



TOTAL PEOPLE
LEADERS IN LEARNING®

**CAREERS
EDUCATION,
INFORMATION,
ADVICE AND
GUIDANCE
CONVEYANCING**

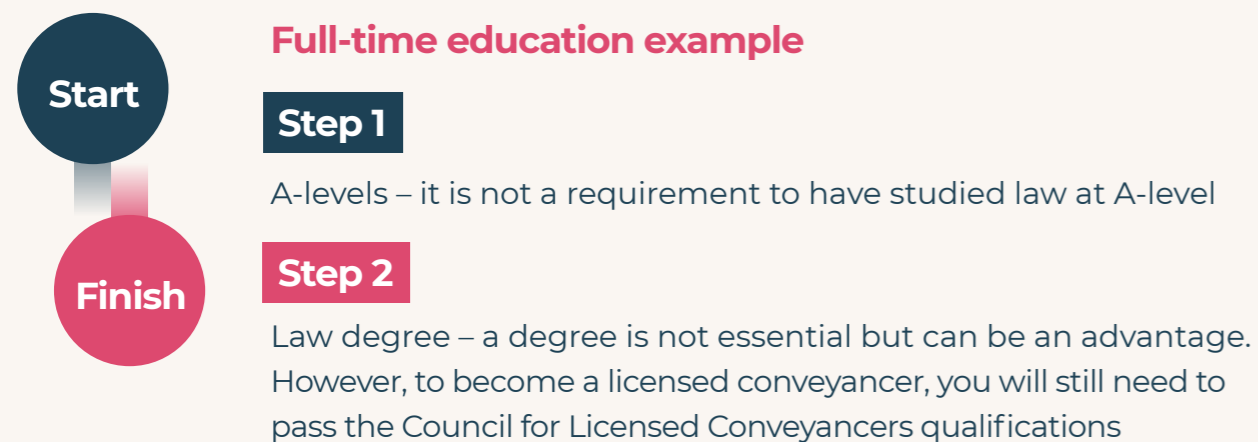
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QUALIFICATIONS

PATHWAYS FOR PROGRESSION

There are many qualifications that can help you progress your career in the Conveyancing sector. The pathways below are examples of the routes you may choose to take.



To access a law degree following A-levels, you will need at least two but usually three A-levels, with entry requirements ranging from BCC to AAA. In addition, five GCSEs are required, including maths, science and English.



JOB ROLES AND CAREER PROGRESSION OPPORTUNITIES

Working in conveyancing offers rapid career progression opportunities, from secretarial and support positions to fully qualified solicitors and licensed conveyancing – a great career for you if you enjoy being busy, working at pace and interacting with and supporting clients.

LEVEL 4

Companies may use different job titles, but examples include

- Assistant
- Legal secretary
- Trainee case handler

LEVEL 6

Companies may use different job titles, but examples include

- Case handler
- Conveyancer
- Property manager
- Property lawyer
- Team leader
- Head of department
- Account manager

TRANSFERABLE SKILLS AND BEHAVIOURS

- Skilled verbal communication
- Skilled written communication, for example, ability to complete legal documents
- Active listening skills
- Effective research skills
- Organisational skills
- Ability to answer legal questions
- Ability to work independently and as part of a team
- Attention to detail and accuracy
- Critical and analytical thinking skills
- Effectively dealing with a caseload
- Managing clients
- Decision-making and problem-solving skills
- Ability to work under pressure
- Time-management skills
- Exam techniques
- Maths skills
- Knowledge of English language
- Skilled in using technology and various software packages



CAREER DEVELOPMENT USING TRANSFERABLE SKILLS

It is important to be able to recognise the skills and behaviours you are gaining at any level, as you will then be able to promote these to current and potential employers, as well as education providers.

People may change career path at any point and the skills and knowledge gained can often be transferred to another role. Communication skills, decision-making skills and interpersonal skills would be valued in any career.

Other examples of careers where some of these skills could be used include mentoring, team leading, finance, estate agency and other areas of law.



MATHS AND ENGLISH

These skills will be the foundation of a long and successful career, whichever vocation you choose in the future. Most jobs need people who can read and act on information confidently and communicate effectively with others (whether verbally or in writing). They also require some knowledge of maths for problem solving, whether that's in relation to money, estimating amounts, ordering or time management.

WEBSITE AND CAREERS INFORMATION

CLC

The Council for Licensed Conveyancers (CLC) is the regulatory body for licensed conveyancers in England and Wales. Visit their website [here](#) to learn more.

Today's Conveyancer

Today's Conveyancer is the leading source of information for residential property lawyers in England and Wales. [Click here](#) to read more.

Westlaw UK

Access the most comprehensive and up-to-date collection of legal information, conforming to rigorous editorial standards. [Click here](#) for more information.

LexisNexis

LexisNexis are a leading global provider of legal and regulatory intelligence. To learn more, [click here](#).

Law Society

You can access useful career advice from The Law Society. [Click here](#) for more information.

Conveyancing Foundation

The Conveyancing Foundation is a registered charity whose purpose is to enhance the lives of those in the conveyancing industry. [Click here](#) to learn more.

UCAS

UCAS provides a wealth of independent careers information, advice and guidance. You can find out about different careers, apprenticeships and courses, as well as support guides that cover many aspects of student life. [Click here](#) for more information.

IfATE

The Institute for Apprenticeships and Technical Education (IfATE) provides a range of information, including occupational maps. Visit the site [here](#) and select the occupational route you are interested in.

Total People is part of LTE group.

LTE group is committed to equality of opportunity, non-discriminatory practices and supporting individual students.

