



Level 4 End Point Assessment for Conveyancing Technician (603/3689/4)

End Point Assessment Specification

General information

This specification provides information for apprentices, employers, Trailblazer groups, training providers, and assessors involved in the Level 4 End Point Assessment (EPA) for Conveyancing Technician.

The Level 4 End Point Assessment for Conveyancing Technician has been developed by SQA to meet the requirements set out in the *Conveyancing Technician Apprenticeship Approach to Assessment*, as developed by industry employers within the Conveyancing Trailblazer Group.

On successful achievement of the EPA, each apprentice will receive notification of their result from SQA. The EPA must be achieved to receive the apprenticeship, which will be certificated by the Education and Skills Funding Agency.

The EPA's objective

This is an assessment of existing knowledge and skills. It is a holistic assessment based on the application of what the apprentice has learned during the apprenticeship.

The EPA should assess the apprentice's:

- ◆ understanding of the factual and theoretical knowledge of the procedures to complete well-defined tasks under supervision in order to carry out non-complex freehold and leasehold conveyancing matters; and should assess their ability to address straight forward problems encountered in the course of satisfactorily concluding non-complex freehold and leasehold conveyancing matters
- ◆ ability to interpret relevant information and ideas associated with conducting, under supervision, non-complex freehold and leasehold conveyancing matters
- ◆ breadth of knowledge and awareness of types of information that are relevant to carry out and provide simple remedies for non-complex freehold and leasehold conveyancing matters; and that they understand when it is appropriate to escalate a matter when it becomes complex

Qualifications, prior knowledge, skills and understanding and other requirements

The following requirements are mandatory.

The apprentice must be deemed to be ready for end point assessment by an employer and/or training provider¹. This includes:

- ◆ Successful completion of a CLC professional qualification. The qualification developed specifically for the Level 4 Standard is the Level 4 Diploma in Conveyancing Law and Practice. The Level 4 Diploma contains the following units:
 - 1 The English Legal System
 - 2 Law of Contract
 - 3 Land Law
 - 4 Standard Conveyancing Transactions
 - 5 Understanding Accounting Procedures for Conveyancing
- ◆ The Employer Statement of Competency
- ◆ English and Maths Functional Skills at Level 2, if appropriate

Methods of assessment

The EPA has two components:

- ◆ Part 1 is a scenario test that is taken online. It lasts two hours and consists of two scenarios. There are two questions for each scenario.
- ◆ Part 2 is a showcase and professional discussion. The evidence for the showcase must be collected during the last six months of the apprenticeship. The professional discussion is with an independent assessor and lasts one hour.

EPA conditions and requirements for attainment

The EPA will take place in the last six months of the apprenticeship.

Part 1 must be achieved before Part 2 is submitted.

Apprentices must pass both parts to achieve the EPA award.

Apprentices will be given two opportunities in total (initial assessment and a re-sit) to achieve Part 1 and two opportunities in total (initial assessment and a re-sit) to achieve Part 2.

¹ See Gateway information on page 2 and page 8 of the *Conveyancing Technician Apprenticeship Approach to Assessment: Summary*

Details of each part can be found in:

- ◆ Conveyancing Technician End Point Assessment: Component Specification:
Part 1 — Scenario Test
- ◆ Conveyancing Technician End Point Assessment Component Specification:
Part 2 — Showcase and Professional Discussion

These component specifications are available on SQA's secure system for EPAs — PEARL. Please contact SQA's EPA team at epa@sqa.org.uk for more information.

The EPA and its components are assessed on a pass/fail basis. There is no grading in the Level 4 End Point Assessment for Conveyancing Technician.

Level and learning time

This EPA is designed for apprentices who have achieved Level 4 qualifications (see 'Qualifications, prior knowledge, skills and understanding and other requirements' above) and the level is consistent with the *Conveyancing Technician Apprenticeship Approach to Assessment: Summary*. There is a link to this document below and from [SQA's EPA web page](#).

In accordance with the *Conveyancing Technician Apprenticeship Approach to Assessment: Summary*, the times for assessment are as follows:

Part 1 — The scenario test is two hours.

Part 2 — The showcase has no set time for development.

Part 2 — The professional discussion is one hour.

Additional information and guidance

This specification should be read/used in conjunction with additional information relating to the EPA and the Conveyancing Technician Apprenticeship, which can be found in the following documents:

- ◆ [Conveyancing Technician Apprenticeship Approach to Assessment: Summary](#)
- ◆ [Conveyancing Technician Apprenticeship Standard](#)
- ◆ *Conveyancing Technician Protocol* (available on SQA's secure system — PEARL. Please contact SQA's EPA team at epa@sqa.org.uk for details.)

Guidance and support

SQA has developed a number of guidance documents, tools, and specimen assessments to support apprentices, training providers/employers, and independent assessors. Please contact SQA's EPA team at epa@sqa.org.uk for details.

Reasonable adjustments

Apprentices are learners with a diverse range of needs — including assessment needs. For learners who are disabled under the provisions of the Equality Act 2010, a reasonable adjustment might be required to compensate for a substantial disadvantage but there may be other adjustments that need to be made in order to meet their individual needs.

SQA has guidance and a process in place for reasonable adjustment. Details can be found in SQA's *Guide to Reasonable Adjustments in End Point Assessment*. Please contact epa@sqa.org.uk for details.

History of changes to specification

Version	Description of change	Date

Publication date: November 2018

Version: 01

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