



Develop your staff grow your business

95 - 100% Government Funding Available for all Diploma Conveyancing Courses
Enrol now and start training any time in the next 4 months

THE BRITISH
CONVEYANCING
AWARDS
Winners 2021





Introduction from Lloyd Davies

Managing Director

The Conveyancing Academy has been established to cater for the needs of legal practices to train and qualify new and existing staff, quickly and effectively.

We provide accessible and affordable online conveyancing training that can be delivered within the office or home environment, to suit the needs of your business.

Recruiting and retaining conveyancing staff can be a challenge and, with this in mind, we have developed a series of courses to help legal practices to train and develop their people to meet their business needs.

Utilising our training courses, coupled with practical vocational training, we have successfully trained individuals with no conveyancing experience whatsoever into conveyancing fee-earning roles within 6 to 12 months. This trajectory is even quicker when engaging with individuals with office and conveyancing experience.

All of our courses are designed around the Conveyancing Association conveyancing protocol and industry best practice for practical residential conveyancing.

We hope that you enjoy our courses and that they help you to train your staff and grow your business.

Lloyd Davies
Managing Director,
Conveyancing Academy



Fully accredited - Revolutionary delivery, traditional quality.

We are the accredited training organisation of choice for both the Conveyancing Association and the Society of Licensed Conveyancers. We have worked closely with the Council for Licensed Conveyancers and government in the development and the improvement of Conveyancing apprenticeship programmes.





The Conveyancing Academy

The Industry's First Online Training Provider

At The Conveyancing Academy, we offer a range of courses and qualifications, delivered online at a pace to suit you and designed to fit around your schedule.

Delegates can train individually or in groups, with automatic online grading, certification and course tracking facilities. Delegates are provided with handbooks, videos and other resource material to prepare for the online assessments. There is no need to waste precious working time travelling to classes and training sessions.

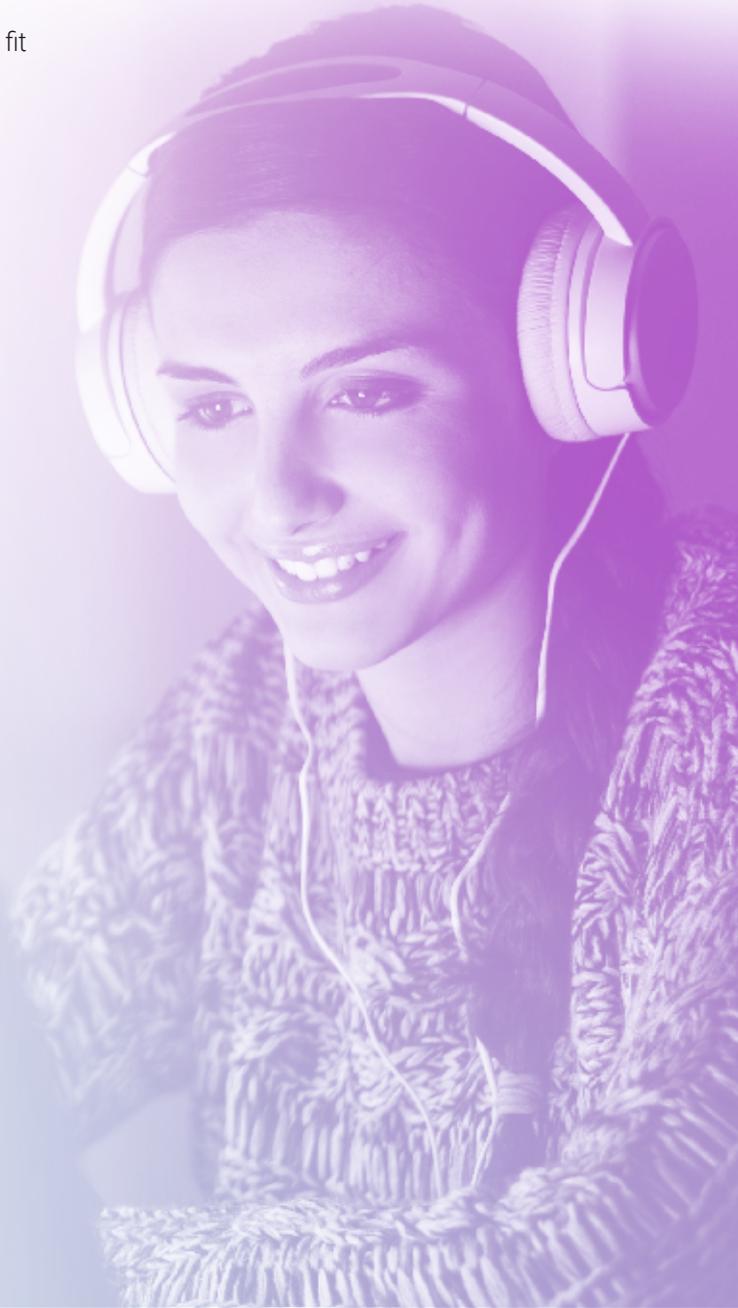
We are the accredited training organisation of choice for both the Conveyancing Association and the Society of Licensed Conveyancers. We have worked closely with the Council for Licensed Conveyancers and government in the development and the improvement of Conveyancing apprenticeship programmes.

We provide first-class conveyancing and legal – office compliance training, developed by leading professionals and utilising our revolutionary online delivery.

Our conveyancing courses have been created by experienced, practising conveyancers and are designed to provide fast, cost effective and practical online training.

Our Practising Conveyancer Legal Diploma course is a must for all practices looking to train new staff quickly and effectively and provides all non-qualified staff with a recognized qualification. We have trained individuals with no experience in conveyancing to be competent Conveyancers, with their own caseloads, within a matter of months.

All Apprenticeship courses are now 95 – 100% government funded in both England and Wales.



The resources are really clear and the course content is informative and useful for my current job role. There's lots of opportunities to learn further than just the assessment content, with links to helpful credited websites and resources. I'd recommend for anyone looking to further their existing knowledge of the conveyancing process. Lorna Horrill, Woodford Stauffer



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The Practising Conveyancer Legal Diploma

Level 3 Apprenticeship Diploma

The Practising Conveyancer Legal Diploma is a must for any new employee starting out in the conveyancing industry and for any non – qualified Conveyancers or employees who wish to gain a practical conveyancing qualification. The Practising Conveyancing Legal Diploma will develop new conveyancing staff into competent, fee earning conveyancers within 12 months. The course is practical, engaging and contains all of the legal and practical skills needed to undertake a conveyancing transaction efficiently and effectively. The mix of academic and legal knowledge, coupled with the practical application of the skills learnt throughout the course, prepares the student to handle their own conveyancing caseload highly effectively.

Course modules: The Practising Conveyancer Legal Diploma covers the following 5 key conveyancing aspects:

Office and Regulatory Compliance Modules

- 1 Health and Safety in the workplace
- 2 Anti-Money Laundering
- 3 Cyber Crime
- 4 Data Protection
- 5 Equality and Diversity
- 6 Manual Handling and Lifting
- 7 Fire Awareness
- 8 Display Screen Equipment
- 9 Drugs and Alcohol

The English Legal System

- 1 Finding the law
- 2 European Union
- 3 The criminal courts and criminal justice system
- 4 The Judiciary
- 5 Lay Magistrates
- 6 Juries
- 7 Tribunals
- 8 Law Reform and Law Commission
- 9 The Legal Profession
- 10 Applying the Law

Practising Conveyancer Induction Modules

- 1 An Introduction to a Conveyancing Transaction
- 2 Land Law
- 3 Taking Instructions
- 4 Proving Title
- 5 Pre-Contract Enquiries and Searches
- 6 Understanding Planning Permission
- 7 Mortgages
- 8 Exchanging Contracts
- 9 Legal Completion
- 10 Post-Completion
- 11 Leasehold Titles
- 12 Transfers at Undervalue

Practising Conveyancer Fee Earning Modules

- 1 Understanding Freehold Title
- 2 Understanding Title Enquiries
- 3 Understanding Unregistered Property
- 4 Understanding Leasehold Title
- 5 Leasehold Management Packs
- 6 Permission and Building regulations
- 7 Search Reports
- 8 Reporting on Mortgage Offers
- 9 Reporting on Indemnity Insurance
- 10 Understanding SDLT

Professional Conduct and Accounts Modules

- 1 Professional ethics and codes of conduct
- 2 Regulatory Conveyancing Rules
- 3 Managing Client and Office Accounts
- 4 Preparing and executing Statements of Account

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Conveyancing Apprenticeship

Our Courses



At the Conveyancing Academy we provide first-class conveyancing training. Our conveyancing courses have been created by experienced, practising conveyancers and are designed to provide a fast, cost effective and practical route to qualification.

The Conveyancing Academy is an award winning and the only specialist conveyancing Training organisation in the UK. Our training platforms, courses and apprenticeships have been recognised as the best in the industry. Our team of expert conveyancing tutors will help you to learn, develop and qualify to the highest best practice standards, quickly and effectively.

Apprenticeships

Apprenticeships are different from traditional academic pathways. Conveyancing Academy Apprentice Trainee Conveyancers are able to develop their skills and gain professional qualifications whilst working in a Legal Practice.

Our Apprenticeships provide the knowledge, skills and understanding required to become a fully proficient and qualified Conveyancer.

Our Apprenticeships work alongside remunerated employment and provide a structured programme of training and assessment to develop Trainee Conveyancers into competent and qualified professionals quickly and effectively.

Level 6 Diploma: The Specialist Conveyancer

The second and final part of the fully funded apprenticeship Diploma leads to qualification as a Specialist Conveyancer. Exemptions apply for those with Law degrees and LPC qualifications, with courses available for individual purchase. The Level 6 Diploma covers the high-level, specialist legal skills and knowledge required in conveying properties in England and Wales.

The course consists of the following modules:

- Landlord and Tenant
- Conveyancing Law and Practice
- Managing Client and Office Accounts

95% - 100% funding available in England and Wales





Compliance Course

Practical, Fast and Effective

The nine module Compliance Course covers all practical office and conveyancing compliance - from mandatory money laundering and data protection to health and safety and other compliance modules. One payment covers the cost for all legal practice staff.

The course is available for "all of your members of staff" to access and train on for a 12 month period at a price of £1,000 plus VAT - no matter the size of your organisation!

The course Modules include:



Anti-Money Laundering



Cyber Crime



Data Protection



Equality & Diversity



Health and Safety



Manual Handling & Lifting



Fire Awareness



Display Screen Equipment



Drugs & Alcohol



FAQs

Your Questions Answered

How long will the Conveyancing courses take to complete?

We anticipate that each module should take delegates approximately 40 minutes to an hour to complete, with a total of 12 - 14 hours required to complete the course. There is no time limit to completing the course.

How will delegates learn?

Delegates will be given access to our online training platform, which allows delegates to study at a time and place that is convenient for them. Delegates are instructed to read the module handbook, and will then undertake the online assessment. Delegates will receive an automatic online grade for that module once completed.

What certification will delegates receive?

Each delegate that successfully completes the course will receive a Certificate of Achievement accredited by the Academy and the Conveyancing Association.

Can I view and test the course first?

Yes! Please contact us and we will arrange for you to access our learning platform and talk you through how it works. Alternatively, we will come and see you to demonstrate our system and our training courses.



The course is a brilliant tool to use when training staff, from new starters with little or no practical experience to more advanced team members. The trainer area provides comprehensive material to assist when delivering the training with hand-outs, PowerPoints and notes.

The sessions and materials are well put together and thought out. Each hour flies by!

Zoe Martin-McGrath, Total Conveyancing Services



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Meet The Team

Experience and Knowledge



Lloyd Davies Managing Director

Managing Director of the Academy and of Convey Law, with 20 years' experience as a practising conveyancer, HoFA, MLRO and HoLP and conveyancing practice manager. Qualifying as a Solicitor in 1996 and as a Licensed Conveyancer in 2008. Lloyd sits on the Board of Directors for both the Conveyancing Association and the Society of Licensed Conveyancers and is the founder and Chairman of the Conveyancing Foundation charity.



James Smith Business Development Manager

James has several years' experience working in both the conveyancing sector, and in education. A qualified teacher and an established sales professional, James has both the educational understanding and the industry knowledge to deliver a tailored course solution to meet your needs. Email: jsmith@conveyancingacademy.com Tel: **01633 261295**



Kathryn Jones Head of Learning and Development

Kathryn is the head of learning and development at the Academy and has been working in the conveyancing sector since 2010 as a case handler and supervisor. Kath is a Licensed Conveyancer who herself qualified through the CLC route. Email: kjones@conveyancingacademy.com Tel: **01633 261797**

Our Tutors

Our academy tutors have a wealth of practical conveyancing experience as well as excellent academic knowledge. Our personable and friendly tutors have successfully graduated hundreds of students over the years. Our Training Academy has trained complete novices into fee earning Conveyancers within a matter of months.



Sophia Ramzan

Qualified Chartered Legal Executive Lawyer – Practical conveyancing experience from 2014.



Nikki Fuller

CILEx – Practical conveyancing experience from 2004



Lauren Thomas

Practical conveyancing experience from 2012.



Stephanie Kift-Harries

Qualified Solicitor & Associate Fellowship of the Higher Education Academy 2021 – Practical conveyancing experience from 2008.

Please do not hesitate to contact James on...

 **01633 261295**  info@conveyancingacademy.co.uk



We have trained individuals with no experience in conveyancing to be competent Paralegals and Conveyancers, with their own caseloads, within a matter of months





Why Choose The Conveyancing Academy?

We are the only conveyancing training academy to be able to offer fully funded training apprenticeships in England and Wales. Our Practising Conveyancer Legal Diploma course is unique and ideal for unqualified staff to complete their practising conveyancing knowledge and skills

Our courses and qualifications are delivered at a pace to suit you

Delegates can train individually or in groups, with automatic online grading, certification and course tracking facilities. No need to waste precious working time travelling to training sessions!

Easy-to-use training system

Our courses are designed to be delivered remotely, with no additional software required to buy, install or learn before students start learning and earning their qualifications. Our simple, intuitive online market-leading academic delivery platform will get your staff up and running quickly - and without the need for time-consuming supervision.

Fully accredited professional training

We work closely with leading stakeholders to help develop our accredited conveyancing courses. The result is a rigorously-tested training programme that meets the highest possible standards, while being delivered in an innovative way to suit both your schedule and your budget.

Fits around your schedule

Whether you're training your staff as paralegals or trainee conveyancers, or simply brushing up on their knowledge of compliance regulations, we will provide and deliver quality education at your convenience. Our courses are designed to get your staff up to speed in the most practical way possible, as quickly as possible, while causing minimal disruption to their day-to-day working lives and productivity.

To find out more about our range of courses, or to arrange a trial, **please don't hesitate to contact us!**

 **01633 261295**

 **info@conveyancingacademy.com**

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