

#### Level 6 End Point Assessment for Licensed Probate Practitioner

# End Point Assessment Specification

## General information

This specification summary provides information for apprentices, employers, Trailblazer groups, training providers, and assessors involved in the 2024 Level 6 End Point Assessment (EPA) for Licensed Probate Practitioner.

The Level 6 EPA for Licensed Probate Practitioner has been developed by SQA to meet the requirements set out in the 2024 end-point assessment (EPA) plan for the ‘Licensed Conveyancer or Licensed Probate Practitioner’ 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/licensed-conveyancer-or-licensed-probate-practitioner-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.

The EPA should assess the requirement for the apprentice to:

* work as principal fee earner and demonstrate significant level of autonomy
* be responsible for compliance with Regulatory Arrangements and Lender requirements
* demonstrate digital skills to have due regard for the security and sensitivity of customer data
* understand their customers’ needs to give the most appropriate service in the customer's best interests and in accordance with professional and ethical demands
* handle customer money
* work closely with regulatory requirements to ensure that they provide an ethical service

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

* specialise in the legal aspects surrounding inheritance and the administration of Wills and estates in England and Wales
* demonstrate expertise in dealing with the legal documentation and processes for dealing with the affairs of a deceased person
* advise on and draft Wills and Lasting Powers of Attorney
* liaise with the deceased’s representatives to administer the estate in accordance with their Will
* as necessary, work under the intestacy provisions
* demonstrate legal authority to administer and witness official documents, such as, affidavits to swear that a statement is the truth
* demonstrate empathy and understanding
* be vigilant to the needs and risks posed to vulnerable clients such as the elderly to ensure that their interests are protected

It will be recognised that Licensed Probate Practitioners work in a variety of legal settings recognised in the private client industry, including Licensed Conveyancing or Solicitors’ practices.

## 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. Successful completion of a Level 4 CLC professional qualification. The qualification developed specifically for the Level 4 Standard is the Level 4 Diploma in Probate Law and Practice Diploma. The Level 4 Diploma contains the following units:

1 The English Legal System

2 Law of Contract

3 Land Law

4 Law of Wills, Succession and Grants of Representation

5 Understanding Accounting Procedures for Probate Transactions

* Having passedthe Level 6 Diploma in Probate 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:

* The Administration of Estates

The modules to be taken on programme are as follows:

* Wills, Succession and Grants of Representation
* Managing Client and Office Accounts (probate)
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 question and answers

Part 2 is an interview

Part 3 is an Integrated Qualification Unit Assessment, based on a case study. Part 3 is described as ‘knowledge and skills test’ in the Ifate website.

### EPA conditions and requirements for attainment

The EPA will take place after the apprentice has achieved all the elements in the Gateway criteria.

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

Apprentices must pass all three 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.

### Level and learning time

This EPA is designed for apprentices who have achieved Level 6 qualifications (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 must last 50 minutes. This will typically include a presentation of 30 minutes and questioning lasting 20 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 60 minutes. The independent assessor must ask at least 6 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 Administration of Estates unit specification, which can be found on the SQA Secure Site.

## Additional information and guidance

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

### 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 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 for details.

History of changes to specification

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