

#### Level 4 End Point Assessment for Conveyancing Technician

# End Point Assessment Specification

## General information

This specification summary provides information for apprentices, employers, Trailblazer groups, training providers, and assessors involved in the Level 4 End Point Assessment (EPA) for Conveyancing Technician.

The Level 4 EPA for Conveyancing Technician has been developed by SQA to meet the requirements set out in the 2024 end-point assessment (EPA) plan for the ‘legal technician - conveyancing technician or probate technician’ apprenticeship as developed by industry employers within the Conveyancing and Probate Trailblazer Group. Full details can be found at: https://www.instituteforapprenticeships.org/apprenticeship-standards/legal-technician-conveyancing-technician-or-probate-technician-v1-0

On successful achievement of the EPA, each apprentice will receive notification of their result from SQA. The EPA must be achieved to receive the apprenticeship, which will be certificated by the Education and Skills Funding Agency.

## The EPA’s objective

This is an assessment of existing knowledge and skills. It is a holistic assessment based on the application of what the apprentice has learned during the apprenticeship.

For both conveyancing and probate options the EPA should assess the requirement for the apprentice to:

* use their expertise in conveyancing or probate law to engage with clients and other stakeholders
* use their legal knowledge to understand the clients and stakeholder’s needs to help them access the right services
* use a range of communication channels and styles to tailor their approach so that whether the client is a member of the public or an experienced lawyer they get the legal information and support that they need in a form that is appropriate to them
* demonstrate that they work under the supervision of a regulated conveyancing or probate lawyer and how they may support, but not have responsibility for, dealing with more complex or ambiguous cases
* use digital tools in their work to conduct legal research, manage caseloads and communications
* demonstrate a good knowledge of the law in relation to their specialist area and a broad awareness of other aspects of law that may impact on their day-to-day work
* take an active and professional approach to identifying risks to vulnerable clients and in relation to combating fraud such as money laundering and cybercrime

In addition, for the conveyancing option, the EPA should assess the requirement for the apprentice to:

* support fee-earning activities within conveyancing
* carry out legal activities based on work defined and agreed by a supervisor. This may include supporting a licensed conveyancer as an Authorised Person.
* demonstrate empathy with clients under pressure
* carry out work in connection with any transaction that creates, varies, transfers or discharges a legal or equitable interest in any real property
* work closely with clients who are the buyers and sellers of property, and often also a lending institution
* understand the intent of regulatory arrangements, consumer and lender requirements and escalate or deal with tasks accordingly
* managing a range of standard non-complex conveyancing transactions as a fee earner and by supporting the Authorised Person with the management of their case load

## Qualifications, Prior knowledge, Skills and Understanding and other requirements

The following requirements, numbered 1, 2 and 3 are mandatory.

The apprentice must be deemed to be ready for EPA by an employer and/or training provider by meeting the Gateway criteria[[1]](#footnote-1). This includes:

1. Having passedthe Level 4 Diploma in Conveyancing Law and Practice modules **excluding the module to be assessed in this plan**.

The excluded module to be taken as part of this EPA is:

* Standard Conveyancing Transactions

The modules to be taken on programme are as follows:

Conveyancing law and practice:

* The English Legal System
* Law of Contract
* Land Law
* Understanding Accounting Procedures for Conveyancing Transactions

1. The employer confirms that the apprentice has completed training to develop the knowledge, skills and behaviours (KSBs) outlined in this apprenticeship’s occupational standard
2. English and Maths Functional Skills at Level 2, if appropriate

### Methods of assessment

The EPA has three components:

* Part 1 is a presentation with questions and answers.
* Part 2 is an Interview. The interview will take place with an independent assessor.
* Part 3 is an Integrated Qualification Unit Assessment, based on a case study, scenarios and questions. Part 3 is described as ‘case study’ on the Ifate website.

### EPA conditions and requirements for attainment

The presentation with questions and answers and the interview assessment methods must be delivered before the integrated qualification element (Part 3).

The EPA will take place after the apprentice has achieved all the elements in the Gateway criteria, as laid out above.

Apprentices must pass all 3 parts to achieve the EPA award.

If the apprentice fails one assessment method or more, they will be awarded an overall fail.

To achieve an overall pass, the apprentice must achieve at least a pass in all the assessment methods.

Details of overall EPA grading and re-sits and re-takes are under the ‘EPA plan’ section of the website referred to in the General Information Section.

These component specifications are available on SQA’s secure system for EPAs — epaPRO. Please contact SQA’s EPA team at [epa@sqa.org.uk](mailto:epa@sqa.org.uk) for more information.

**EPA grading**

Performance in the EPA determines the overall grade of:

* fail
* pass
* merit
* distinction

An independent assessor must individually grade Part 1, Part 2 and Part 3, in line with this EPA plan.

### Level and assessment time

This EPA is designed for apprentices who have achieved the required Level 4 qualification units (see ‘Qualifications, prior knowledge, skills and understanding and other requirements’ above) and the level is consistent with the Occupational Standard and EPA Plan found at the website above. In accordance with the EPA Plan, a summary of the assessment times is as follows:

Part 1 —The presentation and questions will last 30 minutes. This will typically include a presentation of 15 minutes and questioning lasting 15 minutes. The independent assessor must ask at least 3 questions. The independent assessor must use the full time available for questioning. The independent assessor can increase the total time of the presentation and questioning by up to 10%.

Part 2 — The interview must last for 30 minutes. The independent assessor must ask at least 5 questions. The independent assessor can increase the time of the interview by up to 10%

Part 3 — The Integrated Qualification Unit Assessment timings are stated within the Standard Conveyancing Transactions unit specification, which can be accessed via the SQA Secure Web Site

## Additional information and guidance

This specification should be read/used in conjunction with additional information relating to the EPA and the Conveyancing Technician Apprenticeship, which can be found at the website referred to in the General Information section.

### Please note the unit specification and assessment material for the Integrated Qualification Unit Assessment can only be accessed through the SQA Secure Site: [www.https://secure.sqa.org.uk/](http://www.https://secure.sqa.org.uk/)

### Guidance and support

SQA has developed a number of guidance documents, tools, and specimen assessments to support apprentices, training providers/employers, and independent assessors. Please contact SQA’s EPA team at [epa@sqa.org.uk](mailto:epa@sqa.org.uk) for details.

### Reasonable adjustments

Apprentices are learners with a diverse range of needs — including assessment needs. For learners who are disabled under the provisions of the Equality Act 2010, a reasonable adjustment might be required to compensate for a substantial disadvantage but there may be other adjustments that need to be made in order to meet their individual needs.

SQA has guidance and a process in place for reasonable adjustment. Details can be found in SQA’s *Guide to Reasonable Adjustments in End Point Assessment*. Please contact [epa@sqa.org.uk](mailto:epa@sqa.org.uk) for details.

History of changes to specification

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| **Version** | **Description of change** | **Date** |
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1. See EPA Gateway information under the ‘EPA plan’ section of the website referred to in the General Information Section [↑](#footnote-ref-1)