



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

### **CLC General CPD 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. The **CLC** will undertake monitoring of the quality of **CPD** provision through a randomised annual audit of a statistically significant number of course suppliers.
9. Licence holders are required to annually submit a self-certification **CPD** form. 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; persistent flouting of the **CPD** requirements may result in conditions being imposed upon the **licence** or even *licence* revocation.