

Licensed Conveyancer Apprenticeship Approach to Assessment: Summary

Contents

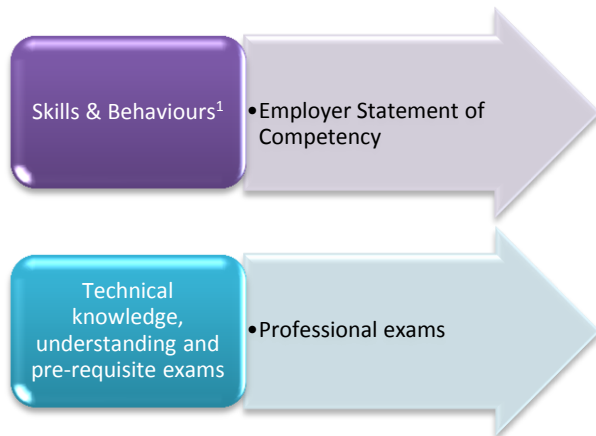
1.	Recommended on-programme assessment.....	6
2.	Professional Exams	7
3.	Final end-point assessment	8
4.	Ensuring independence	11
5.	Delivering consistent, reliable judgements	12
6.	Internal Quality Assurance.....	13
7.	Delivering accurate, valid judgements.....	14
8.	Grading.....	15
9.	Affordability	15
10.	Manageability/Feasibility.....	16
11.	Professional Body Registrations.....	16
12.	Appendix 1: The Employer Competency Statement.....	17
13.	Appendix 2: Scenario test.	21
14.	Appendix 3. CLC Statement of Practical Experience.....	22
15.	Appendix 4: CLC requirements for first licence (Held in Employment)	29
16.	Appendix 5: Professional Exams.	30

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

Gateway: Apprentice deemed to be ready for end-point assessment

Learning, on-programme and pre-requisite assessment

Apprentice: carries out work as defined by their employer maintaining a reflective practice recordings, selects evidence for their showcase from work carried out at the last six months of the apprenticeship after they have successfully completed the Knowledge Modules.



Internal Assessment – Employer Statement of Competency: creates opportunities for the apprentice to carry out work and produce outcomes; confirms that apprentice is ready for end-point assessment.

Internal Assessment - Training Provider: maps and assesses work against the Standard, provides guidance to enable the apprentice to select evidence for summative showcase, confirms readiness for end-point assessment.

End-point Assessment

Apprentice: takes the scenario on-line test, submits showcase and participates in a Professional Discussion.

- If the Scenario test and Showcase combined with the Professional Discussion do not meet criteria for a PASS the whole end-point Assessment will be deemed a FAIL.

Independent Assessor (provided by Assessment Organisations): delivers the end point assessment, assesses and passes or fails the apprentice on the basis of end-point scenario and showcase and concluding Professional Discussion.

Quality Assurance: Assessment Organisations provide this service in the form of employing independent assessors and verifiers. A minimum of 35% of independent assessor's decisions will be moderated across a representative sample of employers/apprenticeships.

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

Assessment Organisations and training providers: set and mark the professional exams.

Introduction and Overview

The apprenticeship Standard for a Licensed Conveyancer was designed by the industry for apprentices employed in a wide variety of different organisations in the conveyancing, legal, banking, building society and wider conveyancing fields. It is likely that 150-200 people will enrol on apprenticeship in this role in the first two years reaching around 200 each year thereafter.

Our approach to assessment has been designed to be:

- Appropriate, relevant and feasible in a wide range of contexts;
- Consistent across these contexts;
- Affordable and manageable based on the number of potential learners.

Employers have adopted the following broad principles to inform the approach:-

- Assessment should motivate apprentices to do their very best, not just do enough to satisfy a minimum standard – for example, by using a portfolio showcase apprentices can be given a clear performance goal to aim at.
- Assessment process should add value to both the apprentice and the employer, by complementing and building on normal performance management and development tools.
- It should enable and encourage progression and continuous professional development by being linked to professional exams and recognition.
- It should position the apprenticeship not just as a job, but as a licensed professional providing the legal reserved activity of Conveyancing – assessment at the end marks a clear recognition of achievements, on which the individual can build.
- Assessment methods chosen should ensure relevance and consistency, irrespective of the specific job role of the apprentice.
- Costs and practicalities should be appropriate and proportionate to employers with small numbers of apprentices.
- Assessment should be driven by the Standard and should cover full competence in the occupation of a Licensed Conveyancer.

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

The approach is based on employers' requirements that apprentices, a) are able to perform their role to a demonstrably high standard on completion; and b) make good progress towards this goal throughout the apprenticeship.

Overview of Assessment

The on-programme assessment consists of a number professional examinations and modules which once successfully completed, culminate in a two part 'end-point' assessment combining a scenario test and showcase. The end-point assessment components are not graded; apprentices will either PASS or FAIL. Grading has deliberately not been applied to the apprenticeship standard as a whole for the following reasons:

- Following successful completion (PASS) of the end-point assessment, apprentices will become eligible to apply to the Council for Licensed Conveyancers for their first employed licence to practise.
- Grading does not align with current CLC end-point assessment policy and is not common to other professional legal qualifications.

Continual on programme assessment:

A modular series of knowledge assessments that can be achieved via CLC professional qualifications developed specifically for the apprenticeship at Level 4 and 6 standard covering:

- **Conveyancing Law and Practice Diploma Level 4:**
 - UNIT 1: The English legal System
 - UNIT 2: Law of Contract
 - UNIT 3: Land Law
 - UNIT 4: Standard Conveyancing Transactions
 - UNIT 5: Understanding accounting procedures for conveyancing transactions
- **Conveyancing Law and Practice Diploma Level 6**
 - UNIT 1: Landlord and Tenant
 - UNIT 2: Conveyancing Law and Practice
 - UNIT 3: Managing Client and Office Accounts

All professional exams must be passed so that the apprentice has acquired the knowledge commensurate with the Standard that is required to begin compiling evidence for the final end-point assessment.

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

The Employer Statement of Competency – is the employer voice that summarises the on-programme assessment made by the employer.

End-point assessment:

The end-point assessment will be conducted by Assessment Organisations. The candidate will undertake a final two part end-point assessment, which should commence approximately six months before the end of the apprenticeship.

Part 1

A Scenario test– conducted as an online test taking up to two hours and consisting of up to two scenarios in order to accommodate variable expense or scope of tasks. Assessment Organisations must provide a bank of scenarios. The apprentices should be able to demonstrate the practical application of their competence to a specific issue or task relevant to the role of a Licensed Conveyancer. Sample criteria can be found in appendix 2.

It can also be used to show the theoretical application of knowledge into practice in circumstance when the apprentice has not been commonly exposed to the area of work; such as some leasehold matters.

Part 2

A Showcase and Professional Discussion – containing evidence collected near the end of the apprenticeship. Evidence may include: client case files, dead files, workplace research projects and any investigative actions recorded in due course of satisfactorily concluding a conveyancing matter; and which, taken together (with supporting documentation such as compliance checks, record of internal audit, manager/client feedback, log book of activity), cover the totality of the standard. With the inclusion of a Statement of Practical Experience, verified by an Authorised Person. The Independent assessor will make NO judgement on the Statement of Practical Experience (appendix 3).

The Showcase will be sent to the assessor to ensure that it meets the Standard. It also forms the basis of the Professional Discussion between the apprentice and the Assessment Organisation. The Professional Discussion will take up to one hour, it can be conducted face to face or using an electronic platform, or any other digital means. It explores with the apprentice what has been produced in the showcase, how it has been produced; and how they have performed to provide satisfactory conclusions on a range of standard freehold and leasehold conveyancing matters in their role as a Conveyancing Technician during the

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

apprenticeship.

The employer may be present, but will not be permitted to contribute to the discussion proceedings or the assessment outcome.

The Professional Discussion should be recorded for purposes of quality assurance.

Independent Assessors appointed by the Awarding Organisation will assess Parts 1 and 2 (scenarios and showcase and professional discussion) to determine whether the apprentice meets the Standard and demonstrates a level of knowledge and professional competence commensurate with the responsibilities and accountability of their role; in order to award apprentices with a PASS or FAIL.

Following successful completion (PASS) of the end-point assessment, apprentices will become eligible to apply to the CLC for their first employed licence to practise. The end-point PASS provides the apprentice with recognised equivalent exemption for the **theoretical and practical** elements of the application.

Applicants must also satisfy the CLC that they are a fit and proper person to practise as a Licensed Conveyancer. *Details of CLCs requirements for first employed licence are set out in appendix 4 (and may be subject to change).*

1. Recommended on-programme assessment

This is a minimum one and a half-year apprenticeship, but an apprentice is likely to take up to five - years to ensure they have had the opportunity to develop all areas of the Standard. A robust process of on-programme assessment will ensure that apprentices make good progress towards the final end-point assessment, which itself will be of sufficient quality to attest to the level of skills, knowledge and behaviours.

The purpose of the on-programme assessment is to focus the performance areas that add value to the employer and the apprentice becoming work ready and must centre on real conveyancing competencies demonstrated in a real legal service environment. Assessment should be based upon employers using their normal performance management processes to monitor the progress of the apprentice to provide feedback and guide development in the on-programme stage.

Training providers will need to work closely with the employer to plan and deliver support, training and continuous on-programme assessment appropriately. Training providers will support this by ensuring that the requirements of the apprenticeship are reflected in these processes, and by filling any gaps through their work with apprentices. This will include:

1. Employers and training providers carrying out joint reviews of progress at regular

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

intervals, involving apprentices, line managers and others directly involved, e.g. mentors, workplace coaches etc. They will agree how any issues are to be resolved.

2. Apprentices carrying out knowledge assessments, via approved professional exam(s) and/or modular knowledge assessments, at appropriate points as agreed by the employer and the training provider to assess the apprentice's readiness to undertake the end-point assessment.
3. Apprentices being encouraged to develop and maintain examples of their work throughout their apprenticeship, however, evidence forming as elements of the Showcase should be taken from work carried out near the last six months of the apprenticeship.

Gateway to End Point Assessment

The decision as to when the apprentices are ready to pass through the **Gateway** from learning and on-programme assessment into the end-point assessment phase will be made by the employer and the training provider based on their monitoring of apprentices' progress.

The Employer Statement of Competency –should form an element of the on-programme assessment around professional behaviours and conduct to establish if the apprentice is ready to move through the **Gateway**. A template covering competency statements for professional behaviours is provided for employers in appendix 1.

To move through the **Gateway** apprentices must:

- A. Have successfully achieved all of the recommend on programme assessments, and
- B. If appropriate to the apprentice, also successfully achieved English and Math functional skills at level 2; and
- C. Provide a verified Employer Statement of Competency.

2. Professional Exams

Professional (on-programme) exams assess the technical knowledge and understanding as set out in the Standard. In their totality, these exams and modules will cover the full range of the required legal knowledge and technical understanding. The knowledge modules will be developed against the Standard and will take the form of professional exams recognised by CLC. Exemption from some modular elements can be mapped against these to ensure the widest choice of delivery to fit with current business practice. This will enable:

1. A range of professional exams and technical modules to give exemption from the CLC professional qualifications/modules. An example of what this may look like is illustrated in appendix 5.

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

In practice it means that:

1. Employers can work with the training provider to develop learning programmes based on their current chosen use of professional exams (as exemptions against the CLC qualifications) if they wish; and
2. Apprentices do not have to be assessed more than once in specific knowledge areas.

The professional exams and technical modules can be taken at any time during the apprenticeship (prior to the end point assessment phase) to ensure relevance to the job role of a Licensed Conveyancer and to maximise the impact of learning. The training provider and employer will agree when the professional exams and modules will be taken and the schedule for these assessments to be completed before the end-point assessment.

Re-Takes for professional exams

The Assessment Organisation's rules apply.

3. Final end-point assessment

The purpose of the end-point assessment is threefold.

It should assess the apprentice has gained an understanding of the factual and theoretical knowledge needed to critically analyse, interpret and evaluate complex information pertinent to a conveyancing transaction in order to satisfactorily conclude non-standard freehold and leasehold conveyancing matters and if relevant to the business commercial and agricultural matters; and should assess their ability to address ambiguous detail encountered in the course of conducting conveyancing matters.

Together the components of the end-point assessment should test the apprentice's ability to interpret relevant principles, and interacting factors associated with conducting non-standard conveyancing matters on a range of titles; including freehold, leasehold, and if pertinent to the business commercial and agricultural titles.

Lastly, it should assess the breadth of the apprentice's critical knowledge and understanding of types of information that are relevant to establish remedies for non-standard conveyancing matters on freehold and leasehold and if relevant to the business commercial and agricultural matters; and that they understand when it is appropriate to escalate a matter when it becomes beyond their professional competence to deliver the legal service that is being provided.

The end-point assessment will take place in the last six months of the apprenticeship, using two assessment methods: - Parts 1 and 2.

Part 1: Scenario test**Part 2: Showcase and Professional Discussion****The process**

Part 1 must be achieved before Part 2 is submitted. A successful result in Part 1 is not a mandatory requirement for Part 2 to be *started*. The candidate could start preparing their showcase in advance of receiving results but the showcase should not be submitted until the candidate has passed Part 1. The Professional Discussion can take place at the same time as the assessment of the Showcase; or, within a reasonable period of time after the Showcase has been submitted to allow the assessor sufficient time to familiarise themselves with the content. If Parts 1 and 2 do not meet the respective minimum criteria for each Part for a PASS; the end-point assessment overall is a FAIL.

When the Apprentice FAILS either Part 1 or 2

Apprentices should be given two opportunities in total to pass Part 1 and two opportunities in total to pass Part 2.

Extension timescales

The extension timetable for retakes should be by agreement between the Apprentice, Training Provider, and Employer and must be built into the overall programme, and comply with any relevant guidance set by the Assessment Organisation.

End Point Assessment Part 1 – Scenario test

The purpose of the Scenario test is to assess the apprentice is able to demonstrate a practical application of their competence to a specific issue or task relevant to the role of a Licensed Conveyancer.

It will be assessed by an Independent Assessor who makes a judgement on the quality of the work on which to make a final decision; for awarding a PASS or FAIL for Part 1.

Assessment Organisations will develop scenarios that elicit that proper legal outcomes have been evidenced. They will also develop guidance covering the use of scenarios to inform Part 1, so that the Independent Assessor is fully appraised to determine what meets the Standards. External Quality Assessment by Ofqual will ensure standardisation across all Assessment Organisations and judge that consistent approaches are taken.

If Part 1 (Scenario test) does not meet the assessment requirements for a PASS Mark, set by the Assessment Organisation, apprentices should be given the opportunity to re-take Part 1 using a different scenario; however this should be limited to two opportunities in total.

End Point Assessment Part 2 – Showcase and Professional Discussion**The Showcase:**

The purpose of the showcase is for apprentices to present evidence from real-work product that is likely to have been completed towards the end of the apprenticeship, illustrating the application of knowledge, skills and behaviours.

The completed showcase will be assessed by an Assessment Organisation's Independent Assessor who makes a judgement on whether the apprentice has met the standard; and awards a PASS or FAIL.

The evidence contained in the showcase will comprise of material obtained from client files, reflective practice recordings, research projects, employer performance reviews (if appropriate to the employers standard systems) that demonstrate the apprentices carrying out conveyancing matters which, together, cover the totality of the Standard. Where appropriate and absolutely necessary (i.e. it is impossible to gather evidence from a real-life situation) the completion of structured scenario exercises provided by the employer could be used to complete the evidence

These pieces of work will be produced by the apprentice having first learned and applied the relevant knowledge skills/competencies and behaviours. It will align with the minimum requirements of the Standard, enabling the apprentice to demonstrate how they have applied their knowledge and understanding in a real conveyancing environment to achieve satisfactory outcomes for the conveyancing matters commensurate to their role.

The Professional Discussion:

The purpose of the Professional Discussion is to provide additional rigour to the end-point assessment process by putting in a third and final mechanism to demonstrate the apprentice's occupational readiness by testing their ability to defend and explain the validity of courses of action.

It will show how an apprentice has demonstrated the behaviours, especially around contact with others, team work and areas where they meet the threshold requirements of the role. Including:

- What the apprentice has shown they can do against the requirements of their job role;
- How the apprentice has approached and the way they have completed the task(s); and
- Who the apprentice has worked with demonstrating personal and interpersonal qualities they have brought to all their work relationships.

Employers and training providers will assist the apprentice to develop their showcase to ensure that the showcase reflect genuine work-place evidence that covers the totality of the Licensed

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

Conveyancers Apprenticeship Standard. However, electronic platforms, including online e-learning tools, e-portfolios, skype, face-time and video are encouraged to increase accessibility.

Together, the showcase and professional discussion will provide evidence on what the apprentice has done, and how they have approached the work in order to provide satisfactory outcomes pertinent to the conveyancing transaction. This enables the assessment to cover a broad range of knowledge and understanding, skills and behaviours such as:

- Thinking and problem-solving skills used to obtain satisfactory conclusions (including remedies) on a range of conveyancing matters;
- Ability to form client, colleague and other professional relationships; to obtain outcomes in the best interest of the client and the business;
- Communication skills to ensure effective professional relationships; and
- Business and commercial understanding in the context in which the conveyancing service (reserved activity) is being provided.
- Clarify any questions the independent assessor has from their assessment of the summative showcase;
- Confirm and validate judgements about the quality and appropriateness of work;
- Explore aspects of the work, including how it was carried out and why a course of action was taken in more detail;
- Provide a basis for the independent assessor to make a holistic decision on whether a PASS or FAIL is awarded on the whole apprenticeship.

If Part 2 (Showcase and Professional Discussion) in its entirety does not meet the standard set by the Assessment Organisation, then it will be deemed to be a FAIL. **The apprentice will then have one further opportunity to re-submit the showcase using feedback and comments from the Independent Assessor on areas needing remediation.**

4. Ensuring independence

Independence and impartiality are achieved through the final end point assessment being assessed by Independent Assessors who are employed by organisations that have been approved on the SFA Register of Apprentice Assessment Organisations. The Independent Assessor will make a holistic judgement of each apprentice's work, including the PASS or FAIL grade to be awarded, on the basis of evidence supplied in Parts 1 and 2; the scenario test, showcase and professional discussion.

Employers are not expected to be an element of this process for their own apprentices and will not be required to make any assessment judgement. All Independent Assessors should be managed by an Assessment Organisations who will develop the assessment materials.

5. Delivering consistent, reliable judgements

External Quality Assurance of the end-point assessment will ensure that all assessment methods are consistent and reliable, allowing fair and proper comparison between apprentices employed in different types and sizes of organisation and assessed by different Assessment Organisations.

All professional exams should be recognised and quality assured by one of the following bodies, CLC, Ofqual, QAA or a Higher Education Institution with awarding powers. This will optimise the number of qualification components that can be used to meet the Standard.

All work-place assessment forming any element of the end-point assessment, should be an accredited process that is recognised and quality assured by one of the following bodies, CLC, Ofqual and QAA or and Higher Education Institution with awarding powers.

Internal Quality Assurance

Assessment Organisations involved in delivering the entire assessment of the apprenticeship must be able to create the tools and materials to deliver the assessment and have:

- Expertise in quality assuring assessment;
- Sector knowledge and understanding and have credibility with employers;
- Capability to recruit external assessors from sector experience of their staff
- Experience of quality assuring Internal verification processes;
- Robust third party arrangements with training providers with expertise in developing training and development plans;
- Have regulated quality assurance and quality control procedures;
- Robust governance, including leadership and management arrangements; and
- Provide an established assessment infrastructure with the ability to extend into a wide geographical coverage; and
- Commit to resource annual standardisation meetings.

This approach puts the Standard at the heart of the assessment process, ensuring that judgments on occupational competence are consistent and that there is standardisation and comparability between employers.

Assessment Organisations will need to develop the tools, materials and techniques (e.g. pass/fail criteria, marking schemes, etc) to be used in making assessment judgements. Where there is more than one Assessment Organisation, these tools/materials/techniques will be standardised using cross assessment organisation liaison meetings before being approved by Assessment Organisations

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

for implementation. The tools/materials/techniques will be kept under review to ensure that they are applied consistently and produce comparable results. The tools/materials/techniques will be quality assured by the external quality assurance organisation - Ofqual - as part of the external quality assurance of the end-point assessment.

Assessment Organisations should work with training providers and employers to establish the legal skills and conveyancing knowledge required by Independent Assessors and set benchmark for quality as appropriate. Assessment Organisations will then be responsible for having robust internal quality assurance and verification processes to ensure that the quality, consistency and validity of assessments are maintained within their organisations.

6. Internal Quality Assurance

Each Assessment Organisation will need to set up and operate internal quality assurance processes (as detailed below), that will monitor and control the independent assessment function of their organisation.

In order to do this each Assessment Organisation will be required to put in place one or more Sector Experts (or panel of Sector Experts) to verify the conveyancing related judgements made by the independent assessors at the end-point assessment. The number of sector experts should increase in line with the numbers of apprentices. An effective and viable sector expert/apprentice ratio should be determined by the Assessment Organisation (the findings of sector experts should be reviewed at the annual standardisation meetings). This will be a proportionate quality assurance measure and will ensure Independent Assessors deliver consistent and reliable judgements that reflect conveyancing industry standards.

Assessment Organisations must put all Independent Assessors through a training process to ensure consistent approach to making judgements. Assessment Organisations must ensure all independent assessors are industry appropriate by way of professional legal or educational qualification.

Assessment Organisations will periodically review alternative legal qualification against the CLC's recognised published list of exemptions to ensure that these continue to be the most relevant and any significant changes must be brought for review by the CLC. Lists of professional exams (and recognised exemptions) will be maintained by Assessment Organisations and must consist of established widely recognised and highly valued professional exams.

Criteria for Sector Experts

Sector Experts must be either; Authorised Persons or Legally Qualified Persons and must be an independent individual without previous involvement in the end-point assessment Parts 1 to 2.

The purpose of Sector Experts

Each Assessment Organisation's Sector Experts verify that industry standards have been met based on the representative sample chosen for moderation, and will check that end-point assessments are robust, that they assess fully against the Standard, that they are undertaken consistently and to the same standard, and assessors are making consistent and reliable judgements founded on proper legal outcomes.

Some employers may wish to volunteer staff to be Independent Assessors and they will need to work directly with Assessment Organisations to satisfy any requirements under general terms of recognition or other appropriate internal quality assurance arrangements. Assessment Organisations will internally quality assure the assessments and the grades awarded by different assessors to ensure that these are fair and comparable. In the event of an appeal against the grade awarded, Assessment Organisations will carry out an independent review of the evidence to confirm or modify the grade.

External Quality Assurance

External Quality Assurance will be carried out by Ofqual.

Assessment Organisations wishing to deliver the Licensed Conveyancer Standard will agree to make available to Ofqual on behalf of CLC, any information that will enable the oversight regulator to carry out a periodic review of the approaches taken in the apprentice programme. This is to enable the CLC to be assured of the appropriate standards of delivery.

7. Delivering accurate, valid judgements

The assessment process has been developed specifically for the Standard and is designed to test the totality of the Standard. The combination of three assessment methods in the final end-point assessment ensures that the assessment of each apprentice is based on their performance and reflects accurately the quality of their work and the application of skills; knowledge and behaviours specified in the Standard, to build a cumulative picture of performance against the Standard.

The scenario enables theoretical application of knowledge into practice in circumstance when the apprentice has not been directly exposed to the area of work; such as agricultural or commercial matters. The assessment of scenarios should allow the apprentice to show their ability to problem solve and use their critical thinking skills to resolve issues that are relevant to the role of a Licensed Conveyancer, but not necessarily common to their role in the business.

The showcase is based on real-work products which, taken together, cover the totality of the Standard, and provides a demonstration of the application of knowledge and competence in the work environment. This is a key factor for employers in the validity of the final assessment decision. This again increases accuracy and validity by providing the assessor with an opportunity to assess

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

depth and breadth in the application of underlying knowledge, skills and behaviours combined to bring about satisfactory conclusion, under supervision for a range of standard conveyancing matters.

The Professional Discussion helps clarify any questions the independent assessor has from their assessment of the summative showcase. It will confirm and validate judgements about the quality and appropriateness of work and will enable the assessor to explore aspects of the work,; and if including how it was carried out and why a course of action was taken in more detail.

The role of the internal quality assurance organisation is critical, ensuring that assessments are only undertaken by suitably qualified and trained assessors, using approved tools and materials, with documented criteria, as well as robust internal verification and quality control processes.

8. Grading

Independent assessors will PASS or FAIL apprentices using all the information gained in the final two Part end-point assessment against defined criteria. The criteria and exemplars for assessing PASS and FAIL will be developed by Assessment Organisations working in partnership with employers, training providers and in liaison with the CLC to ensure consistent interpretation of these high-level criteria. Grading will only be applicable to the professional qualifications needed to meet the Standards.

9. Affordability

This apprentice standard is a new scheme and therefore we have no direct comparison to review when considering costs. The costs and practicality of assessment have been an important consideration in the development of this approach which will be very easy to manage in all firms regardless of size or numbers of apprenticeships. Cost effectiveness has been increased in a number of ways, including:

- A modular approach, which is flexible and recognises knowledge assessed through vendor and professional qualifications;
- The pragmatic combination of assessment methods ensures breadth, validity and reliability to satisfy the assessment requirements whilst minimising additional, non-value adding assessment costs;
- The removal of the current requirements for the collection of unnecessary evidence throughout the duration of the apprenticeship by focusing on end-point assessment;
- The involvement of the employer in defining the work projects reduces the need for multiple visits by assessors;

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

- A wish to make use of modern technology to allow the maximum flexibility for undertaking the interview and the scenario, as well as storing and maintaining the showcase portfolio.

The training costs will build in 20% of the overall apprenticeship being delivered off-site of the employers premises.

10. Manageability/Feasibility

The use of technology is key to the delivery of the apprenticeship to allow for real time progression monitoring and allow for learner development through reflective log book that can be reviewed on-line. Interviews can also be conducted using any live feed video technology to optimise geographical accesses and time and cost efficiencies.

11. Professional Body Registrations

The CLC is the professional regulatory body representing this standard. They have worked alongside the employer group to develop the Standard and also the assessment approach. The apprentice standard provides eligibility to apply to the CLC for professional Licence. The CLC will provide a letter of support in the final admission of the assessment plan.

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

12. Appendix 1: The Employer Competency Statement

Guidelines for behaviour

Design by employers for employers to help maintain consistent judgements of the employability skills set out in the Standard. The employability skills are assessed informally by the employer throughout on-programme elements of the apprenticeship.		
Employability Skill	Employer Performance Statement	Statement Evidence Benchmark
1. Accountability	<ul style="list-style-type: none"> a. Demonstrates the ability to master tasks, relate well with others, and respond to mandates for change. b. Supervises broad and complex client case-file management by being able to develop and implement effective plans of action. c. Leads enquiry based approaches and conscientiously ensures matters are managed and concluded satisfactorily on behalf of the client(s) and business. 	<ul style="list-style-type: none"> i. Takes appropriate steps to ensure all legal undertakings are conducted in a principled manner maintaining compliance with robust regulatory, accounting and consumer protection arrangements and deliver the CLC Code of Conduct's Outcomes by complying with its Overriding Principles and Recognised Body Certificates. ii. Takes appropriate steps to ensure all activities are conducted in accordance with the Management and Supervision Arrangements Code. iii. Adapts well to change and pressure and effectively prioritises workload. iv. Able to provide precise instruction to those they supervise. v. Clearly communicates feedback to those they supervise using a range of strategies to progress their development. vi. Uses reflective practice based approaches to develop own leadership, management and supervisory capability.

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

2. Compliance and ethics	<ul style="list-style-type: none"> a. Prioritises work to manage compliance governance procedures to comply with all CLC or other regulators audit requirements. b. Manages robust regulatory, accounting and consumer protection arrangements in the transaction process required to bring non-standard matters to satisfactory conclusion. c. Ensures the service delivered is accessible and responsive to the needs of individual Clients, including those who are vulnerable; in compliance with the CLC Equalities Code and Guidance. 	<ul style="list-style-type: none"> i. Takes steps to quality assure the actions of others ensuring the best interest of the client and the business. ii. Conducts due-diligence audit checks on client files, and client/ lender account management; to ensure the supervised work to uphold compliance and the CLC Transaction Files Code & Guidance. iii. Takes appropriate steps to ensure no-one client, employee, colleague, job applicant, trainee, or other party – dealt with feels discriminated against (whether directly or indirectly), victimised or harassed; in compliance with the CLC Equalities Code and Guidance. iv. Identifies when a matter exceeds own ability and or legal knowledge and rectifies using CPD and or peer-review techniques to improve own performance.
3. Commercial Awareness	<ul style="list-style-type: none"> a. Demonstrates an interest in business and an understanding of the wider environment in which an organisation operates including its customers, competitors and suppliers. b. Conducts matters with efficiency, cost-effectiveness, customer care and knowledge of the market place in which the company operates (current economic 	<ul style="list-style-type: none"> v. Takes appropriate steps to assess legal and ethical factors; identifying contribution to - or implications to client(s) and the business. vi. Assesses risks and issues/to ensure matters are dealt with diligently supporting outcome focused regulation, mitigating risk to the business and client(s). vii. Uses a range of strategies to up-hold outcomes focused regulatory and consumer ethics by ensuring all activities are

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

	climate and major competitors).	conducted in accordance with the Management and Supervision Arrangements Code and CLC Recognised Body Recognition Framework and the Licensing Body (*ABS) Licensing Framework.
4. Critical Thinking	<p>a. Demonstrates the ability to think and act strategically demonstrating a high ‘functional’ level of emotional intelligence, motivating and addressing staff performance from evidence based perspective.</p> <p>b. Able to critically analyse, interpret and evaluate complex information in order to progress a matter to satisfactory conclusion.</p>	<p>i. Approaches Law based queries from an informed knowledge base to competently and lawfully conduct transactions in the best interest of the client and business.</p> <p>ii. Analyses mistakes, misinterpretation, positive and negative factors in order to put in place any remedies required for a complex case-load.</p>
5. Problem Solving	<p>a. Uses a variety of legal research methods to resolve issues arising at all stages of a client transaction and is able to identify practical solutions or remedies in law in sensitive commercial environments.</p> <p>b. Addresses client issues using a solution based approach by working effectively between all interested parties to secure satisfactory outcomes.</p>	<p>i. Critically evaluates actions, methods and results by their short-and-long-term implications for both the business and client(s).</p> <p>ii. Uses own initiative to search for escalate, or resolve transactional queries.</p>
6. Customer Service	<p>a. Builds successful empathic client relationships using tact and diplomacy and uses the appropriate level and style of communication to suit a variety of audiences; and manages this across the broad spectrum of clients and professional parties.</p> <p>b. Takes responsibility to ensure work environments</p>	<p>i. Able to communicate technical information, provide clarification, using plain English to provide professional guidance.</p> <p>ii. Assesses where the service provided is not of the expected standard and identifies the course of action to provide appropriate redress for the client where necessary.</p>

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

	<p>promote values of excellent customer services in compliance with the CLC Complaints Code and Guidance.</p>	<ul style="list-style-type: none"> iii. Takes appropriate steps to manage staff to deal with any complaints impartially and comprehensively. iv. Captures/communicates key details when handling complaints. v. Identifies and puts in place appropriate steps to protect those who are vulnerable.
7. IT Skills	<ul style="list-style-type: none"> a. Uses a range of strategies to manage client records using employer's client management conventions. 	<ul style="list-style-type: none"> i. Accurately operates accounting systems that underpin regulatory management of client monies. ii. Interrogates, analyses and interprets on-line legal research websites, CML, Land Registry, HMRC and regulators sites to identify current policy, statistics, consumer information, training and publications to inform the process of identifying appropriate remedies to bring a complex matter to conclusion. iii. Uses all available legal research tools to inform the business' strategic direction and safeguarding consumer's best interests.

13. Appendix 2: Scenario test.

Conducted as an online test taking up to two hours and consisting of up to two scenarios in order to accommodate variable expense or scope of tasks. The apprentices should be able to demonstrate the practical application of their competence to a specific issue or task relevant to the role of a Licensed Conveyancer; including but not limited to:

1. Providing adequate advice to a client in line with the CLCs Code of Conduct and any other relevant rules and regulations; including both freehold and leasehold matters.
2. Ability to raise and solve relevant issues when looking at a property title; such as third party interests, encumbrances on title and defects in title etc; including both freehold and leasehold matters.
3. Identify issues on adverse search results and be able to resolve such issues.
4. Drafting letters to clients and other third parties involved in a conveyancing transaction.
5. Preparation of financial statements and bills of cost; also have an understanding of the client and office account and the double entry book keeping system.
6. Drafting special conditions needed in a contract; taking into account the current edition of the Law Society's Standard Conditions of Sale; including both freehold and leasehold matters.
7. Be able to identify which Land Registry Forms to use in specific instances and be able to draft the same; including both freehold and leasehold matters.
8. Identify when a transaction is unusual or complex; including being able to identify in what instances the firm would need to cease to act e.g. where a conflict of interest arises.
9. Demonstrate the ability to identify when issues contained in relevant law, such as; Anti-Money Laundering Regulations, Public Law and any other relevant legislation that a Licensed Conveyancer should know, should be dealt with and in what way.
10. Understand and identify obligations where acting for a mortgage lender; including both freehold and leasehold matters.
11. Be able to offer guidance and support to a Conveyancing Technician on a supervisory level.
12. Knowledge of professional undertakings, when they should be given and the consequences of not adhering to the same. Must be given in line with the CLCs Undertakings Code; including both freehold and leasehold matters.
13. Sound knowledge of the CLCs Handbook and Code of Conduct and be able to apply in practice; including both freehold and leasehold matters.

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

14. Ability to advise clients and third parties of available remedies should there be a breach of contract and be able to deal with a transaction where there has been a delayed completion; including both freehold and leasehold matters.

14. Appendix 3. CLC Statement of Practical Experience

Apprentices will as part the Apprenticeship complete and have verified (by an 'Authorised Person': Regulators approve Authorised Persons to carry out reserved legal activities e.g. a Licensed Conveyancer; a Solicitor; a Fellow of the Chartered Institute of Legal Executives), a "Statement of Practical Experience". Providing a verified Statement of Practical Experience is a mandatory for component for applying for a CLC licence.

TECHNICAL PROCESSES COMPLETED SATISFACTORILY

SALES / PURCHASES OF FREEHOLDS OR LEASES <i>completed</i>		<i>Tick when</i>
Acting for the seller		
1	Taking instructions, dealing with terms of engagement and fee estimates	
2	Client due diligence (CDD and EDD) checks	
3	Preparation of draft contract	
4	Dealing with property information forms or preliminary enquiries (including leasehold information from landlord and/or management company)	
5	Dealing with licence to assign where necessary	
6	Dealing with exchange of contracts by Law Society formulae A, B or C	
7	Obtaining mortgage redemption statements	
8	Deducing title to (a) unregistered land & (b) registered land	
9	Answering requisitions	
10	Approving buyer's draft conveyance, transfer or assignment	
11	Preparing completion statements	
12	Making general pre-completion arrangements	
13	Completing the transaction and dealing with mortgage redemption and release of collateral security	

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

14	Reporting completion and accounting to client	
15	Provide the number of transactions in the last 12 months (state number in box)	

Acting for the buyer		
1	Taking instructions, considering financial arrangements of buyer, advising on survey, dealing with terms of engagement and written fee estimates.	
2	Client due diligence (CDD and EDD) checks	
3	Consideration of Anti-Money laundering issues including source of funds enquiries.	
4	Considering draft contract	
5	Making preliminary enquiries and further enquiries where necessary	
6	Making local land charge searches and additional enquiries of local authority and such other searches as may be appropriate, eg drainage and water, of public Index map and environmental	
7	Obtaining references etc where Licence to assign required	
8	Dealing with insurance & exchange contract of contract by Law Society formulae A, B and C	
9	Investigating title to (a) unregistered land and (b) registered land	
10	Raising requisitions	
11	Preparing draft conveyance, transfer or assignment	
12	Preparation of any mortgage deed and certificate of title	
13	Making appropriate searches before completion and dealing with entries revealed	
14	Preparing completion statement and obtaining funds from clients	
15	Completing the transaction including use of the Code for Completion.	
16	Reporting completion to client(s) and mortgages where appropriate	
17	SDLT – freehold and leasehold	

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

18	Preparing and delivering notices to life company and landlord	
19	Preparing and delivering notices to life company and/or share transfer to Landlord or Management Company	
20	Registration of buyer (and charge) at Land Registry for all of dealing of whole, dealing of part and first registration of title	
21	Number of transactions in the last 12 months <i>(state number in box)</i>	

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

GENERAL EXPERIENCE IN THE FOLLOWING MATTERS completed		Tick when
1	Sale of tenanted property	
2	Advising co-purchasers	
3	Sale of part	
4	New properties	
5	Planning matters	
6	Sale by auction	
7	Dealing with retentions	
8	Undertakings	
9	Capital Gains Tax and Value Added Tax implications	
10	Powers of attorney	
11	Personal contact with client	
12	Costs and Accounting	
13	Awareness of anti money laundering provisions including the Proceeds of Crime Act 2002 (as amended), Money Laundering Regulations 2007 and CLC or SRA Guidance.	

GRANTS OF LEASES completed		Tick when
--------------------------------------	--	-----------

Acting for the landlord		
1	Taking instructions	
2	Drafting contract / tenancy agreement / lease	
3	Deducing title in appropriate cases	
4	Preparation of completion statement	

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

5	Completing the transaction	
---	----------------------------	--

Acting for the tenant		
1	Taking instructions	
2	Considering draft contract / tenancy agreement / lease and making amendments	
3	Investigating title, searches etc in appropriate cases	
4	Preparation of any mortgage deed and report on title	
5	Preparation of completion statement and obtaining funds	
6	Completing and reporting transactions	
7	SDLT and registration where appropriate	

GENERAL CONSIDERATION OF LEGISLATION AFFECTING LANDLORD/ completed TENANT RELATIONSHIP UNDER THE FOLLOWING STATUTES Tick when completed		
---	--	--

1	Rent Act 1977 as amended	
2	Rent (Agriculture) Act 1976 as amended	
3	Housing Act 1988 and 1996	
4	Housing Acts with regard to secure tenancies, right to buy or take further lease in the private sector and shared ownership leases	
5	Leasehold Reform Act 1967 with regard to right to buy or take further lease in the private sector	
6	Part 1 and 2 of the Landlord & Tenant Act 1954	
7	Agriculture Holdings Act 1986	
8	Landlord & Tenant Act 1987	
9	Leasehold Reform Housing & Urban Development Act 1993	

DELIVERY OF POSITIVE OUTCOMES FOR CLIENTS**DEMONSTRATES PROFESSIONAL AND ETHICAL BEHAVIOUR**

Tick when confident that the trainee acts in a principled manner consistent with the CLC Code of Conduct and delivers the relevant Outcomes

1	Overriding Principle - Act with independence and integrity	
1.1	<u>Outcome</u> – Clients receive good quality independent information, representation and advice	
1.2	<u>Outcome</u> – Clients receive an honest and lawful service	
1.3	<u>Outcome</u> – Client money is kept separately and safely	
2	Overriding Principle - Maintain high standards of work	
2.1	<u>Outcome</u> – Clients are provided with a high standard of legal services	
2.2	<u>Outcome</u> – Client matters are dealt with using care, skill and diligence	
2.3	<i>For Manager Trainees only</i> <u>Outcome</u> - Appropriate arrangements, resources, procedures, skills and commitment are in place to ensure Clients always receive a high standard of service	
3	Overriding Principle – Act in the best interests of Clients	
3.1	<u>Outcome</u> – Each Client’s best interests are served	
3.2	<u>Outcome</u> – Clients receive advice appropriate to their circumstances	
3.3	<u>Outcome</u> – Clients have the information they need to make informed decisions	
3.4	<i>For Manager Trainees only</i> <u>Outcome</u> – Clients are aware of any referral arrangements and that they are	

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

	consistent with the firm's responsibilities both to them and to the CLC	
	<i>For Manager Trainees only</i>	
3.5	<u>Outcome</u> – Clients are aware of any limitation or any condition resulting from the firm's relationship with another party	
3.6	<u>Outcome</u> - Clients' affairs are treated confidentially (except as required or permitted by law or with the Client's consent)	
	No requirement to complete assessment against Overriding Principles 4 and 5 of the Code of Conduct, these are provided for reference only	
4	Overriding Principle – Comply with duty to the court	
	This principle is applicable only to litigation and advocacy	
5	Overriding Principle - Deal with regulators and ombudsmen in an open and co-operative way	
5.1	<u>Outcome</u> – Acts in accordance with their regulatory responsibilities	
6	Promote equality of access and service	
6.1	<u>Outcome</u> – The service is accessible and responsive to the needs of individual Clients, including those who are vulnerable	
6.2	<u>Outcome</u> – No-one dealt with is discriminated against (whether directly or indirectly), victimised or harassed	
6.3	<u>Outcome</u> – accepts responsibility where the service provided is not of the expected standard and provide appropriate redress for the Client where necessary	
	<i>For Manager Trainees only</i>	
6.4	<u>Outcome</u> – the handling of complaints takes proper account of Clients' individual needs, including those who are vulnerable	
	<i>For Manager Trainees only</i>	
6.5	<u>Outcome</u> – Complaints are dealt with impartially and comprehensively	

15. Appendix 4: CLC requirements for first licence (Held in Employment)**APPLICATIONS FROM QUALIFIED INDIVIDUALS**

- PROFESSIONAL EXAMS TO MEET CLC LEGAL KNOWLEDGE REQUIREMENTS
- EVIDENCE OF SUFFICIENT CONVEYANCING EXPERIENCE (Statement of Practical Experience)
- KNOWLEDGE OF THE REQUIREMENTS OF THE CLC LAWYER STANDARD
- UNDERSTAND THE REQUIREMENT FOR CPD AT RENEWAL

PROCEDURE FOR APPLICATION TO CLC

- COMPLETE THE APPLICATION FORM
- MEET THE FIT AND PROPER REQUIREMENTS AS PRESCRIBED ON THE FORM FOR DISCIPLINARY and FINANCIAL MATTERS AND CONDITIONS OF ISSUE UNDERS s16 ADMINISTRATION OF JUSTICE ACT 1985
- SIGN THE DECLARATION AT THE END OF THE APPLICATION
- PAY THE FEE – PRO-RATA DATE OF APPLICATION FOR THE FIRST LICENCE
- PROVIDE THE PRESCRIBED SUPPORTING DOCUMENTATION.

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

16. Appendix 5: Professional Exams.

Professional exams assess the technical knowledge and understanding as set out in the Standard. In totality, these exams and modules will cover the full range of the required legal knowledge and technical understanding. The knowledge modules will be developed against the Standard, and will take the form of professional exams recognised by CLC. Exemption from some modular elements can be mapped against these to ensure the widest choice of delivery to fit with current business practice

CLC (SQA) Conveyancing Law and Practice Diploma Level 4	Possible Equivalents	Partial Exemption
Unit 1: The English Legal System	Foundation Units on LLB (L.4)	
Unit 2: Standard Conveyancing Transactions	NONE	Equivalent units from the Legal Practice Conveyancing (LPC) or Legal Practice Course Property Law and Practice ('LPC PLP') or Law Degree modules.
Unit 3: Land Law	LLB/LLB in Legal Practice Land Law (L.5)	
Unit 4: Law of Contract	LLB/LLP in Legal Practice Law of Contract (Level 5)	CILEx Level 3 Diploma in Law and Practice; must include seven mandatory units which cover the key 'Foundation' subjects of: Introduction to Law and Practice, Law of Tort, Land Law, Client Care Skills, Legal Research Skills, Criminal Law, Contract Law, <u>Plus practice</u> Unit 10 Conveyancing and Unit 19 Residential and Commercial Leasehold Conveyancing.
Unit 5: Understanding Accounting Procedures for Conveyancing Transactions	None	

Licensed Conveyancing Apprenticeship: Summary of Approach to Assessment

CLC (SQA) Conveyancing Law and Practice Diploma Level 6	Possible Equivalents	Partial Exemption
Unit 1: Landlord and Tenant	LLB/LLB in Legal Practice- Land Law (L.5) GDL Land Law (L.6) LPC Property Law and Practice unit ('PLP') LLB/LLB in Legal Practice/GDL Criminal Law (L.s 5&6) LLB in Legal Practice Conveyancing unit (L.6) Note* Rent regulation/Succession/Mobile Homes Act 2006 and Agricultural Leases, must be covered in addition.	LPC (including elective for commercial Property Law) Note* Rent regulation/Succession/Mobile Homes Act 2006 and Agricultural Leases, must be covered in addition.
Unit 2: Conveyancing Law and Practice	LPC PLP(L.6) and LLB in Legal Practice Conveyancing Unit (L.6) LLB/LLP in Legal Practice – Law of Tort (L.5) Graduate Diploma in Law ('GDL') Law of Tort (L.6) LPC Accounts (L.6),	LPC CILEx Level 6 Diploma in Law and Practice (must include Unit 17 Conveyancing).
Unit 3: Client and Office Accounts	Units form the LPC Accounts (L.6) Units from the Legal Practice Conveyancing (LPC) (L6)	LPC (partial)

