

# apprenticeship FRAMEWORK

## Higher Apprenticeship in Conveyancing (Wales)

### IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

### Latest framework version?

Please use this link to see if this is the latest issued version of this framework:

[afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR04000](http://afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR04000)

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# CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH OCTOBER 2016

These changes relate to the Essential Skills and Employer Rights and Responsibilities requirements of a framework and they ONLY apply to new Apprenticeship starts on, or after, 14th October 2016. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

## Alternatives for Essential Skill qualifications

**Foundation apprenticeships (Level 2):** Where Essential Skills qualifications are specified in a foundation apprenticeship framework (Level 2), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade G (Level 1 equivalent); or
- b. O Level qualification in English language or literature to at least grade E; or
- c. A/AS Level qualification in English language or literature to at least grade E; or
- d. SCQF Level 4 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 4 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained are at Level 1 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade G (Level 1 equivalent); or
- b. O Level qualification in Mathematics to at least grade E; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 4 – Numeracy Core Skill (Graphical Information and using number); or
- e. SQA National 4 Mathematics; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 1 or above.

**Apprenticeships (Level 3):** Where Essential Skills qualifications are specified in an apprenticeship framework (Level 3), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in English language or literature to at least grade C; or
- c. A/AS Level qualification in English or literature to at least grade E; or
- d. SCQF Level 5 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 5 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained is at Level 2 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in Mathematics to at least grade C; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 5 – Numeracy Core Skill (Graphical information and using number); or
- e. SQA National 5 Mathematics; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 2 or above.

**Higher Apprenticeships (Levels 4-7):** Essential Skills requirements are as for an apprenticeship frameworks at Level 3.

# CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH OCTOBER 2016

## **Employer Rights and Responsibilities (ERR)**

The final modification to SASW is to Employer Rights and Responsibilities (ERR) which is no longer compulsory in frameworks. Please refer to the Employer Rights and Responsibilities section within the framework document to confirm specific requirements.

## **Additional Information**

It should be noted that SASW has also been modified to reflect existing improvements to Essential Skills Wales Qualifications. These improvements to ESW qualifications were signalled by the revised names:

- Essential Skills Wales Communication is now Essential Communication Skills (still 6 credits in size)
- Essential Skills Wales Application of Number Skills is now Essential Application of Number Skills (still 6 credits in size)
- Essential Skills Wales Information Communication Technology Skills is now Essential Digital Literacy Skills (still 6 credits in size)

Whilst there have been some amendments to the content of ESW qualifications, the most significant change has been to the assessment methodology for these qualifications.

From 1 January 2016, all new starts have had to follow the revised Essential Skill qualifications.

The updated version of SASW, and guidance documents, can be accessed here:

**<http://gov.wales/topics/educationandskills/skillsandtraining/apprenticeships/providers/?lang=en&dgd>**

Over the coming months, the Essential Skills section within AFO will be amended to reflect the SASW modifications and all current frameworks will be updated and reissued to incorporate these changes. In the meantime, if you are in any doubt as to the requirements of any framework then please contact the relevant Issuing Authority.

# Higher Apprenticeship in Conveyancing (Wales)

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# Framework summary

## Higher Apprenticeship in Conveyancing

### Higher Apprenticeship in Conveyancing (Level 4)

#### Pathways for this framework at level 4 include:

##### Pathway 1: Conveyancing Technician

**Competence qualifications available to this pathway:**

N/A

**Knowledge qualifications available to this pathway:**

N/A

**Combined qualifications available to this pathway:**

B1 - Level 4 Diploma in Conveyancing Law and Practice

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

## Higher Apprenticeship in Conveyancing

### Higher Apprenticeship in Conveyancing (Level 6)

#### Pathways for this framework at level 6 include:

##### Pathway 1: Conveyancer

**Competence qualifications available to this pathway:**

N/A

**Knowledge qualifications available to this pathway:**

N/A

**Combined qualifications available to this pathway:**

B1 - Level 6 Diploma in Conveyancing Law and Practice

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

# Framework information

## Information on the Publishing Authority for this framework:

### Skills for Justice (Justice, Community Safety and Legal Services)

The Apprenticeship sector for occupations in fire and rescue services, policing and law enforcement, custodial care, courts service, prosecution service, forensic science (also includes Legal Services, Youth Justice, Probation/Offender Management, Community Justice).

Issue number: 1	<b>This framework includes:</b>
Framework ID: FR04000	Level 4 Level 6
Date this framework is to be reviewed by: 31/03/2020	This framework is for use in: <b>Wales</b>

## Short description

This framework provides qualifications for those working in the provision of conveyancing.

Conveyancers are specialist property lawyers who deal with legal matters relating to the transfer of ownership of land or property from a seller to a buyer; as well as legal advice and/or work carried out in connection with any transaction that creates, varies, transfers or discharges a legal or equitable interest in any real property.

# Contact information

## Proposer of this framework

This framework was originally proposed by a group of employers within the conveyancing sector and include Convey Law of Newport, Conveyancing Direct Property Lawyers, Dezrez Legal of Swansea, Sam Hawing & Co of Port Talbot and TCS from Ellesmere Port.

The content and structure of this framework was developed through meetings with employers and a consultation across the wider sector. The qualifications in this framework are underpinned by Professional and Regulatory standards.

This framework has evolved to incorporate both level 4 and level 6 pathways and provides parity for learners in Wales to those undertaking the Conveyancing Apprenticeship Standards in England.

## Developer of this framework

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# Purpose of this framework

## Summary of the purpose of the framework

The employers involved in the development of this framework consider Apprenticeships are vital to the way they work as there is currently a lack of conveyancers in the market, which has led to companies needing to "grow their own" talented conveyancers from various backgrounds, most often not law graduates. This has been successful, but the Apprenticeship will promote the profession to a wider and younger audience and provides the opportunity to become a registered Conveyancing Technician or a Licensed Conveyancer, using a mixture of academic learning and practical training, which is not currently widely available to the industry.

Conveyancing is a legal service and forms part of the Financial and Professional Services Economic Renewal Programme priorities for Wales and are a key growth sector. Licensed Conveyancers and other property lawyers operate in the private sector, and firms range from multi-national commercial and corporate law firms to regional medium-sized law firms, to high-street micro-businesses. There are more than 7,500 law firms operating in Wales. In addition, conveyancing services are provided through in-house teams employed throughout industry. Conveyancing services are provided throughout the public sector, primarily by in-house teams.

From Economic.Stats.Wales Updated: Dec 2016. Real Estate Activities contribute 12.7% of Welsh GVA (excluding construction which contributes 6% GVA). This compares favourably to its GVA contribution in England - 13%, 10% Scotland and 8.3% in Northern Ireland. Demonstrating the importance and vibrancy of Welsh property related industries.

The CLC ([www.clc-uk.org](http://www.clc-uk.org)) is the specialist property regulator for England and Wales. Around 5% of legal practices regulated by the CLC are based in Wales and have a combined turnover in 2015/6 of £25million. Residential conveyancing is by far the greatest part of work for all practices, ranging from 73.9% to more than 97.9%, increasing in line with company turnover. CLC Legal Practices with cross border interests commonly use their Welsh offices to carry out onshore conveyancing transactions across England as well as Wales. Large national CLC Practices situated near the English/Welsh borders routinely recruit staff from Wales to work in their border offices. The total number of conveyancing transactions in Wales in 2015 was 784,725 (Land Registry data).

The Skills for Justice 2010 Sector Skills Assessment highlights the key issues affecting the legal services sector:

- Recession has impacted on the sector in a number of ways. Many law firms reduced the number of qualified individuals and when the market returned to pre-recession levels it quickly became apparent that the conveyancing sector has a severe skills shortage of qualified



individuals. This has driven employers of licenced conveyancers and property lawyers to recruit staff from beyond Wales.

- Part 5 of the Legal Services Act 2007 introduces Alternative Business Structures (ABS). An ABS is a relatively new form of business structure where external investment in the business can be made from non-lawyers in professional management or ownership roles. ABS structures offer much greater flexibility in the way Lawyers practise. The CLC licences ABS's.

These Higher Level Apprenticeships will also contribute to meeting the skills priorities for Wales by:

- providing flexible access to a high quality level 4 and 6 skills programme, which offers a real alternative to A Levels as an entry to the conveyancing sector for those who prefer this style of learning and achievement
- creating new technical jobs as entry points with employers who historically have only employed a graduate workforce
- incorporating skills to improve the general literacy, numeracy and ICT competence in Wales
- using technical and competence qualifications, valued by employers, to increase productivity
- developing apprentices' employability skills, making them more attractive to all employers, whichever career they choose
- providing a career pathway into jobs and training at technician level and higher, to provide the skills which the economy needs to grow
- building on the existing quality learning provision for the justice sector in Wales

## Aims and objectives of this framework (Wales)

### Aim

To create jobs and progression opportunities for young people and those new to the sector whilst helping employers increase the diversity and demographics of their workforce. To promote occupations within conveyancing as rewarding career pathways.

### Objectives

- To develop a consistent national standard for conveyancing/property lawyers
- To contribute towards professionalising the conveyancing workforce
- To aid recruitment and retention into property lawyer roles
- To highlight career paths and provide progression routes into higher level jobs
- To create new jobs for young people in local, regional, national and international businesses
- To provide a vocational route into the sector which links with existing routes into legal professional roles
- To aid parity of opportunity and mobility within and across legal services in both England and Wales



# Entry conditions for this framework

There are no formal entry requirements for this framework. However, many employers will expect a high standard of literacy and numeracy e.g. GCSE grades A\*-C, A Levels or a proven ability to work at this level, such as experience gained through employment or voluntary work.

Trust, integrity and honesty are all characteristics valued by conveyancing employers. Some employers may require successful applicants to undertake disclosure checks.

## **Relaxations and proxies:**

Processes exist to make sure that applicants with prior knowledge, qualifications and experience are not disadvantaged by having to repeat learning. Training providers and awarding organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience. Please refer to the on and off the job training section for guidance about prior attainment and achievement. The following is a short summary:

There are no relaxations or proxies for any qualifications specified in this framework.

## **Essential Skills Wales (ESW):**

If apprentices already have GCSEs in English and Maths at Grade C they will not have to complete the relevant ESW, however apprentices can be encouraged to complete ESW at a higher level if appropriate.

If apprentices already have achieved Key Skills at the relevant level, they will not have to complete the relevant ESW, however apprentices can be encouraged to complete ESW at a higher level if appropriate.

## **Prior experience:**

Applicants already working in the sector may be able to have their prior experience recognised by the awarding organisation and this would count towards the qualifications in this framework.

## **Initial assessment:**

Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability, to allow the tailoring of programmes to meet individual needs and to recognise prior qualifications and experience.

## Level 4

Title for this framework at level 4

# Higher Apprenticeship in Conveyancing (Level 4)

### Pathways for this framework at level 4

Pathway 1:      Conveyancing Technician

## Level 4, Pathway 1: Conveyancing Technician

### Description of this pathway

The total number of credits that an apprentice must attain for this pathway is 68 credits.

The total on and off the job training for this framework is 821 hours. It is anticipated that an average learner will take between 24 and 36 months to complete.

### Entry requirements for this pathway in addition to the framework entry requirements

There are no additional entry requirements for this pathway

Job title(s)	Job role(s)
Conveyancing Technician	Conveyancing technicians work directly under the supervision of an Authorised Person. Their role is to support the fee earning activities of a principal fee earner, by working on a brief defined by the supervisor to action legal procedures related to conveyancing transactions.

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

B1 - Level 4 Diploma in Conveyancing Law and Practice					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	603/0173/9	SQA	50	250	N/A

## Relationship between competence and knowledge qualifications

The apprentice will need to achieve B1 qualification



# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	3	6
Application of numbers	2	6
IT	2	6

## Progression routes into and from this pathway

### Entry into this pathway may be:

- via direct entry from school or college after completing GCSEs and/or A Levels
- from a Welsh Baccalaureate, including the Principal Learning Qualifications for Business Administration and Finance and Public Services
- from a work-based programme such as Pathways to Apprenticeships
- via direct entry from another occupation e.g. paralegal, administration, customer service, etc.
- via direct entry for existing staff progressing within an organisation
- via direct entry from an Apprenticeship in Legal Services or the Legal Administration pathway of the Business and Administration framework

### Progression routes from this level 4 pathway

#### *Jobs:*

- Conveyancing Technician

#### *Further training and qualifications:*

- Level 6 Higher Apprenticeship in Conveyancing
- Other Higher Apprenticeships such as Probate, Legal Executive and Management
- Professional legal services qualifications
- Level 4 and 5 qualifications in management and leadership
- Higher education courses such as qualifying law degrees (LLB)
- Further education qualifications at level 5 and above
- Apply for registration to become licensed with a Regulatory Body

**UCAS points for this pathway: N/A**



# Employee rights and responsibilities

Employee Right and Responsibilities (ERR) is no longer a mandatory requirement for apprenticeships in Wales.

It is important that apprentices understand their rights and responsibilities with regards to equal opportunities and health and safety and they receive a thorough induction into their organisation.

# Level 6

Title for this framework at level 6

## Higher Apprenticeship in Conveyancing (Level 6)

### Pathways for this framework at level 6

Pathway 1:      Conveyancer

## Level 6, Pathway 1: Conveyancer

### Description of this pathway

The total number of credits an apprentices must attain for this pathway is 62 credits.

The total on and off the job training hours for this framework is 757 hours. It is anticipated that an average learner will take between 24-36 months to complete this pathway.

### Entry requirements for this pathway in addition to the framework entry requirements

Learners will need to have already attained the Level 4 Diploma in Conveyancing Law and Practice .

Job title(s)	Job role(s)
Conveyancer	A trainee lawyer who, under the supervision of an Authorised Person, (Legal Services Act 2007) undertakes all legal matters relating to the transfer of ownership of land or property from a seller to a buyer.
Licensed Conveyancer	Licensed Conveyancer is an Authorised Person (Legal Services Act 2007), authorised to provide the reserved legal activity of Conveyancing to the public. Their primary responsibility is to provide an ethical and efficient legal service to client(s).

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

B1 - Level 6 Diploma in Conveyancing Law and Practice					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	603/0174/0	SQA	44	218	N/A

## Relationship between competence and knowledge qualifications

The apprentice will need to achieve B1 qualification.



# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	3	6
Application of numbers	2	6
IT	2	6

## Progression routes into and from this pathway

### Progression routes into this level 6 pathway

*Entry into this pathway may be:*

- via direct entry from school or college after completing A Levels
- from a Welsh Baccalaureate, including the Principal Learning Qualifications for Business Administration and Finance and Public Services
- from a work-based programme such as Pathways to Apprenticeships
- via direct entry from another occupation e.g. paralegal, administration, customer service, etc.
- via direct entry for existing staff progressing within an organisation
- via direct entry from an Apprenticeship in Legal Services or from completing the Legal Administration pathway of the Business and Administration framework

### Progression routes from this level 6 pathway

*Jobs:*

- To apply for a Licence to Practise for the reserved activity of conveyancing

*Further training and qualifications:*

- Other Higher Apprenticeships such as Management
- Professional legal services qualifications
- Post graduate qualifications such as Masters
- To become Licensed to Practise in other reserved activities such as Probate

**UCAS points for this pathway: N/A**



# Employee rights and responsibilities

Employee Rights and Responsibilities (ERR) is no longer a mandatory part of all apprenticeships in Wales. It is important that apprentices understand their rights and responsibilities with regards to equal opportunities and health and safety and that they receive a thorough induction into their organisation.

*The remaining sections apply to all levels and pathways within this framework.*

# How equality and diversity will be met

## How equality and diversity will be met

There are particular equality and diversity issues across the sector in terms of both progression and retention. Although women and people from minority ethnic backgrounds are well represented among law undergraduates, this is not reflected throughout the profession.

Many of the larger corporate law firms recruit almost exclusively from Oxbridge (The Law Gazette, December 21st 2010). The distribution of female and minority ethnic workers varies greatly, for example females account for 44% of solicitors in private practice, 20% of partners and 80% of solicitors in health services ( "A Time of Change: Solicitor's Firms in England and Wales", Plesence, Balmer and Moorhead, The Law Society, Legal Services Board, Ministry of Justice 2012 ). The labour market in legal activities is dominated (in terms of employment numbers at least) by women in both the full-time and part-time areas, but not amongst the self-employed.

The CLC Regulatory Annual Return highlights a number of interesting statistics about the make-up of the legal sector:

- The majority of the UK legal services workforce is female; 73.7% of the people working in CLC-regulated practices are women.
- At a senior level males dominate and make up 26.3% of the total workforce, but have 57.6% of managerial roles.

The likely reasons for the demographics of this sector are:

- A perception of a number of roles within the legal sector as only being appropriate for either women or men.
- The predominant entry route into legal services has been perceived as being through higher education therefore certain social groups may be disadvantaged when trying to enter the sector, such as those from less affluent backgrounds.

The main issue in this sector is the lack of vocational entry routes.

In order to address the issues in the sector, awareness of alternative routes into careers in the legal sector is being raised through:

- production of careers information, advice and guidance including, career progression pathways and case studies.
- development of apprenticeships to create vocational progression routes into and from occupations within legal services. This framework will help to provide new entry routes into the sector which will be more accessible to those from socially disadvantaged backgrounds than traditional entry routes.

Apprenticeships are seen as a vital route to encourage a greater diversity of individuals into the industry, therefore entry conditions to this framework are extremely flexible, mentoring has been included to offer additional support and increase the chances of apprentices staying in a position, and there is a mandatory unit for equality and diversity.

Training providers and employers **MUST** comply with the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to and promotion within the industry, using the nine protected characteristics of:

1. age
2. disability
3. gender
4. gender reassignment
5. marriage and civil partnerships
6. pregnancy and maternity
7. race
8. religion and belief
9. sexual orientation.

More information about the Equality Act can be found here:  
[www.homeoffice.gov.uk/equalities/equality-act/](http://www.homeoffice.gov.uk/equalities/equality-act/)

Skills for Justice will continue to monitor take up and achievement of all apprenticeships and take steps to address any barriers to take up and achievement.

### **Welsh language**

Skills for Justice recognises the principle that the Welsh and English languages should be treated on a basis of equality.

Consideration should be given to those whose first language is Welsh or those who simply are able and choose to speak Welsh. Some law firms in Wales are keen to employ Welsh language speakers.

Awarding Organisations and training providers should take a proportionate approach to delivering the on programme and assessment elements of qualifications delivered in Wales in the Welsh language; based on a level of established demand to cater for both languages where needed and/or required when delivering this apprenticeship.

# On and off the job training (Wales)

## Summary of on- and off-the-job training

Summary of on- and off-the-job training:

Total on and off the job training hours for this framework:

Level 4 Conveyancing pathway – (minimum hours required) 821 hours

Level 6 Conveyancing pathway – (minimum hours required) 757 hours

### Off the job training:

Training hours delivered under an apprenticeship agreement may vary depending on the previous experience and attainment of the apprentice.

The amount of off the job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, provided the total number of off the job hours for this framework can be verified for apprenticeship certification.

### Previous attainment:

Where a learner enters an apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either credit transfer for achievements, or through recording of exemptions for certificated learning outside of the RQF, for example Principal Learning qualifications.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years of applying for the apprenticeship certificate.

### Previous experience:

Where a learner enters an apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised. To count towards apprenticeship certification, previous experience must be recorded using the appropriate awarding organisation's "Recognition of Prior Learning" procedures and the hours recorded may then count towards the off the job hours required to complete the apprenticeship.

For apprentices with prior un-certificated learning experience, the off the job learning must have been acquired within 5 years of application for the apprenticeship certificate or the apprentice must have been continuously employed in the relevant job role in the industry for 2 years.

## **On the job training:**

On the job training must be received whilst working under an apprenticeship agreement.

## **Previous attainment and experience:**

On the job training hours may vary depending on previous experience and attainment of the apprentice. Where a learner enters an apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning needs to be recognised and documented using the relevant Recognition of Prior Learning (RPL) procedures (as off the job above). The amount of on the job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, provided the total number of on the job hours for this framework can be verified for apprenticeship certification.

Apprentices who commence training under a new apprenticeship agreement with a new employer may bring a range of prior experience with them. When an apprentice can claim towards the on the job framework total through prior learning acquired from previous full-time education, employment or other vocational programmes, then the apprentice's learning programme should include 'customisation'. Training providers are encouraged to identify additional on the job training programmes that customise the learning to the new workplace. Customisation programmes may involve:

- selecting appropriate additional unit(s) from other qualifications,
- relevant units recognised as Quality Assured Lifelong Learning (QALL) through a CQFW recognised body,
- following Essential Skills Wales at a level higher than that specified in the framework
- including other competency-based qualifications / units relevant to the workplace.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years from the date of application for the apprenticeship certificate or the apprentice must have been continuously employed in the industry for 2 years.

Conveyancing requires a thorough level of technical competence and knowledge, which will be undertaken through work-based training, practice and experience.

## **Certification**

Providers will be responsible for ensuring that the minimum requirement for on the job training has been met when applying for apprenticeship certificates via Apprenticeship Certificates Wales (ACW). For more details, see: <https://acwcerts.co.uk/web/>

## **Off-the-job training**

Off the job training is defined as time for learning activities away from normal work duties.

## Off-the-job training

The total of off the job training hours for this framework:

Level 4 Conveyancing pathway – (minimum hours required) 571 hours

Level 6 Conveyancing pathway – (minimum hours required) 539 hours

## How this requirement will be met

### Level 4 Conveyancing pathway:

The requirement for off the job training is calculated as follows:

- 250 hours for knowledge qualifications
- 60 hours Level 2 Essential Skills Wales in Communication
- 60 hours Level 2 Essential Skills Wales in Application of Number
- 60 hours Level 2 Essential Skills Wales in ICT
- 36 hours appraisals related to this Apprenticeship programme
- 105 hours minimum for mentoring

### Level 6 Conveyancing pathway:

The requirement for off the job training is calculated as follows:

- 218 hours for knowledge qualifications
- 60 hours Level 2 Essential Skills Wales in Communication
- 60 hours Level 2 Essential Skills Wales in Application of Number
- 60 hours Level 2 Essential Skills Wales in ICT
- 36 hours appraisals related to this Apprenticeship programme
- 105 hours minimum for mentoring

Off the job training needs to:

- achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework
- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager
- allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager
- be delivered during contracted working hours
- be delivered through one or more of the following methods: individual and group teaching; e-learning; distance learning; coaching; mentoring; feedback and assessment; collaborative /



networked learning with peers; guided study and induction

- be recorded, for example in a log book or diary.

### **Evidence of off the job training - all pathways:**

- The completion certificate for the relevant combined qualification
- Level 3 (or higher) Essential Skills Wales certificate in Communication
- Level 2 (or higher) Essential Skills Certificates for Application of Number and ICT
- Coaching and mentoring record, log or diary - not required at certification

## **On-the-job training**

On the job training is defined as skills, knowledge and competence gained within normal work duties.

The total of on the job training hours for this framework:

Level 4 Conveyancing pathway – (minimum hours required) 250 hours

Level 6 Conveyancing pathway - (minimum hours required) 218 hours

## **How this requirement will be met**

On the job training needs to:

- achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework
- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager
- allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager
- be delivered during contracted working hours
- be delivered through one or more of the following methods: individual and group teaching; e-learning; coaching; mentoring; feedback and assessment; collaborative/networked learning with peers
- be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. This evidence needs to be checked and signed by the assessor and employer. These records of hours may need to be submitted to the Certifying Authority when applying for an apprenticeship completion certificate

On-the-job-training should be carried out under the supervision of an Authorised Person. Apprentices should be mentored to understand and apply commercial practices of the employer. They will do this by being exposed to areas of work which will help them to build

and maintain client and third party relationships in a professional and ethical manner.

Apprentices should have frequent opportunities to communicate with clients and be guided on how to provide caring and understanding legal service to support clients; and be able to act with integrity and honestly to support the provision of proper legal outcomes on behalf of client(s).

Employers should be responsible for ensuring that the Apprentice has an understanding of:

- the regulatory policies and procedures governing Conveyancing, to include those applicable to the appropriate regulator, professional body, and the employer;
- the importance of File Management, to create and maintain accurate file records in line with employer's policies and procedures, taking into account Data Protection and Confidentiality issues;
- the scope of legal advice and compliance, to ensure correct legal advice is provided;
- how to follow internal (and external) processes and carry out procedures to ensure a matter is fully compliant, to uphold all relevant codes of conduct;
- what constitutes Legal Rigour, to draft accurate and complete legal documentation,
- when to escalate, when a matter becomes complex or beyond own agreed level of accountability.

On-the-job-training should take place throughout the period when the Apprentice is undertaking the off-the job training. To qualify for Registration with the CLC as a Registered Conveyancing Technician the Apprentice will need to undertake a further 6 months practical experience after the successful completion of the off-the-job training

#### **Evidence of on the job training - all pathways:**

- The completion certificate for the relevant competence based qualification

# Wider key skills assessment and recognition (Wales)

## Improving own learning and performance

N/A

## Working with others

N/A

## Problem solving

N/A

# Additional employer requirements

There are no additional employer requirements

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apprenticeship  
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