

## Exemptions from SQA CLC Diplomas – Students with CLC Qualifications

### Exemptions

To claim an exemption, CLC students should register with an SQA approved training provider who should enter students on to the SQA system **before 31 August 2019**. Any entitlement to an exemption will only apply to successfully completed CLC units. No exemption can be claimed for a partially completed unit.

Students should present evidence of the unit(s) they have successfully completed to their chosen training provider. This evidence should be in the form of a Record of Achievement, an example of which is shown in Appendix 1.

On receipt of the Record of Achievement, the training provider should **enter and result** the student for the equivalent SQA unit as detailed in the exemption tables shown in Appendix 2.

SQA will monitor entries and results and compare these to students listed on the CLC exemption database. Training providers entering students for exempted units will not be charged for those entries by SQA.

### Evidence of successfully completed units

Training providers should retain the Record of Achievement as evidence of exemption as this will be required during any verification visit. The Record of Achievement should be retained for a minimum of three weeks from the date of completion of the **overall course** or unless a verification visit has been arranged by an SQA external verifier.

### Important note

CLC students transitioning from the CLC foundation courses to SQA Level 4 Diplomas must achieve at least one SQA unit without exemption to be awarded an SQA Diploma. However, students who have already successfully completed all four foundation units from 2010 onwards can, if they wish, transition directly on to one of the SQA Level 6 Diplomas to continue working towards qualifying as a Licensed Conveyancer or Probate Practitioner.

CLC students transitioning to the SQA Level 6 Diplomas must also achieve at least one SQA unit without an exemption to be awarded an SQA Diploma.

### 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.

## Appendix 1 – Example Record of Achievement



### Record of Educational Achievement

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The Council for Licensed Conveyancers is the Specialist Property Law Regulator and sets educational and training standards for entry to the profession in CLC conveyancing and probate lawyers. The CLC confirms the below student has been granted a full exemption against or has passed the following unit(s) from the CLC's Qualification Framework.

CLC Student Number:

Law of Contract - Pass - 19/01/2011  
Land Law - Pass - 22/01/2013  
Introduction to Law and Legal Method - Pass - 09/09/2009  
Accounts - Pass - 20/06/2016  
Conveyancing Law & Practice - Pass - 20/01/2015

*Sheila A. Kumar*

Sheila Kumar  
Chief Executive Officer  
23 August 2016



## Appendix 2 – Exemptions Tables

### Diploma in Conveyancing Law and Practice Level 4 (SQA code – GL7H 53, Ofqual code – 603/0173/9)

CLC unit (or previous equivalent)	New SQA unit	SQA/Ofqual code
Law and Legal Method	The English Legal System	HG12 53 / A/615/0542
Introduction to Conveyancing	Standard Conveyancing Transactions	HG19 53 / T/615/0636
Law of Contract	Law of Contract	HG13 53 / T/615/0541
Land Law	Land Law	HG14 53 / F/615/0543
N/A	Understanding Accounting Procedures for Conveyancing Transactions	HG17 53 / M/615/0635

### Diploma in Conveyancing Law and Practice Level 6 (SQA code – GL7K 86, Ofqual code – 603/0174/0)

CLC unit (or previous equivalent)	New SQA unit	SQA/Ofqual code
Landlord and Tenant	Landlord and Tenant	HG1E 86 / T/615/0670
Final Conveyancing Law and Practice	Conveyancing Law and Practice	HG1F 86 / A/615/0671
Final Accounts	Managing Client and Office Accounts (Conveyancing)  *This exemption incorporates Level 4 Understanding Accounting Procedures for Conveyancing Transactions	HG1G 86 / H/615/0678

### Diploma in Probate Law and Practice Level 4 (SQA code – GL7J 53, Ofqual code – 603/0166/1)

CLC unit (or previous equivalent)	New SQA unit	SQA/Ofqual code
Law and Legal Method	The English Legal System	HG12 53 / A/615/0542
N/A	Law of Wills, Succession and Grants of Representation	HG16 53 / F/615/0669
Law of Contract	Law of Contract	HG13 53 / T/615/0541
Land Law	Land Law	HG14 53 / F/615/0543
N/A	Understanding Accounting Procedures for Probate Transactions	HG15 53 / A/615/0668

**Diploma in Probate Law and Practice Level 6**  
**(SQA code – GL7L 86, Ofqual code – 603/0172/7)**

<b>CLC unit (or previous equivalent)</b>	<b>New SQA unit</b>	<b>SQA/Ofqual code</b>
Law of Wills and Succession	Wills, Succession and Grants of Representation	HG1A 86 / J/615/0673
Final Probate Practice	The Administration of Estates	HG1C 86 / K/615/0679
CLC Final Accounts	Managing Client and Office Accounts (Probate)  *This exemption incorporates Level 4 Understanding Accounting Procedures for Probate Transactions	HG1D 86 / D/615/0680