



## CLC Student Training Framework

### **Outcomes-Focused**

This Code seeks to ensure that only those able and committed to delivering the **CLC's Code of Conduct's Outcomes** for **Clients** are awarded a Practising **Licence**.

### **Applications**

1. The student application must be in the form prescribed by the **CLC** and accompanied by the required fee.
2. The application must state whether you intend to train to acquire:
  - a. a **conveyancing licence**; and/or
  - b. a **probate licence**; and/or
  - c. a **litigation licence**; and/or
  - d. an **advocacy licence**; andthis is referred to below as the "**Intended Licence(s)**".
3. The application and any notice given to the **CLC** must be addressed to the **CLC's** offices at 16 Glebe Road, Chelmsford, Essex, CM1 1QG, to such other address as may be designated by the **CLC**, or made online via the **CLC** website.
4. The application must be fully completed and must demonstrate to the satisfaction of the **CLC** that you are a **fit and proper person** to be registered as a student.
5. If the **CLC** considers it appropriate, you must support your application with a statutory declaration and produce such other evidence as it may request to support your application.

### **Registration Determinations**

6. The **CLC** will notify you of its determination within 28 days after it has received your application properly completed.
7. The **CLC** will give reasons for refusing any application.

### **Application acceptance and rejection**

8. If your application is accepted you will be entitled to call yourself a **CLC Registered Student**.

9. If your application is not accepted you may appeal in writing to the **CLC** within 28 days after the CLC sent you notification that the application had been refused.
10. The **Adjudication Panel** will determine any appeal not more than 90 days after it has been received by the CLC.

### **CLC Registered Students**

#### **Examinations and Qualification**

11. The **CLC** determines the syllabus.
12. The **CLC** may provide:-
  - a) for examination and assessment of various types and levels and at different times;
  - b) for limiting the number of times **candidates** who may attempt any qualifying examination and the effect of failure to achieve the required standard; and
  - c) the maximum period during which **candidates** must successfully complete all **qualifying examinations** and the effect of failure to do so within that time limit.
13. **Qualifying examinations** will be held on dates determined by the **CLC**.

#### **Examination Concessions**

14. As a student, you should attend **CLC qualifying examinations**.
15. If, having presented yourself for a **CLC** qualifying examination, you consider your performance to have been adversely affected as a result of illness or exceptional circumstances, you may apply to the **CLC** within 21 days of the examination for a concession to be granted.
16. In considering the concession application, the **CLC** may require you to:
  - a) support your application by a statutory declaration and production of other evidence requested; and/or
  - b) attend an interview; and/or
  - c) comply with any other steps the **CLC** considers necessary.
17. The granting of a concession is at the discretion of **CLC** which may:-
  - a) grant a concession with or without **conditions**; or
  - b) refuse the application.
18. In determining an application for concession the **CLC** will take account of the results you obtained in the examination to which the application relates.
19. The CLC will determine an application for concession within 42 days after expiry of the time limited for making such an application.
20. You will be notified of the grant or refusal within 14 days after a determination has been made.

21. Within 28 days after the **CLC** has sent notification of a refusal, you may appeal to the **Adjudication Panel** which will determine the appeal not more than 90 days after it has been received by the CLC.

### **Practical Training**

22. **Practical Training** must be completed no later than 10 years after the **CLC's** acceptance of your application to become a **CLC Registered Student**.
23. As a student you must produce evidence of completion of your **Practical Training** to the **CLC** at its request and in such form as it may require.
24. "**Practical Training**" means you are engaged in the provision of **Legal Activities**<sup>1</sup>:
- a) associated with your **Intended Licence(s)**;
  - b) for the equivalent of 1,200 chargeable hours which must be documented;
  - c) at all times subject to the supervision of a **Qualified Person**; and
  - d) which, in the opinion of the **CLC**, is current, relevant and of an adequate standard.
25. A "**Qualified Person**" is an individual who (for a cumulative period of five years in the seven years prior to the start of the relevant period of supervision) has been authorised by an **approved regulator** to carry on the **reserved legal activity** the subject of your **Intended Licence** and has carried on that **reserved legal activity** as their principal form of practice during that five year period.
26. The **CLC** will judge the standard to be adequate if you have gained practical experience as certified in the 'Checklist for **Practical Training**' issued by the **CLC**.

### **Annual Registration**

27. As a **registered student**, you must pay to the **CLC** on the first day of September (or such other date as the **CLC** may determine) each year the annual registration fee as prescribed by the **CLC**.

### **Variation**

28. Except as provided at 15-20, the CLC may in its absolute discretion vary the effect of the **CLC** Student Training Framework either generally or in specific circumstances provided it is satisfied that:
- a. the variation will not impact adversely on the regulatory objectives, in particular the protection of the interests of consumers; and
  - b. it is reasonable to do so.

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<sup>1</sup> Adopting the definition at s.12 of the 2007 Act.