
SQA

Conveyancing and probate qualifications



Helping Build a Stronger Property Sector



Property is a key economic driver and, particularly in today's challenging market, the need for high quality qualifications is more important than ever. An increasingly skilled workforce can help employers reduce knowledge gaps and improve knowledge and expertise within the legal services market, to deliver growth.

The Conveyancing and Probate Diplomas have been developed in partnership with SQA and the Council for Licensed Conveyancers. They are a mandatory requirement of the new Trailblazer Apprenticeships in Conveyancing and Probate Law and Practice.

Why deliver these industry standard qualifications?

- These robust qualifications are modular in design and offer flexible methods of delivery – full-time, part-time or distance learning.
- The diplomas are regulated on the Regulated Qualification Framework (formerly QCF) and are nationally recognised.
- Developed with industry to the highest standard, these qualifications deliver the skills, knowledge and confidence that the legal property sector requires to meet current needs.

Working with SQA

SQA is an international leader in education and training. We assess and award qualifications throughout the UK and are Ofqual-recognised.

With over 100 years' experience in developing qualifications, we help organisations to realise their potential and achieve their ambitions. We work closely with training providers, colleges and employers to develop and deliver our qualifications and assessments.

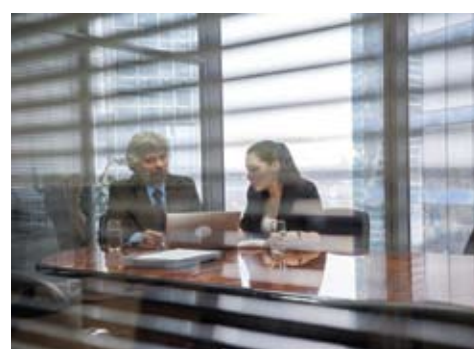
Working with SQA you will be assigned a dedicated account manager who can support your needs. You will also benefit from our excellent customer service and stringent quality assurance.

Delivery

These qualifications have been designed to be delivered as a taught course and will normally be available as a combination of face-to-face delivery, online and/or self-directed study.

Find Out More

If you are interested in finding out more about becoming an approved centre to deliver these qualifications please contact your SQA Regional Manager who can support and guide you through this process.



Conveyancing and probate law qualifications



SQA level 4

Diploma in Conveyancing Law and Practice

The Level 4 Diploma in Conveyancing Law and Practice covers generic areas such as the English legal system, law of contract, land law, understanding accounting procedures for conveyancing transactions and standard conveyancing transactions.

Why deliver this qualification?

Developed in partnership with CLC, this qualification will help employers meet skills gaps and provide continuing professional development for staff, while candidates will gain knowledge and skills needed for progression in the workplace. In addition this qualification can be offered to people wishing to gain employment in the sector.

A flexible unit-based qualification (units are typically 120 hours of total learning), it can be delivered on a full-time or part-time basis.

This regulated qualification provides progression routes to further study (see Progression).

Who does the qualification suit?

The target audience is anyone who is looking to gain a greater insight into the process of conveyancing and might be seeking employment and require a specific skillset, or those already in employment who are looking to expand their confidence when working with other property professionals or clients.

This qualification has been designed to be accessible to learners as candidates do not need to have formal relevant qualifications to study. Good communication skills, both oral and written, are required. Current experience of working within a legal practice setting would be advantageous but is not mandatory.

Apprenticeship

As well as being a standalone qualification, the level 4 diploma is also a mandatory component in the Legal Technician: Conveyancing Trailblazer Apprenticeship.

A foundation for growth

Candidates who complete the level 4 diploma, along with six months work experience would have the opportunity to become a registered conveyancing technician with the CLC. Candidates would also have the opportunity of progressing to the regulated qualification: SQA level 6 diploma in Conveyancing Law and Practice.

SQA level 6

Diploma in Conveyancing Law and Practice

The SQA Level 6 Diploma in Conveyancing Law and Practice covers all the high-level, specialised skills associated with the legalities of buying and selling property in England and Wales. This qualification covers areas such as landlord and tenant law, conveyancing law and practice, and managing client and office accounts.

Why deliver this qualification?

An industry-standard qualification, the level 6 diploma will help employers meet skills gaps and provide continuing professional development for staff, while candidates will gain knowledge and skills needed for progression in the workplace. The flexible nature of this qualification suits learners, units are typically 150 hours of total learning and they can be delivered on a full-time or part-time basis. Furthermore this qualification can be used as a basis for further progression within the sector (see Progression).

Who does the qualification suit?

The target audience is those who require a specific skill set in order to qualify as a licensed conveyancer, for example, registered conveyancing technicians, law graduates or lawyers looking to specialise. Candidates may already be in relevant employment or seeking employment.

Access

It is a prerequisite that candidates hold one of the following*:

- a regulated qualification, SQA Level 4 Diploma in Conveyancing Law and Practice
- Bachelor of Laws degree (LLB)
- postgraduate qualification, eg Graduate Diploma in Law (GDL)
- CILEx qualification level 6*
- relevant legal practice course (diploma level)*

** Please refer to the SQA/CLC exemption information/Table for further details. ** Entry is at the discretion of the centre.*

Apprenticeship

This regulated qualification is a mandatory component in the Trailblazer Licensed Conveyancer Apprenticeship.

Progression

Candidates would have the opportunity of progressing to qualify as a licensed conveyancer after having achieved the level 6 qualification along with 1200 hours of practical experience in a conveyancing role. This can be completed as full or part time, paid or unpaid experience.

SQA level 4

Diploma in Probate Law and Practice

The Level 4 Diploma in Probate Law and Practice qualification covers areas such as the English legal system, law of contract, land law, understanding accounting procedures for probate transactions, and law of wills, succession and grants of representation.

Why deliver this qualification?

Developed in partnership with the CLC, this qualification is designed to provide the skills required to ensure employers have the workforce they require, while providing staff with the opportunity to develop, upskill and possibly progress in the workforce. In addition, the level 4 diploma can be offered to people who wish to gain employment in the sector.

A flexible qualification designed to meet the needs of a variety of learners this qualification is flexible in design. Units are typically 120 hours of total learning and can be delivered on a full-time or part-time basis.

This regulated qualification provides progression routes to further study (see Progression).

Who does the qualification suit?

The target audience is anyone who is looking to gain a greater insight into the process of probate and might be seeking employment and require a specific skillset, or those already in employment who are looking to expand their confidence when working with other lawyers or clients.

An accessible qualification, entry to this diploma does not require a formal relevant qualification.

Good communication skills, both oral and written, are required. Current experience of working within a legal practice setting would be advantageous but is not mandatory.

Apprenticeship

This regulated qualification is a standalone qualification but is also a mandatory component in the Legal Technician: Probate Trailblazer Apprenticeship.

A Base for growth

Candidates who complete the Level 4 Diploma along with six months work experience would have the opportunity to become a registered probate technician with the CLC. Candidates would also have the opportunity of progressing to the regulated qualification; SQA level 6 Diploma in Probate Law and Practice.



SQA level 6

Diploma in Probate Law and Practice

The Diploma in Probate Law and Practice at Level 6 covers all the high-level, specialised skills associated with the legalities surrounding inheritance and the administration of wills and estates in England and Wales. It includes grants of representation, administration of estates, and managing client and office accounts.

Why deliver this qualification?

Industry-developed to support both employers and employees alike, this qualification can provide learners with the skills needed to progress in the workplace. Employers will benefit from an increased pool of talent with the skills required to progress in this sector. This qualification can be undertaken by those looking to gain employment in the sector or those wishing to upskill through continuing professional development.

The flexible nature of this qualification makes it attractive to learners. Units are typically 150 hours of total learning and they can be delivered on a full-time or part-time basis.

This regulated qualification provides progression routes to further study (see Progression).

Who does the qualification suit?

The target audience is those who require a specific skill set in order to qualify as a licensed probate practitioner, for example, registered probate technicians and law graduates or lawyers looking to specialise. Candidates may already be in relevant employment or seeking employment.

Access

It is a pre requisite that candidates hold one of the following*:

- a regulated qualification, eg SQA level 4 Diploma Probate Law and Practice
- Bachelor of Laws degree (LLB)
- postgraduate qualification, eg Graduate Diploma in Law (GDL)
- CILEx qualification levels 6*
- legal practice course (diploma level - various*)

** Please refer to the SQA/CLC exemption information/table for further details. ** Entry is at the discretion of the centre*



Progression

Candidates would have the opportunity of progressing to qualify as a licensed probate practitioner after having achieved the level 6 qualification along with 1200 hours of practical experience in a probate role. This can be completed as full or part time, paid or unpaid experience.

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Find Out More

SQA supplies products and services to all sectors of the UK, working closely with colleges, employers and training providers.

Every business or organisation that engages with SQA has a dedicated account manager as a main point of contact. We will work with you to identify and source suitable qualifications for your people to help them develop their skills and gain qualifications which meet your current and future needs.

Find out more about what we can do for you – our team are happy to answer your queries and provide more in-depth advice. Contact our Business Development Team for more information about qualifications in this sector, and working with SQA.

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