



## ***Continuing Professional Development Framework***

### ***CLC General Continuing Professional Development Provisions***

Set out below is the framework the **CLC** complies with in ***Continuing Professional Development (CPD)*** provisions. These are provided to inform the regulated community of the parameters the **CLC** operates within to ensure providers of legal services continue year on year to develop their professional knowledge and competency and to deliver the Code of Conduct Outcomes.

1. The **CLC** may issue a ***licence*** subject to ***conditions*** where the ***applicant*** fails to comply with requirements 8 to 11 of the ***Continuing Professional Development*** Code.
2. The minimum requirements of continuing education and training in ***recognised courses*** are:
  - for a ***licensed conveyancer manager*** in each year in which a ***licence*** is held:
    - 12 hours if they hold only a ***conveyancing licence***
    - 16 hours if they hold a ***probate, litigation and/or advocacy licence*** in addition to a ***conveyancing licence*** ;
  - for a ***licensed conveyancer***, other than a ***manager***, in each year in which a ***licence*** is held:
    - 6 hours if they hold only a ***conveyancing licence***
    - 8 hours if they hold a ***probate, litigation and/or advocacy licence*** in addition to a ***conveyancing licence*** ;
3. On application the **CLC** may, where satisfied that the ***licensed conveyancer*** concerned has undertaken sufficient ***continuing professional development*** in the current year, vary the operation of the ***CPD*** Code in such ways as it thinks fit.
4. The **CLC** has power to approve courses of study provided by educational institutions and other bodies.
5. The **CLC** may provide its own courses of study for the purposes of the ***CPD*** framework and Code and may prescribe and charge a fee where a person is directed to attend or applies to attend or undertake such a course.
6. The **CLC** may direct an individual to attend (and pay for) a specific course as an alternative to disciplinary action if it is satisfied they have failed to a material extent to comply with the **CLC's Code of Conduct**, even if they have at that time satisfied the provisions of paragraph 2 for the current year.
7. ***Continuing Professional Development*** requirements will be allocated to each ***licence*** in order that the **CLC** is confident that training relevant to the ***licence*** is acquired.

8. **Licence** holders are required to annually submit a self-certification **CPD training record**. These will be monitored with a view to ensuring compliance. This monitoring will help inform our risk assessment of the individual/body. The **CLC** will operate an escalating system of sanctions.

A copy of this Framework is also available in the CLC Handbook.