



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

2. 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.

3. 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.

4. Fellows of CILEX, STEP Practitioners

Solicitors and FCILEX, CILEX/Paralegal/Solicitor Apprenticeships at Level 6 and 7 (with conveyancing or probate pathway); and Step Practitioners [*that have achieved either: the STEP Diploma in Trusts and Estates - England & Wales, or the STEP Diploma in Will Preparation - England & Wales*] can proceed to apply for a first qualifying licence when they can provide evidence of the following: -

- a. passed electives (conveyancing or probate at Level 6); and

- b. 12 months completed relevant CPD (Continuing Professional Development) activities: and
- c. occupational experience by submitting with their application a **Statement of Practical Experience (SoPE)** for 1200 hours, signed and verified by an Authorised Person (with the appropriate practising rights), with a current and valid CLC or SRA (Solicitors Regulation Authority) Licence.

CILEX Practitioners, without Fellow Status, 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.

Chartered Legal Executives, without Fellow Status, and **FCILEX have held fellow status for less than two years** at the point of applying; must meet the CLC's academic standards by completing the unit Managing office and Client Accounts (conveyancing or probate), in the SQA Diploma in Law and Practice Level 6.

Please note: The requirement to complete the unit Managing office and Client Accounts (conveyancing or probate) will apply to all FCILEX qualified applicants from 29 February 2024.

Chartered Legal Executives should submit a SoPE when making a CLC licence application.

5. 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 of the 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.

LPC CANDIDATES

6. Legal Practice Course (LPC)

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), 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

If you hold an LPC, Level 6 CLC or CILEX qualifications, then you should check whether these remain valid. If not, then you may be required to update some legal and technical knowledge. CLC Lawyers are expected to revalidate their legal and technical knowledge after 6 years of not holding a valid licence. This means that if your qualifications were awarded more than 6 years before you submit your application, you will be expected to meet the same revalidation standards. This includes:

1. Past CLC Record of Achievement
2. CILEX Level 6 qualifications

3. An LPC (6 years applies from 01 Jan 2023)

You will be required to pass one of the following units on the SQA Level 6 Diplomas before submitting your 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 Notes.

1. Any units passed that are more than 6 years' old, any missing or failed units 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.
2. LPC candidates claiming a total exemption to Level 4 and Level 6 SQA Diploma and who are proceeding directly to make a first qualifying licence application with the CLC must have completed their LPC within 6 years leading up to the date of submitting the [CLC Licence application](#).
3. Candidates whose LPC qualification was obtained more than 6 years before the date they submit their application for a first qualifying licence must refresh their core legal and technical knowledge 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](#).

DUAL AND CROSS QUALIFYING AUTHORISED PERSONS

7. FCILEX with CILEX Practitioner rights in Conveyancing and or Probate, (with valid practising certificates free from conditions), are exempt from all educational and occupational requirements. However, they must provide evidence of their past 12 months of completed CPD activities as set out section 7.

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 they have completed in order 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

8. 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 in order 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.

9. 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; 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>CILEx Qualifications at Level 3 or 4 that include units aligned to the following SQA Level 4 units:</p> <ul style="list-style-type: none"> • The English Legal System • Law of Contract • Land Law 	<ul style="list-style-type: none"> • Standard Conveyancing Transactions <i>and</i> • Understanding Accounting Procedures for Conveyancing Transactions <i>or</i> • Law of Wills, Succession and Grants of Representation <i>and</i> • Understanding Accounting Procedures for Probate Transactions 	All Units
<p>CILEx Qualifications at Level 6 Law and Practice including passed units:</p>		

<ul style="list-style-type: none"> • Unit 2 Contract Law <p><i>and either of the following:</i></p> <ul style="list-style-type: none"> • Unit 9 Land Law <i>and</i> • Unit 17 Conveyancing <p><i>or</i></p> <ul style="list-style-type: none"> • Unit 14 Law of Wills and Succession <i>and</i> • Unit 21 Probate Practice <p>If any units above are not passed, then the equivalent SQA Level 6 units must be passed.</p> <p>Please also refer to the 'Age of Qualification' policy for CILEX L6 qualification. Please see section 4.</p>	<p>N/A</p>	<ul style="list-style-type: none"> • Managing Client and Office Accounts (Conveyancing or Probate)
<p>CPQ Foundation Course - Must include the following mandatory modules:</p> <ul style="list-style-type: none"> • Professional and Legal Skills • Legal Systems • Contract Law 	<ul style="list-style-type: none"> • Standard Conveyancing Transactions <i>and</i> • Understanding Accounting Procedures for Conveyancing Transactions <p><i>or</i></p>	<p>All Units</p>

<ul style="list-style-type: none"> • The Law of Tort • Introduction to Property and Private Clients 	<ul style="list-style-type: none"> • Law of Wills, Succession and Grants of Representation <i>and</i> • Understanding Accounting Procedures for Probate Transactions 	
<p>CPQ Advanced - Must include the following modules:</p> <ul style="list-style-type: none"> • Property and Conveyancing <i>or</i> • Wills, Probate and Private Client 	<ul style="list-style-type: none"> • Understanding Accounting Procedures for Conveyancing Transactions <i>or</i> • Understanding Accounting Procedures for Probate Transactions 	<p>All Units</p>
<p>CPQ Professional – must include the following modules:</p> <ul style="list-style-type: none"> • Residential Conveyancing <i>and one of the following modules:</i> • Commercial Conveyancing <i>or</i> • Wills, Probate and Private Client 	<p>N/A</p>	<ul style="list-style-type: none"> • Managing Client and Office Accounts (Conveyancing or Probate)

<p>Chartered Legal Executives, without Fellow Status and FCILEX that have held fellow status for less than two years at the point of applying.</p> <p><i>Please see Section 4</i></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"> • Managing Client and Office Accounts (Conveyancing or Probate)
<p>CILEX Practitioners, without Fellow Status</p> <p><i>Please see Section 4</i></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>Law Degree (LLB, BA in Law or GDL)</p>	<p>N/A</p>	<p>All Units</p>

<p>Incomplete Law Degree – 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"> • The English Legal System • Law of Contract • Land Law 	<ul style="list-style-type: none"> • Standard Conveyancing Transactions <i>and</i> • Understanding Accounting Procedures for Conveyancing Transactions <i>or</i> • Law of Wills, Succession and Grants of Representation <i>and</i> • Understanding Accounting Procedures for Probate Transactions 	<p>All Units</p>
<p>Legal Practice Course (LPC) (with LLB, BA in Law or GDL) - must include the following passed Mandatory Core Units on the LPC:</p> <ul style="list-style-type: none"> • Property Law and Practice <i>or</i> • Wills and Administration of Estates <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"> • Solicitors Accounts <p><i>And one of the following units:</i></p> <ul style="list-style-type: none"> • Advanced Commercial Property <p><i>or</i></p> <ul style="list-style-type: none"> • Wills, Probate and Estate Planning 		<p><i>Please also refer to age of qualification policy for LPC candidates (Section 6).</i></p>
<p>NALP Level 4 Diploma in Paralegal Studies – must include the following units passed, can also be standalone passed units:</p> <ul style="list-style-type: none"> • Unit 1: English Law • Unit 2: Law of Contract <p><i>and one of the following units:</i></p> <ul style="list-style-type: none"> • Unit 9 Conveyancing <p><i>or</i></p> <ul style="list-style-type: none"> • Unit 5 Wills, Probate and Family Provision 	<p>N/A</p>	<p>All Units</p>

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

<p>STEP Advanced Certificates (England and Wales) in:</p> <ul style="list-style-type: none">• Will Preparation <p><i>and one of the following:</i></p> <ul style="list-style-type: none">• Administration of Estates <p><i>or</i></p> <ul style="list-style-type: none">• Administration of Trusts	<p>N/A</p>	<ul style="list-style-type: none">• Managing Client and Office Accounts (Probate)
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