

Conveyancing apprenticeship standards

Eligibility

New and existing staff, including graduates, can benefit provided there is an identified development need and the learning is materially different from prior qualifications.

Fees

All or most fees are funded by government, with additional incentives for employers of under-19s. Contact us for specific information.

Recognised qualifications

CLC/SQA Diplomas in Conveyancing Law and Practice.

Potential progression route

After the Level 4 Conveyancing Technician apprenticeship, most students progress to the Level 6 Licensed Conveyancer apprenticeship and can then apply to become a Licensed Conveyancer - a qualified, professional property lawyer.

Benefits to your business

- Attract and retain talented, ambitious new talent
- Develop and quality assure existing non-qualified conveyancers
- Fully/part-fund professional qualifications for your team
- Widen your talent pool

Conveyancing apprenticeships structure and delivery

The Level 4 Conveyancing Technician and Level 6 Licensed Conveyancer apprenticeships are each delivered via a two-year blended learning programme. Students have a dedicated tutor who tailors the programme and provides mentoring and support via face-to-face and remote visits. Technical content is delivered by subject experts via weekly webinars and e-tutorials. Students study the following CLC/SQA units at each level:

Level 4 Conveyancing Technician

- The English Legal System
- Law of Contract
- Land Law
- Standard Conveyancing Transactions
- Understanding Accounting Procedures for Conveyancing Transactions

Level 6 Licensed Conveyancer

- Landlord and Tenant
- Conveyancing Law and Practice
- Managing Client and Office Accounts

During the final months of each apprenticeship, the apprentice finalises a showcase of work showing their competence. The final stage is the end-point assessment, made up of a two-hour online scenario-based test and a formal discussion about the showcase.

Commitment

Apprentices will need to spend a minimum of 20% of their working week on their studies.

Who is the apprenticeship for?

Those new to conveyancing, part-qualified Licensed Conveyancers and those working in conveyancing who would benefit from a structured training programme leading to professional qualifications.

What will apprentices learn?

At each level, apprentices will learn about and be assessed against relevant:

- Legal and practice knowledge
- Professional conduct and ethics
- Professional behaviours

On qualification as a Conveyancing Technician, the apprentice will be able to support qualified lawyers dealing with a range of legal matters relating to the transfer of ownership of land or property.

On qualification as a Licensed Conveyancer the apprentice will be a specialist property lawyer able to deal with all legal matters relating to the transfer of ownership of land or property.

