 4 Diploma.
2. Candidates wishing to enrol on the SQA Level 6 Diploma must first satisfy one of the following prerequisites:
  - Successful completion of the SQA Level 4 Diploma; or
  - Possession of an equivalent legal qualification; or
  - Completion of a Legal Apprenticeship at Level 3 or above.
3. Candidates seeking exemptions must provide verifiable evidence of having passed the qualification, unit, or elective being used as the basis for the exemption claim.
4. Candidates undertaking the SQA Diplomas in Conveyancing and Probate (Level 4 or Level 6) are required to pass only one of the two Accounts Units at each level. An exemption will be granted for the other.
5. Candidates transferring from the CPQ (CILEX Professional Qualification) or SQE (Solicitors Qualifying Examination) pathways must complete the following:
  - SQA Level 6 Unit: Managing Client and Office Accounts (Conveyancing or Probate).
6. Where a previous legal qualification is incomplete or specific units have been failed, candidates must complete the equivalent SQA Diploma unit to meet the requirement.
7. Qualifications awarded more than six (6) years prior to the date of application are considered *aged qualifications*. Candidates in this category must complete the equivalent SQA Diploma unit. Please refer to the *Aged Qualification Policy in Section 1.2* for further guidance.

#### B CILEx Members

The table available on the [CLC website](#) provides detailed information on the academic transfer requirements for CILEx Members—whether following the Legacy Route or the CPQ Route—who are seeking to qualify as a CLC Lawyer (Licensed Conveyancer or Licensed Probate Practitioner).

Please refer to the table for specific guidance based on your qualification pathway.

#### C Solicitors and FCILEx Practitioners

##### 1. Qualification Requirements

Solicitors and FCILEx Practitioners must pass at a minimum:

- SQA Level 6 Unit: Managing Client and Office Accounts (Conveyancing or Probate)\*.

*\*Solicitors qualified via the pre-SQE route who have successfully completed the Solicitors Accounts module on the Legal Practice Course (LPC) are exempt from this requirement.*

## 2. Validity of Qualification

Solicitors and FCILEx Practitioners who do not currently hold a valid practising certificate may only apply based on their most recently awarded legal qualification. However, this qualification must be verified as current and not aged at the time of application.

### 2 AGED QUALIFICATION POLICY

1. Legal qualifications awarded more than **six years** prior to the date of a licence application are deemed aged and cannot be used to support a licence application.
2. This policy specifically applies to legal qualifications submitted in support of exemption from the Level 6 Diploma.
3. Candidates holding aged LPC, CLC, CILEx, or other Level 6 (or above) legal qualifications must pass the full Level 6 Diploma in Conveyancing or Probate, without exemption from any unit. This requirement ensures that the applicant's academic knowledge meets the CLC's current minimum standard for a First Qualifying Licence Application.

#### Exemptions to the Aged Qualification Policy:

1. Law Degrees and other professional legal qualifications (e.g., CILEx, NALP) used to claim exemption from the Level 4 Diploma; and
2. Applicants who hold a current and valid licence issued by the CLC, or a Practising Certificate issued by the SRA or CILEx Regulation (FCILEx Practitioners).

**Please Note:** Additional licensing requirements may apply.

### 3 OCCUPATIONAL REQUIREMENTS

1. All applicants for a CLC licence must submit a Qualifying Statement of Practical Experience in either Conveyancing and/or Probate.

**Exception:** FCILEx Practitioners are automatically exempt from this requirement due to their recognised Practitioner Rights in Conveyancing or Probate.

Detailed information on the Qualifying Criteria can be found [here](#).

## Section 2: Other Legal Education Programmes

This section sets out the educational requirements for First-Time Qualifying (FTQ) Candidates transferring from other recognised legal education programmes.

### 1 COMPLETED LAW DEGREE (LLB)

1. Candidates who have successfully completed a Law Degree (LLB) may progress directly to the SQA Level 6 Diploma.
2. Candidates who have completed a Law Degree outside of England and Wales may also progress to the SQA Level 6 Diploma, provided the degree is based on a jurisdiction derived from English Common Law.

### 2 INCOMPLETE LAW DEGREE AND CPQ (FOUNDATION / ADVANCED / PROFESSIONAL LEVELS)

1. Exemptions at Level 4 may be granted where individual passed units, modules, or electives from the candidate's legal studies align with corresponding components of the CLC qualification.
2. An official academic transcript must be obtained from the awarding body to verify that the relevant units have been successfully completed.

### 3 LEGAL PRACTICE COURSE (LPC)

Candidates who meet the following criteria may progress directly to completing the occupational requirements for a CLC First Qualifying Licence (FQL):

1. Hold a Law Degree (LLB), LLB (and BA) with Law, or a Graduate Diploma in Law (GDL), and an LPC.
2. Have passed the appropriate Occupational Core Units during their LPC.
3. Hold an LPC qualification awarded within six years of the intended licence application date.

#### **Mandatory LPC Core Electives:**

- Property Law and Practice  
*or*
- Wills and Administration of Estates

#### **Mandatory LPC Non-Core Occupational Electives:**

- Advanced Commercial Property  
*or*
- Private Client (Wills, Probate and Estate Planning)  
and
- Solicitors Accounts

4	SQE1 CANDIDATES
	<p>1. Candidates who have passed SQE1 FLK1 only must complete:</p> <p><b>SQA Level 4 Units:</b></p> <ul style="list-style-type: none"> <li>• Land Law</li> <li>• Standard Conveyancing Transactions <i>or</i> Law of Wills, Succession and Grants of Representation (as applicable)</li> <li>• Understanding Accounting Procedures (Conveyancing or Probate)</li> </ul> <p><b>SQA Level 6:</b></p> <ul style="list-style-type: none"> <li>• All Units</li> </ul> <p>These units are required to meet the CLC's Academic Standards.</p> <hr/> <p>2. Candidates who have passed both SQE1 FLK1 and FLK2 must complete:</p> <p><b>SQA Level 6 Unit:</b></p> <ul style="list-style-type: none"> <li>• Managing Client and Office Accounts (Conveyancing or Probate)</li> </ul> <p>This unit is mandatory to satisfy the CLC's Academic Standards.</p> <p><b>Please Note:</b> While a Law Degree (LLB) is not a formal entry route into the SQE, candidates who completed an LLB prior to the introduction of the SQE may be eligible for additional exemptions from equivalent passed SQA Level 4 units.</p> <p>For full details, please visit the <a href="#">CLC website</a>.</p>
5	CROSS-QUALIFYING LICENSED PARALEGALS
	<ol style="list-style-type: none"> <li>1. Fellows of NALP (Licensed Paralegals) who have completed Conveyancing and/or Probate electives may progress directly to the SQA Level 6 Diploma.</li> <li>2. Principal Fellows of NALP who have completed the Conveyancing elective may progress directly to Level 6 and are exempt from the Conveyancing Law and Practice unit. All remaining Level 6 units must be completed.</li> <li>3. Principal Fellows of NALP who have completed the Probate elective may progress directly to Level 6 and are exempt from the Grants of Representation unit. All remaining Level 6 units must be completed.</li> </ol>

## Section 3: Additional or Supplementary Evidence

### 1 ONGOING COMPETENCE REQUIREMENTS

1. **Solicitors, FCILEx Practitioners, Chartered Legal Executives, and Licensed Paralegals** must provide evidence, at the time of application, that they have met the **CLC's annual Ongoing Competence requirements**. This is to demonstrate that they have maintained the necessary technical legal knowledge and occupational competence relevant to the licence for which they are applying.
2. The evidence submitted must include:
  - a. A copy of the applicant's **Ongoing Competence training record for the past 12 months**; and
  - b. Copies of all **relevant training certificates** associated with the recorded activities.

## Section 4: Claiming Exemptions from SQA

### 1 HOW TO CLAIM EXEMPTIONS

Candidates who hold legal qualifications that may entitle them to exemption from one or more units of the SQA Level 4 or Level 6 Diplomas, and who are applying for CLC Technician Registration or a First Qualifying Licence (FQL), must claim these exemptions using standalone SQA Unit Certificates.

In these cases, training providers are not required to enter or result the exempted units, nor are they required to register the candidate for the full Diploma. However, if a candidate requests the award of a full SQA Diploma Certificate, or is claiming an exemption from the Accounts Unit, the following conditions apply.

#### A Evidence of Prior Achievement

Candidates must submit evidence of prior learning to their chosen training provider. This must include:

- A **certificate of qualification** at the same or higher level than the unit being exempted; and
- An **academic transcript** confirming successful completion of the relevant modules or units.

#### B Limitations on Exemption

- Candidates cannot be awarded an SQA Diploma (Group Award) if they are exempt from all units.
- To be eligible for the Group Award, candidates must complete at least one unit through an SQA-assessed component delivered by the training provider.

<b>C</b>	<b>Submission Process for Exemptions</b>
<p>When processing exemptions, the training provider must:</p> <ul style="list-style-type: none"> <li>• Complete the 'Exemption from SQA CLC Diplomas' form</li> <li>• Submit the form to SQA along with the candidate's qualification certificate and academic transcript</li> </ul>	
<b>D</b>	<b>Administrative Requirements</b>
<ul style="list-style-type: none"> <li>• The training provider must enter and result the candidate for the applicable SQA Unit(s) as identified in the official Exemptions Table</li> <li>• The completed Exemption Form must be submitted to SQA on the same day that the entry and result are processed, in order to avoid incurring charges for the exempted unit(s)</li> </ul>	

<b>Section 5: Document Retention for SQA External Verification</b>	
<b>1</b>	<b>DOCUMENTATION REQUIRED FOR RETENTION</b>
<p>Centres are required to retain all documentation pertaining to the relevant legal qualification (including qualification certificates and transcripts) as evidence of exemption from the associated SQA Unit(s). This documentation must be securely stored and made readily available for inspection during the next scheduled visit by an SQA External Verifier.</p>	
<b>2</b>	<b>FURTHER INFORMATION</b>
<p>For any enquiries regarding these requirements, please contact:</p> <ul style="list-style-type: none"> <li>• <b>Email:</b> <a href="mailto:mycentre@sqa.org.uk">mycentre@sqa.org.uk</a></li> <li>• <b>Telephone:</b> 0303 333 0330</li> </ul>	
<b>3</b>	<b>SQA UNIT CODES</b>
<p>A comprehensive list of relevant SQA unit codes is available <a href="#">here</a>.</p>	



Section 6: Exemptions Table		
STAGE 1	STAGE 2	STAGE 3
Eligible Prior Educational Attainment*	SQA Level 4	SQA Level 6
*Included Passed Units or Qualifications	Mandatory Unit Requirements to be completed	Mandatory Unit Requirements to be 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> <ol style="list-style-type: none"> <li>1. The English Legal System</li> <li>2. Law of Contract</li> <li>3. Land Law</li> </ol>	<ol style="list-style-type: none"> <li>1. Standard Conveyancing Transactions</li> <li>2. Understanding Accounting Procedures for Conveyancing Transactions</li> </ol> <hr/> <p><b>OR</b></p> <hr/> <ol style="list-style-type: none"> <li>1. Law of Wills, Succession and Grants of Representation</li> <li>2. Understanding Accounting Procedures for Probate Transactions</li> </ol>	<p>All Units</p>

<p><b>CILEx Qualifications at Level 6 Law and Practice</b> including passed units:</p> <p>Unit 2 Contract Law</p> <p><i>and either of the following:</i></p> <hr/> <ol style="list-style-type: none"> <li>Unit 9 Land Law</li> <li>Unit 17 Conveyancing</li> </ol> <hr/> <p><b>OR</b></p> <hr/> <ol style="list-style-type: none"> <li>Unit 14 Law of Wills and Succession</li> <li>Unit 21 Probate Practice</li> </ol> <hr/> <p>If any of the above units are not passed, then the equivalent SQA Level 6 units must be passed.</p>	<p>N/A</p>	<p>Managing Client and Office Accounts (Conveyancing or Probate)</p> <hr/> <p><b>AND</b></p> <hr/> <p>Landlord and Tenant (when a pass on the Advanced Commercial Property Law elective cannot be evidenced)</p>
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<p><b>CPQ Foundation Course</b> must include the following mandatory modules:</p> <ol style="list-style-type: none"> <li>1. Professional and Legal Skills</li> <li>2. Legal Systems</li> <li>3. Contract Law</li> <li>4. The Law of Tort</li> <li>5. Introduction to Property and Private Clients</li> </ol>	<ol style="list-style-type: none"> <li>1. Standard Conveyancing Transactions</li> <li>2. Understanding Accounting Procedures for Conveyancing Transactions</li> </ol> <hr/> <p><b>OR</b></p> <hr/> <ol style="list-style-type: none"> <li>1. Law of Wills, Succession and Grants of Representation</li> <li>2. Understanding Accounting Procedures for Probate Transactions</li> </ol>	<p>All Units</p>
<p><b>CPQ Advanced</b> must include the following modules:</p> <p>Property and Conveyancing</p> <hr/> <p><b>OR</b></p> <hr/> <p>Wills, Probate and Private Client</p>	<p>Understanding Accounting Procedures for Conveyancing Transactions</p> <hr/> <p><b>OR</b></p> <hr/> <p>Understanding Accounting Procedures for Probate Transactions</p>	<p>All Units</p>

<p><b>CPQ Professional</b> must include the following modules:</p> <p>Residential Conveyancing</p> <p><i>and one of the following modules:</i></p> <hr/> <p>Commercial Conveyancing</p> <hr/> <p><b>OR</b></p> <hr/> <p>Wills, Probate and Private Client</p>	<p>N/A</p>	<p>Managing Client and Office Accounts (Conveyancing or Probate)</p> <p>In addition, CPQ Professional candidates must evidence they have passed the commercial conveyancing module to receive exemption from Landlord and Tenant unit or, alternatively must pass the unit under SQA assessment conditions.</p>
<p><b>Chartered Legal Executives &amp; Fellows of CILEX (FCILEX)</b></p>	<p>N/A</p>	<p>Managing Client and Office Accounts (Conveyancing or Probate)</p> <hr/> <p><b>AND</b></p> <hr/> <p>Landlord and Tenant (when a pass on the Advance Commercial Property Law elective cannot be evidenced)</p>

CILEX Practitioners without Fellow Status	N/A	All Units*  <i>*CILEX Level 6 Standalone Units can be used to obtain exemptions to the equivalent SQA Units except for the <u>Managing Client and Office Accounts Unit</u> (Conveyancing or Probate)</i>
Law Degree (LLB, BA in Law or GDL)	N/A	All Units
SQE1 FLK1 <u>only</u>	<ol style="list-style-type: none"> <li>1. Land Law</li> <li>2. Standard Conveyancing Transactions</li> </ol> <hr/> <p>OR</p> <hr/> <ol style="list-style-type: none"> <li>1. Law of Wills, Succession and Grants of Representation (as applicable)</li> <li>2. Understanding Accounting Procedures (Probate or Conveyancing)</li> </ol>	All Units
SQE1 FLK2 <u>only</u>	<ol style="list-style-type: none"> <li>1. English Legal System</li> <li>2. Contract Law</li> </ol>	Managing Client and Office Accounts (Conveyancing or Probate)

SQE1 FLK1 and FLK2	N/A	Managing Client and Office Accounts (Conveyancing or Probate)
<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: <ul style="list-style-type: none"> <li>1. The English Legal System</li> <li>2. Law of Contract</li> <li>3. Land Law</li> </ul>	<ul style="list-style-type: none"> <li>1. Standard Conveyancing Transactions</li> <li>2. Understanding Accounting Procedures for Conveyancing Transactions</li> </ul> <hr/> <p><b>OR</b></p> <hr/> <ul style="list-style-type: none"> <li>1. Law of Wills, Succession and Grants of Representation</li> <li>2. Understanding Accounting Procedures for Probate Transactions</li> </ul>	All Units

<p><b>Legal Practice Course (LPC)</b> <b>(with LLB, BA in Law or GDL)</b> passed in the last 6 years and to include the following passed Mandatory Core Units on the LPC:</p> <p>Property Law and Practice</p> <hr/> <p><b>OR</b></p> <hr/> <p>Wills and Administration of Estates</p> <p>and passed the Mandatory Non-Core LPC Occupational Electives:</p> <p>Solicitors Accounts</p> <p><i>and one of the following units:</i></p> <hr/> <p>Advanced Commercial Property</p> <hr/> <p><b>OR</b></p> <hr/> <p>Wills, Probate and Estate Planning</p>	<p>N/A</p>	<p>N/A*</p> <p><i>*Except when the Candidate has missing or failed LPC Units. In this case the Equivalent SQA Level 6 Unit must be undertaken. This will be verified at the point of making a First Licence Application. Please also refer to 'Age of Qualification Policy for LPC Candidates (Section 1(B)).</i></p>
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<p><b>NALP Level 4 Diploma in Paralegal Studies</b> must include the following units passed, can also be Standalone passed Units:</p> <p>1. Unit 1: English Law 2. Unit 2: Law of Contract <i>and one of the following units</i></p> <hr/> <p>Unit 9 Conveyancing</p> <hr/> <p><b>OR</b></p> <hr/> <p>Unit 5 Wills, Probate and Family Provision</p>	<p>N/A</p>	<p>All Units</p>
<p><b>Paralegal Apprenticeship at Level 3</b> Reference ST0245 (Completed in Conveyancing or Probate)</p>	<p>Understanding Accounting Procedures for Conveyancing Transactions</p> <hr/> <p><b>OR</b></p> <hr/> <p>Understanding Accounting Procedures for Probate Transactions</p>	<p>All Units</p>



Legal Apprenticeships Level 4/5/6 (Conveyancing or Probate Pathways)	N/A	All Units
<b>STEP Advanced Certificates (England and Wales) in:</b>  Administration of Estates <hr/> <b>OR</b> <hr/> Administration of Trusts	N/A	Managing Client and Office Accounts (Probate) <hr/> <b>AND</b> <hr/> Law of Wills, Succession and Grants of Representation
<b>STEP Advanced Certificates (England and Wales) in:</b>  Will Preparation <i>and one of the following</i> <hr/> Administration of Estates <hr/> <b>OR</b> <hr/> Administration of Trusts	N/A	Managing Client and Office Accounts (Probate)