



COUNCIL for LICENSED CONVEYANCERS

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# INFORMATION FOR APPLICANTS

to be registered as students with CLC

(includes syllabus)

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Revised September 2008



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# GUIDE TO THE CLC BACKGROUND AND FUNCTIONS

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The profession of Licensed Conveyancer effectively started in May 1987, when the first licences were issued. It was born out of the Administration of Justice Act 1985 which allows conveyancing services, which had previously been the sole preserve of solicitors, to be provided by licensed conveyancers.

In establishing the Council for Licensed Conveyancers (CLC) the 1985 Act lays upon it the duty:

“To ensure that the standards of competence and professional conduct among persons who practise as licensed conveyancers are sufficient to secure adequate protection for consumers, and that the conveyancing services provided by such persons are provided both economically and efficiently”.

It also accords specifically to a Licensed Conveyancer the same professional privileges as those of a solicitor in relation to a client and specifies for a range of statutes that any reference to “a solicitor” shall be construed as including a reference to a Licensed Conveyancer thus a Licensed Conveyancer when qualified and so authorised by the Council for Licensed Conveyancers to practise is by definition a Specialist Property Lawyer. It also breaks new ground by establishing the framework for conveyancing services to be offered by corporate bodies, called Recognised Bodies.

The Act lays down guidelines and specific requirements governing the training, issue of licences, register of licence holders, indemnity, insurance and compensation and financial requirements. It provides the Council to have an Investigating Committee and a Discipline and Appeals Committee and lays down the powers and outline procedure for each.

Until 1987 solicitors had an effective monopoly over conveyancing transactions. This was because Section 22 (1) of the Solicitors Act 1974 provided that only solicitors and certain lawyers could prepare conveyancing documents for a fee. Despite the prohibition in Section 22, a small number of unqualified people began to undertake conveyancing for reward. There were probably two main reasons for their appearance. First solicitor’s conveyancing charges were considered to be too high because of their effective monopoly and in consequence many house owners supported moves for some form of competition. Secondly, there were an increasing number of homeowners, some of whom would not naturally look to solicitors to advise them.

## HOUSE BUYERS BILL AND GOVERNMENT RESPONSE

Section 22 (1) came under legislative attack in 1983, when Austin Mitchell MP, introduced his House Buyers Bill. This provided for persons holding a licence issued by the Director General of Fair Trading to carry out conveyancing of houses with a registered title.

The Bill was withdrawn when the Government, by way of response, undertook to prepare appropriate legislation in its place and set up the Conveyancing Committee, (“the Farrand Committee”). This published its first report in September 1984 recommending licensed non-solicitor conveyancers. These recommendations were carried into law. The relevant legislative provisions appears in Part II of the Administration of Justice Act 1985.

## THE COUNCIL FOR LICENSED CONVEYANCERS

The CLC began its work early in 1986 and the original members were appointed by the Lord Chancellor. There were elections for 8 Licensed Conveyancers among its 15 members, the other 7 being nominated members representing professional, governmental, consumer organisations and other bodies. The Council’s Rules are concurred by the Ministry of Justice, originally the Lord Chancellor’s Department.

# GUIDELINES FOR APPROVAL OF APPLICATIONS TO BE REGISTERED AS STUDENTS OF THE CLC

## INTRODUCTION

1. The Council for Licensed Conveyancers has delegated to the Education Committee the power to determine applications to be registered as a student of the CLC. The purpose of these Guidelines is to provide guidance to applicants as to factors which the Education Committee will take into account when it is asked to determine whether an applicant should be registered as a student.

## SUMMARY OF CLC'S REGULATORY POWERS

2. The CLC has a general duty to: "to ensure that the standards of competence and professional conduct among persons who practise as licensed conveyancers are sufficient to secure adequate protection for consumers, and that the conveyancing services provided by such persons are provided both economically and efficiently" (s.12(2) Administration of Justice Act 1985 (AJA)).
3. When considering whether an applicant should be registered as a student the CLC must satisfy itself that the applicant "is a fit and proper person to be registered as a student" (rule 3.1(b) Training Rules 2004).
4. In relation to paragraph 3, the Council must satisfy itself that the applicant is a suitable person to be registered as a student and have confidence that at the completion of the applicant's education, he will be a fit and proper person to be issued with a licence.
5. The factors which the Council takes into account in determining if an applicant is a "fit and proper person to practise as a licensed conveyancer" (as required by s.15(1) AJA) and hence to be issued with a licence, are outlined in the Annex.
6. The CLC powers will be exercised proportionately and take account of the specific circumstances of each case.

## ENTITLEMENT TO APPEAL

7. An applicant who has not been accepted as a registered student may within 28 days of being notified of that decision apply in writing to the CLC for the application to be reconsidered (rule 3.4.1 Training Rules 2004).

## FACTORS TO BE TAKEN INTO ACCOUNT IN DETERMINING AN APPLICATION

8. In assessing an application, the Education Committee must satisfy itself that the applicant seeking registration as a student:
  - has a level of integrity, honesty, trustworthiness and professionalism expected of such a student by the public and members of the profession
  - is willing to comply with legal and regulatory requirements
  - is able responsibly to manage financial affairs.The Committee will also assess if registration as a student could:
  - diminish the public's confidence in the licensed conveyancers' profession
  - expose members of the public, profession or himself to harm.

## INFORMATION REQUIRED IN ORDER TO DETERMINE AN APPLICATION

8. The Education Committee will require the applicant to submit a duly completed application form and to declare any information which might affect his suitability to be a licensed conveyancer. Failure to do so may result in a delay to or refusal of the application. Such information includes:

- \*any criminal conviction, but also including official cautions, reprimands, final warnings and Anti Social Behaviour Orders
- \*any instance of cheating in exams or plagiarism during a course of study
- \*any County Court judgements, declarations of bankruptcy (even if they have been satisfied) or evidence of inability to manage financial affairs
- \*any other incident in which the applicant's character has been called into question

The applicant will be asked to supply written confirmation of the relevant issues, and may be asked to appear before the Education Committee to explain the situation.

9. If such matters arise after the applicant has been registered as a student, the student must notify the CLC as soon as possible to enable the CLC to deal with the matter. Failure to do so may result in a delay to or refusal of the application to be issued with a licence.
10. The CLC treats as a serious matter any failure to disclose convictions and other issues at the time of the application to be registered as a student or subsequently, and the application to be issued with a licence to practise as a licensed conveyancer may be refused as a result.

# REGISTRATION INFORMATION

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The number of Licensed Conveyancers continues to grow and the qualification is becoming increasingly sought after, not only by those wishing to practise on their own account or with others, but also by employers who are responsible for providing legal services. The CLC was given new powers by the Courts and Legal Services Act 1990, which provide further opportunities for the profession.

## REGISTRATION FEE

Candidates wishing to qualify as Licensed Conveyancers must register as students. The initial student registration fee is £125 and renewable annually every September at £85. Lapsed students are charged £125 to reinstate student registration. Those who hold equivalent qualifications recognised by CLC may apply for exemption from the training requirements after they have registered.

An applicant must be accepted as a student with the CLC before commencing study at a college and to be eligible for entrance to the qualifying examinations. Please allow at least 28 days for the registration process.

CLC will not accept an applicant as a student unless: -

- ✓ he or she is a fit and proper person to be registered as a student; and
- ✓ he or she has achieved the requisite standard of general education.

## FIT AND PROPER PERSON

In order to consider whether an applicant is a “fit and proper” person, the CLC will have regard to disciplinary action by other professional bodies; subject of an order made under section 43 of the Solicitors Act 1974; insolvency; outstanding court judgments; high court orders; bankruptcy; dismissals or convictions and undischarged financial liabilities. Information about these matters will be requested on the registration form. The CLC may also wish to take up references, and in some cases may require an applicant to attend for interview in order to maintain the highest standard of entry and of training for the profession.

## MINIMUM STANDARD OF GENERAL EDUCATION

Any person wishing to register as a student of the CLC should have passes in at least 4 approved subjects in the GCE or GCSE examinations including either English Language, English Literature or English, passes at Grade A, B or C.

Persons over the age of 25 who cannot meet the basic education requirements may make application which will be considered on their merits.

An applicant who cannot satisfy the minimum standard of education, but is currently working in the office of a Licensed Conveyancer or a Solicitor and has attained the age of 18 years may be accepted as a practising student.

## REFERENCES

All students are required to obtain two current character references and verification of their present conveyancing employment – to be sent to CLC with the Student Registration Application. Where the current employment is not relevant to conveyancing, two current character references will suffice.

## CLC CHRONICLE

CLC publishes a bi-monthly magazine, the “CLC Chronicle” which is distributed to registered students and Licensed Conveyancers.

# CLC EXAMINATIONS

FOUNDATION LEVEL	FINAL LEVEL
Examined by assignments Introduction to Conveyancing Introduction to Law & Legal Method	Examinations Accounts Conveyancing Law & Practice Landlord & Tenant
Examinations Law of Contract Land Law	

Examinations are held twice a year, in January and June. Entry forms can be downloaded from the CLC website. The closing dates for examinations are 1<sup>st</sup> April and 1<sup>st</sup> November for the June and January sittings respectively.

All students are required to complete the course within 7 years of their first registration date and will be allowed only 3 sittings of an examination. In the event of a candidate failing an examination 3 times, the candidate will be required to retake all the examinations at that stage, i.e. Foundation or Final. For example, if a candidate passes Foundation Contract, then fails Foundation Land Law 3 times, the candidate will be required to retake the Contract Examination. Students will not be allowed to progress to the Final part of the course until all parts of the Foundation have been successfully completed.

## PLAGIARISM

CLC and its accredited course providers will not accept work for assessment/exams that has been copied from the manuals, text books or another student. Submissions must be your own work and assessment is based on the ability to show in the assignment/exam script. Work that is found to be copied will be refused.

## EXAMINATION FEE

Currently £85 per subject.

## DURATION OF EXAMINATION

3 hours + 15 minutes reading & preparation time.

## PAST EXAMINATION PAPERS

Past examination papers and the examiner's report are available upon request.

## REVISION DAYS

Revision Days are normally offered in May and November each year.

## TEXT BOOKS

Prior to an examination, students should always verify they are using the latest edition of text books, including the CLC Course Manuals. The course content is updated periodically and all Distance Learning students, Accredited College Tutors and Accredited Colleges are automatically sent addendums. Please note, the textbooks quoted in this book are suggested NOT recommended by the CLC.

## APPEAL PROCEDURE FOR EXAMINATIONS

- If a candidate withdraws prior to the closing date of an examination (i.e. 1<sup>st</sup> April for June sitting or 1<sup>st</sup> November for January sitting) it will not be a deemed attempt and the candidate's fee will be refunded.
- If a candidate withdraws after the closing date (i.e. 1<sup>st</sup> April for June sitting or 1<sup>st</sup> November for January sitting) and does not present for an examination, it will be a deemed attempt and the examination fee will be forfeited.
- If a candidate having presented for an examination who, as a result of illness or exceptional circumstances considers that their performance has been adversely affected, may apply to the CLC within 21 days of the examination with supporting documentary evidence for consideration by the Examination Board.

# PRACTICAL TRAINING

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As well as completing the CLC examinations, students are also required to complete at least two years of supervised, full-time, current practical training before obtaining their first licence. Students in qualifying employment are required, in order to comply with the CLC Training Rules, to send practical training certificates to the CLC every year from their date of registration and continue to do so until the completion of all the CLC assignments and examinations.

“Practical Training” means full or part-time employment assisting in the provision of conveyancing services, supervised by “qualified person” i.e., a solicitor or a licensed conveyancer who in either case is entitled to practise as a sole principal.

For each period of training the trainee will be required to submit a statement to the Council, signed by the supervisor giving an account of the training received. If the supervisor is not “qualified” as above, the statement must be countersigned by a “qualified” person.

Only after all the examinations have been successfully completed or been exempted and practical training certificates have been submitted to the CLC can a first licence be applied for.

NB: Part-time hours can be apportioned over an extended period to achieve the Practical Training Requirement.

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## EXEMPTIONS

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### EXEMPTION FROM THE CLC EXAMINATIONS

An applicant who wishes to claim exemption from any of the CLC examinations and/or practical training must first register as a student then produce such evidence to support the application for exemption as required by the CLC.

All exemptions are dealt with on an individual basis and a recognised equivalent examination will require documentary evidence for approval. Exemptions can only be granted on written application to CLC with supporting evidence.

### EXEMPTION FROM THE CLC PRACTICAL TRAINING REQUIREMENT

A student who satisfies the CLC that he or she has adequate experience in the provision of conveyancing services may, at the CLC discretion, be exempt from part of the Practical Training. Students who have previous experience prior to the date of registration may be eligible to apply for part exemption with documentary evidence.

However, exemption can only be requested from the whole of Practical Training where no further examinations are necessary. Where a student has previous experience prior to the date of registration and has further examinations to complete, he or she may be eligible to apply for part exemption, i.e., from the first year of practical training supported by the relevant signed Certificate of Practical Training for a period of one year or more.

An exemption form is included in the guidelines provided when an applicant is accepted as a CLC student or can be downloaded from the CLC website.

The following equivalent qualifications are recognised as eligible for exemption from the CLC syllabus. However, students are required to apply on a written exemption form to the CLC with supporting documentary evidence.

**NB: CLC are unable to either approve or discuss exemptions by telephone or email**

FOUNDATION Introduction to Conveyancing Assignments	<ul style="list-style-type: none"> <li>✓ ILEX equivalent subject</li> <li>✓ Law Degree</li> <li>✓ Legal Practice Course</li> </ul>
FOUNDATION Introduction to Law & Legal Method Assignments	<ul style="list-style-type: none"> <li>✓ ILEX equivalent subject</li> <li>✓ Law Degree</li> <li>✓ Legal Practice Course</li> </ul>
FOUNDATION Law of Contract Examination	<ul style="list-style-type: none"> <li>✓ ILEX Level 6 equivalent subject</li> <li>✓ Law Degree</li> <li>✓ Legal Practice Course</li> <li>✓ Common Professional Examination</li> <li>✓ Post-Graduate Diploma in Law</li> </ul>
FOUNDATION Land Law Examination	<ul style="list-style-type: none"> <li>✓ ILEX Level 6 equivalent subject</li> <li>✓ Law Degree</li> <li>✓ Legal Practice Course</li> <li>✓ Common Professional Examination</li> <li>✓ Post-Graduate Diploma in Law</li> <li>✓ Land Registration Law &amp; Practice Course</li> </ul>

FINAL Accounts Examination	<ul style="list-style-type: none"> <li>✓ Legal Practice Course *</li> </ul> <p>*In order to cross qualify Solicitors Accounts LPC students are required to complete the CLC Accounts DL Course assignments &amp; past paper (pass mark 50%) or: sit the CLC Accounts examination</p>
FINAL Conveyancing Law & Practice Examination	<ul style="list-style-type: none"> <li>✓ ILEX Level 6 equivalent subject with a grade of 50% or above</li> <li>✓ Legal Practice Course</li> </ul>
FINAL Landlord & Tenant Examination	<ul style="list-style-type: none"> <li>✓ ILEX Level 6 equivalent subject with a grade of 50% or above</li> <li>✓ Legal Practice Course (L/T elective)</li> </ul>

**PLEASE NOTE:**

- ❖ Subject to the revision of syllabi from other bodies, the above exemptions may change from time to time.
- ❖ CLC are unable to approve exemptions by telephone.
- ❖ All exemptions are dealt with, and must be applied for on an individual basis. A recognised equivalent qualification is required for exemption together with documentary evidence for approval.
- ❖ Exemption will not be granted on experience only for either the assessed modules or examinations.
- ❖ Students with an aged relevant qualification may be required to update their knowledge by completing assignments if the law at the time of the qualification has been updated.
- ❖ Alternative recognised examinations taken after a CLC failure will not be considered for exemption.

# CLC FOUNDATION SYLLABUS

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## FOUNDATION - INTRODUCTION TO CONVEYANCING

*Assessed by 6 Assignments (pass mark 50%)*

### Introduction

1. Seller's and Buyer's Tasks
2. Pre-Contract Enquiries and Searches
3. The Contract
4. Exchange of Contracts
5. Deducing and Investigating Title
6. Preparation for Completion
7. Completion
8. Post – Completion
9. Various Matters
  - a) Mortgages
  - b) Joint Ownership
  - c) Powers of Attorney
  - d) Leases
  - e) N.H.B.C.
  - f) Indemnity Insurance and Statutory Declarations
  - g) Commonhold
10. Remedies
11. Conveyancing and Land Registry Forms

### SUGGESTED TEXTBOOKS

“Companion to Property Law & Practice” – A guide to Assessment by Robert Abbey & Mark Richards (LPC series) (Oxford University Press)

“Property Law & Practice” by Paul Butt (LPC Series) (Jordans)

IF REQUIRED, STUDENTS SHOULD ENSURE THEY PURCHASE THE LATEST EDITION TEXT BOOKS

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## FOUNDATION - INTRODUCTION TO LAW & LEGAL METHOD

*Assessed by 2 Assignments (pass mark 40%)*

1. Effective Study
2. Finding the Law
3. Settling Disputes
4. Applying the Law

### SUGGESTED TEXTBOOK

“Legal Method” Ian McLeod 4<sup>th</sup> Edition (Palgrave Macmillan)

“The Legal System” by Kate Malleson 2<sup>nd</sup> edition (Oxford University Press)

IF REQUIRED, STUDENTS SHOULD ENSURE THEY PURCHASE THE LATEST EDITION TEXT BOOKS

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# CLC FOUNDATION SYLLABUS

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## FOUNDATION - LAW OF CONTRACT

*Examination marked at degree level (pass mark 40% - merit 60% - distinction 70%)*

### SYLLABUS CONTENT

1. Introduction to Law of Contract
2. Offer and Acceptance
3. Consideration and Privity
4. The Intention to Create Legal Relations
5. The Form of a Contract
6. The Contents of a Contract
7. Possible Defects in the Contract
  - Mistake;
  - Misrepresentation;
  - Duress;
  - Undue Influence.
8. Void and Illegal Contracts
9. Discharge of the Contract
10. Remedies for Breach of Contract

### Section A Subjects

1. Formalities
2. Mistake re non est factum and rectification
3. Misrepresentation

### Section B Subjects

1. Offer & acceptance
2. Consideration and Privity
3. Intention to create legal relations
4. Contents of the contract
5. Mistake
6. Duress and undue influence
7. Void and Illegal contracts
8. Discharge of contracts
9. Remedies for breach of contract

### **NOTE:**

*Candidates are allowed one unmarked A4 sheet of notes (Arial size 12 font only) word processed both sides into the examination for reference purposes to be attached to the examination script and handed to the invigilator at the end of the examination.*

### SUGGESTED TEXTBOOKS

- “Law of Contract” Paul Richards (Pitman)
- “The Law of Contract” G H Treitel (Sweet & Maxwell)
- “The Modern Law of Contract” Richard Stone (Cavendish)
- “Law of Contract” Richard Taylor (Oxford University Press)
- “Sourcebook on Contract Law” David Oughton & Martin Davis (Cavendish)
- “Contract Law” Ewan McKendrick (Palgrave Law Masters)

IF REQUIRED, STUDENTS SHOULD ENSURE THEY PURCHASE THE LATEST EDITION TEXT BOOKS

# CLC FOUNDATION SYLLABUS

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## FOUNDATION LAND LAW

*Examination marked at degree level (pass mark 40% - merit 60% - distinction 70%)*

### SYLLABUS CONTENT

1. Land and its Meaning
2. Estates and Interest in Land
3. The Difference between Legal & Equitable Interests in Land & the Doctrine of Notice
4. The Protection of Interests in Unregistered Land
5. The Protection of Interests in Registered Land
6. Trust Property
7. Co-Ownership
8. Leasehold Property
9. Adverse Possession
10. Interests in the Land of Another
  - Easements and Profits;
  - Licences;
  - Covenants in Freehold Land;
  - Mortgages.

### Section A Subjects

1. The doctrine of notice
2. Land Charges (Unregistered) Land
3. Land Registration
4. Easements
5. Co-Ownership
6. Mortgages

### Section B Subjects

1. Land and its meaning
2. Estates and interest in land
3. Trust property
4. Leasehold property
5. Adverse possession
6. Licences
7. Covenants in freehold land

### **NOTE:**

*Candidates will be supplied with relevant statutes for the examination. They are also allowed one unmarked A4 sheet of notes (Arial size 12 font) word processed both sides into the examination for reference purposes to be attached to the examination script and handed to the invigilator at the end of the examination.*

### SUGGESTED TEXTBOOKS

- “Land Law” by Kate Green & Joe Cursley (Palgrave Law Masters)
- “Textbook on Land Law” by Mackenzie and Phillips 10<sup>th</sup> edition (Oxford University Press)
- “Nutshells Land Law” by William Howarth (Sweet & Maxwell)
- “Cavendish Law Cards – Land Law”
- “Making Sense of Land Law” by April Stroud (new edition) (Oxford University Press)
- “Land Law” by Kevin Gray & Susan Francis Gray (www.oup.com)

IF REQUIRED, STUDENTS SHOULD ENSURE THEY PURCHASE THE LATEST EDITION TEXT BOOKS

# CLC FINAL SYLLABUS

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## FINAL ACCOUNTS

*Examination marked at professional level (pass mark 50% - merit 60% - distinction 75%)*

1. Introduction and fundamental aspects of book-keeping
2. Recording of basic transactions
3. Book-keeping entries involving the cash account
4. Book-keeping entries not involving the cash account
5. Charging clients
6. Book-keeping entries relating to clients
7. The Accounts Rules
8. Office account entries
9. Other layouts of accounts
10. Value Added Tax
11. Books of Prime Entry
12. The Conveyancing Transaction
13. Value Added Tax and Clients
14. Interest on clients' money and other banking procedures
15. Mortgages
16. Conveyancing statements
17. The Trial Balance
18. The banking system
19. Bank reconciliation statements
20. Year End Accounts
21. Adjustments to the Year end Accounts Accounting concepts
22. Interpreting Year End Accounts
23. Cashflow Forecasting
24. Correcting errors and monthly reconciliations
25. Licensed Conveyancers' Accounts in Practice

*NOTE: Candidates are allowed a manual calculator for this examination and a clean, unmarked set of the current CLC Accounts, Deposit Interest and Accountant's Report Rules. Additional notes are not allowed in this examination.*

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## FINAL CONVEYANCING LAW & PRACTICE

*Examination marked at professional level (pass mark 50% - merit 60% - distinction 75%)*

- A. Introduction
  - The Licensed Conveyancer
  - Substantive Law
  - Registered Land
  - Introduction to Conveyancing
- B. Instructions to Exchange of Contracts
  - Taking Instructions
  - Pre-Contract matters
  - The Contract
  - Exchange of Contracts

# CLC FINAL SYLLABUS

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## FINAL CONVEYANCING LAW & PRACTICE (continued)

- C. Exchange of Contracts to Completion and Beyond
  - Showing Title
  - Investing Title
  - Searches before Completion
  - Preparing for Completion
  - Completion
  - After Completion
- D. Leaseholds
- E. Commonhold
- F. Mortgages
- G. Remedies
- H. Drafting
- I. The future

### SUGGESTED TEXTBOOKS

The Law Society's Conveyancing Handbook by Francis Silverman

Property Law & Practice by Paul Butt (LPC Series) (Jordans)

Storey's Conveyancing (Butterworths)

Walkers Conveyancing SWOT Series (Oxford University Press)

A Practical Approach to Conveyancing by Robert Abbey & Mark Richards (Oxford University Press)

IF REQUIRED, STUDENTS SHOULD ENSURE THEY PURCHASE THE LATEST EDITION TEXT BOOKS

*NOTE: Candidates are allowed one unmarked A4 sheet of notes (Arial size 12) word processed both sides into the examination for reference purposes to be attached to the examination script and handed to the invigilator. Candidates may be requested to take an unmarked copy of the Council for Mortgage Lenders' Handbook into the examination.*

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## FINAL LANDLORD & TENANT

*Examination marked at professional level (pass mark 50% - merit 60% - distinction 75%)*

1. Characteristics of a lease
2. Creating a tenancy
3. Types of tenancies
4. Leasehold covenants
5. Repairs
6. Enforceability of leasehold covenants
7. Remedies
8. Termination
9. Basic principles
10. Avoiding protection
11. Recovery of possession
12. Rent regulation
13. Succession
14. Mobile Homes Act 2006
15. Unlawful eviction and harassment

# CLC FINAL SYLLABUS

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## FINAL LANDLORD & TENANT (continued)

16. Commercial leases
17. Long leases
18. Agricultural tenancies

### SUGGESTED TEXTBOOKS

- “A Practical Approach to Landlord & Tenant” Simon Garner & Alexandra Frith  
(Oxford University Press)
- “Landlord & Tenant Law” Wilkie Cole Luxton Morgan (Palgrave McMillan)

IF REQUIRED, STUDENTS SHOULD ENSURE THEY PURCHASE THE LATEST EDITION TEXT BOOKS

### *NOTE:*

*One of the above unmarked textbooks may be taken into the examination. Candidates are also allowed one unmarked A4 sheet of notes (Arial size 12 font) word processed both sides to be attached to the examination script and handed to the invigilator at the end of the examination.*

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## CLC COURSE AT COLLEGE

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The following colleges are accredited by the CLC and offer the CLC course, some may only offer individual subjects. However, further colleges may offer the course and before enrolling, you are required to ensure the college is accredited by CLC.

The course is normally offered on a day/evening part time basis and would normally be completed in 2 - 3 academic years. The list is not exhaustive and applicants should check with colleges in their area. The CLC do not have details of fees, dates and times of courses – applicants should contact the colleges direct for this information well in advance of the date they wish to commence the course, since the course is often offered subject to registration by a minimum number of students. **HOWEVER, APPLICANTS MUST REGISTER WITH THE CLC BEFORE COMMENCING THE COLLEGE COURSE TO ENSURE THEY ARE ACCEPTABLE AS STUDENTS WITH CLC.**

College students are required to purchase the CLC course manuals for study and complete all the assignments and at least one past paper before entering the CLC Examinations. Course manuals must be purchased direct from CLC at cost, but it will be the responsibility of the college to mark the assignments. An application form for the CLC Manuals is included in a new student’s registration pack; in the Guidelines for Students Booklet and can be downloaded from the website

**ADVANCE PROFESSIONAL DEVELOPMENT**  
25 Castle Street, SHREWSBURY SY1 1DA  
Tel: 01743 248545  
[www.advancecpd.org.uk](http://www.advancecpd.org.uk)

**BRADFORD COLLEGE**  
Lister Building, Great Horton Road  
BRADFORD BD7 1AY  
Tel: 01274 431679  
[www.bradfordcollege.ac.uk](http://www.bradfordcollege.ac.uk)  
[www.bradfordschoolbusiness-law.org.uk/lawschool](http://www.bradfordschoolbusiness-law.org.uk/lawschool)

**BROMLEY COLLEGE**  
Rookery Lane Campus  
Rookery Lane, BROMLEY BR1 8HE  
Tel: 020 8295 7073/7050  
[www.bromley.ac.uk](http://www.bromley.ac.uk)

**CHELMSFORD COLLEGE**  
Moulsham Street CHELMSFORD CM2 0JQ  
Tel: 01245 265611 x 3523  
[www.chelmsford-college.ac.uk](http://www.chelmsford-college.ac.uk)

**CHICHESTER COLLEGE**  
Westgate Fields CHICHESTER PO19 1SB  
Tel: 01243 812212  
[www.chichester.ac.uk](http://www.chichester.ac.uk)

**CITY OF BRISTOL COLLEGE**  
College Green, St Georges Road  
BRISTOL BS1 5UA  
Tel: 0117 3125476  
[www.cityofbristol.ac.uk](http://www.cityofbristol.ac.uk)

**CITY OF LONDON COLLEGE**  
80 Backchurch Lane, LONDON E1 1LX  
Tel: 020 7553 0430  
[www.clc-london.ac.uk](http://www.clc-london.ac.uk)

**COLEG GWENT**  
Nash Road, NEWPORT NP19 4TS  
Tel: 01633 466051  
[www.coleggwent.ac.uk](http://www.coleggwent.ac.uk)

**GUILDFORD COLLEGE**  
Stoke Park Campus GUILDFORD GU1 1EZ  
Tel: 01483 448500 X 8303  
[www.guildford.ac.uk](http://www.guildford.ac.uk)

**INTERNATIONAL UNIVERSITY OF AMERICA**  
Royal Arsenal Gatehouse  
Beresford Square London SE18 6AR  
Tel: 020 8331 0555  
[www.iua.ac](http://www.iua.ac)

**IN TOWN TRAINING**  
Provincial House  
Solly Street SHEFFIELD S1 4BA  
Tel: 0114 276 6958

**LONDON COLLEGE – WIMBLEDON**  
LCW House 3<sup>rd</sup> & 4<sup>th</sup> Floors  
2AMansel Road WIMBLEDON SW19 4AA  
Tel: 0208 944 1134  
[www.londoncollegewimbledon.co.uk](http://www.londoncollegewimbledon.co.uk)

**LONDON SCHOOL OF MANAGEMENT & TECHNOLOGY**  
275-285 High Street STRATFORD E15 2TF  
Tel: 0208 534 9996  
[www.lsmat.org.uk](http://www.lsmat.org.uk)

**MIDDLESEX SCHOOL OF MANAGEMENT**  
8A Castle Street  
KINGSTON UPON THAMES KT1 1SS  
Tel: 0208 439 1717  
[www.msm-london.org](http://www.msm-london.org)

**NORTHAMPTON COLLEGE**  
Booth Lane NORTHAMPTON NN3 3RF  
Tel: 01604 734177  
[www.northamptoncollege.ac.uk](http://www.northamptoncollege.ac.uk)

**THE MANCHESTER COLLEGE**  
St Johns Centre 2 New Quay Street  
MANCHESTER M3 3BE  
Tel: 0161 953 5995 x 2455  
[www.mancat.ac.uk](http://www.mancat.ac.uk)

**TRURO COLLEGE**  
College Road TRURO Cornwall TR1 3XX  
Tel: 01872 267099  
[www.trurocollege.ac.uk](http://www.trurocollege.ac.uk)

**VENMORAK COLLEGE OF LAW & FE**  
All Saints Forest Gate Hampton Road  
Saints Drive FOREST GATE E7 0RF  
Tel: 0208 552 5959  
[www.lcoas.co.uk](http://www.lcoas.co.uk)

**VICTORIA COLLEGE OF TECHNOLOGY & E-COMMERCE**  
Victoria Centre 215-221 Green Street  
Forest Gate LONDON E7 8LL  
Tel: 0208 548 9191  
[www.vctec.ac](http://www.vctec.ac)

**WHITECHAPEL COLLEGE**  
1-13 Adler Street LONDON E1 1EG  
Tel: 020 7377 8887  
[www.whitechapelcollege.com](http://www.whitechapelcollege.com)

**YSTRAD MYNACH COLLEGE**  
Twyn Road  
Ystrad Mynach  
HENGOED CF82 7XR  
Tel: 01443 810041  
[www.ystrad-mynach.ac.uk](http://www.ystrad-mynach.ac.uk)

## CLC COURSE BY DISTANCE LEARNING

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The Council for Licensed Conveyancers is the sole provider of the Distance Learning Course. The CLC Distance Learning Course Manuals cover the syllabus set out in this booklet and is available in hard copy or can be downloaded from the CLC web site. All subjects can be studied and purchased separately and it is possible to complete within 2 – 3 years. Included in the cost of all CLC Course Manuals are assignments and one past paper for examination subjects for assessment which should be completed as preparation. Additional past examination papers are available for completion and can be submitted for external marking for an extra fee.

For students supported and financed by their employer, practical training information is sent at registration and a progress report is despatched throughout the course.

An application form for the DL Manuals is included in a new student's registration pack; in the Guidelines for Students and can be downloaded from the CLC website. Students are given a registration number, which remains with them to qualification as their licence number. The registration number **MUST** be quoted on all correspondence followed by DL.

The following fees apply to distance learning course material and do not include examination fees which are £85 per subject.

FOUNDATION Introduction to Conveyancing (by assignments)	£300
FOUNDATION Introduction to Law & Legal Method (by assignments)	£150
Distance Learning students must complete the above assignments before studying the Foundation examination subjects	
FOUNDATION Law of Contract (by examination)	£300
FOUNDATION Land Law (by examination)	£300
DL students must complete and submit all the assignments and one past paper before applying to sit the foundation examinations	

**STUDENTS MUST HAVE COMPLETED, OR BE EXEMPT FROM THE FOUNDATION COURSE BEFORE ATTEMPTING THE FINAL SUBJECTS**

FINAL Accounts (by examination)	£400
FINAL Conveyancing Law and Practice (by examination)	£400
FINAL Landlord and Tenant (by examination)	£400
DL students must complete and submit all the assignments and one past paper before applying to sit the above final examinations	

CLC reserve the right to increase fees and update the Distance Learning Course when appropriate. Payment for more than one section of the course will be accepted, but only 1 subject will be issued at a time and will be subject to increase in price at the time of despatch.

NB: CLC do not issue refunds for returned course material

# FREQUENTLY ASKED QUESTIONS

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## WHAT IS A LICENSED CONVEYANCER?

Property lawyers who are trained and qualified in all aspects of the law dealing with property. They are the equivalent of a Conveyancing Solicitor.

## HOW DO STUDENTS QUALIFY?

Students are required to take the CLC examinations, which are divided, into two parts, Foundation and Finals which comprise both assessments and examinations. As well as the academic qualification, students are required to complete at least two years full time conveyancing practical training in qualifying employment, either with a Licensed Conveyancer or a Solicitor, property developer, bank, financial institution, lender, building society or local authority with an in house conveyancing department.

## HOW LONG WILL IT TAKE TO QUALIFY?

The minimum period in which the part time course can be completed is two years, (subject to the practical training requirement). The average student normally completes within 3-4 years in addition to working full time. However a student is required to complete the course within a 7 year period (subject to discretion, i.e. maternity leave; long term illness).

## CAN I TAKE THE COURSE WITHOUT BEING IN CONVEYANCING EMPLOYMENT?

Yes. However, you will need to gain the practical experience which must be documented before qualifying for a licence.

## HOW MUCH DOES IT COST?

The total cost of training over a minimum two-year period is approximately £3,500 which includes yearly subscription to CLC, examination fees and revision days. Employers often support students financially throughout their academic training.

## IS EXTERNAL FUNDING AVAILABLE?

CLC courses offered through FE Colleges receive government funding.

## WHAT LEVEL IS THIS COURSE SET AT?

The foundation assignment based subjects are a basic introduction to the course and are marked by external assessors. The 2 foundation examination subjects, Law of Contract and Land Law are examined at degree level.

The 3 final examination subjects, Accounts, Conveyancing Law & Practice, and Landlord & Tenant are professional examinations.

## WHERE DO I TAKE THE EXAMINATIONS?

Examination centres are offered at various locations in January and June of each year.

## WHAT IS THE EXAM PASS RATE?

Over a period of five years the average percentage pass rate for all subjects was 70%. Historically, the foundation subjects attract a higher percentage pass rate.

## WHAT ARE THE ENTRY REQUIREMENTS?

The basic educational requirement for registration as a student is 4 GCSE passes (or equivalent) in English Language and 3 other approved subjects at A, B, or C. However, mature students over 25 years without qualifications may be accepted with relevant practical experience. Law graduates can apply for exemption from equivalent subjects.

## WHERE DO STUDENTS STUDY?

The part time course is offered at selected further education colleges throughout the country. CLC offer the course by correspondence. This offers the student more flexibility and currently 65% of students study by this method. Many of the larger legal practices offer the course in-house to their own employees.

## WHEN CAN I APPLY FOR A LICENCE?

After successfully completing the examinations and fulfilling the practical training requirements, a student is eligible to apply for a licence in employment. To set up as a sole practitioner, partner or practise through a Limited Company (recognised body) you need to apply for a full licence, to be able to offer conveyancing services directly to the public. The decision to approve a full licence is one of the Licence and Practice Committee, which interviews the applicant after receiving information for setting up with a Business Plan and Cash Flow Forecast.

## DOES CLC OFFER CONTINUING PROFESSIONAL DEVELOPMENT (CPD)?

CPD is compulsory for all Licensed Conveyancers. Those in employment are required to complete 6 hours per licence year (1<sup>st</sup> November to 31<sup>st</sup> October) and full licence holders, 12 hours. CLC currently have CPD correspondence courses available on request.

# THE LICENCE

**First Licence – LIMITED LICENCE as an Employed Licensed Conveyancer.**

In order to obtain a licence, an applicant must, in addition to completing all the CLC Examinations and Practical Training must be considered a “fit and proper person” to hold a licence.

After successfully completing or being exempted from the CLC examinations and fulfilling the practical training requirements, a student is eligible to apply for a licence in “qualifying employment”.

“Qualifying employment” is the provision of conveyancing services as the employee of a Licensed Conveyancer; recognised body; (see below) or Solicitor; all entitled to practise on their own account.

Alternatively, a limited licence holder may be employed by a bank, financial institution; building society, lender, or local authority provided a qualified person (i.e Licensed Conveyancer or Solicitor entitled to practise on their own account) is head of the legal department.

Limited Licence Holders are required to complete 6 CPD hours each Licence Year (1<sup>st</sup> November to 31<sup>st</sup> October) to comply with the CLC Continuing Professional Development Rules.

**FULL LICENCE – Sole Principal / Partnership / Recognised Body**

A Licensed Conveyancer with a limited licence may apply to the Licence and Practice Committee for a full licence to practise in qualifying employment in a supervisory capacity; as a sole principal; in partnership or as a limited company (recognised by CLC). A full licence is one that enables a licence holder to offer conveyancing services direct to the public.

A licence continues in force for 12 months. The licence year expires on 31<sup>st</sup> October each year. In order to obtain a licence, each applicant is required to submit the following:

- a) the current annual licence fee;
- b) contribution to the CLC Compensation Fund, a sum stipulated by the Council;
- c) Professional Indemnity Insurance premium under the CLC Master Policy; and
- d) 12 CPD hours each licence year (1<sup>st</sup> November to 31<sup>st</sup> October) to comply with the CLC Continuing Professional Development Rules.

## WHAT THE LICENCE PERMITS

The licence issued by the CLC permits the holder to provide conveyancing services, which are defined in Section 11(3) of the Administration of Justice Act 1985, as “the preparation of transfers, conveyances, contracts and other documents in connection with, and other services ancillary to, the disposition or acquisition of estates of interests in land”. As a general rule there will be no restrictions on the types of conveyancing service the licence holder may provide. They will therefore be permitted to deal with both domestic and commercial property and with both registered and unregistered land. From June 1994, the status of Commissioner for Oaths was granted to all Licensed Conveyancers.

## RECOGNISED BODIES

Where one or more licence holder wishes to run a practice as a limited company, that company will need to apply to the CLC to become a recognised body. Recognition will only be granted where the company is under the control of Licensed Conveyancers and engages solely in the provision of conveyancing services.

# THE CLIENT – SERVICE AND PROTECTION

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## FIT AND PROPER PERSON

The CLC may not approve a licence unless it is satisfied that the applicant is a “fit and proper person” to practise as a Licensed Conveyancer.

## RULES OF CONDUCT

All Licensed Conveyancers are governed by the CLC Rules of Conduct, Practice and Discipline. Any breach of these Rules will make the Licensed Conveyancer or recognised body liable to disciplinary proceedings.

## PROFESSIONAL INDEMNITY INSURANCE

All Licensed Conveyancers who hold full licences are required to subscribe to the CLC Master Professional Indemnity Policy which provides clients of Licensed Conveyancers with protection in the event that they should suffer loss due to the Licensed Conveyancer’s error or omission.

## COMPENSATION FUND

The CLC has a Compensation Fund to provide compensation to clients who may suffer a loss as a result of a Licensed Conveyancer’s dishonesty or fraudulent activity.

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## ENQUIRIES

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All enquiries should be sent to:  
The Director of Education & Licensing  
Council for Licensed Conveyancers  
16 Glebe Road Chelmsford Essex CM1 1QG

DX: 121925 CHELMSFORD 6

Tel: (01245) 349599

Fax: (01245) 341300

e-mail: [clc@clc-uk.org](mailto:clc@clc-uk.org)

[www.clc-uk.org](http://www.clc-uk.org)

