



**TOTAL PEOPLE**  
LEADERS IN LEARNING®

**CONVEYANCING  
APPRENTICESHIP  
EMPLOYER  
GUIDE 2023/24**

**TOTALPEOPLE.CO.UK**







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## WHO ARE TOTAL PEOPLE?

We are one of the largest providers of apprenticeships and work-based learning in the Northwest of England and are proud to work with a wide range of businesses and learners each year.

We belong to the LTE Group, one of the largest social enterprises in the UK which means that all our profits are re-invested to help those we work with. Our work with businesses helps to support both creating new apprentice opportunities to attract talent and upskilling existing employees to gain new skills and progress in their careers through apprenticeships. Our whole organisation approach means that we can support your specific recruitment and skills needs to take your business to the next level.

Our programmes are delivered by highly skilled Learning Coaches with a wealth of industry experience and knowledge in Conveyancing specialisms. Our blended delivery models mean we can work with learners across the country. Ask our Conveyancing team how we can support your business to achieve its training goals.



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## WHAT IS AN APPRENTICESHIP?

An apprenticeship is a programme of learning that an individual takes between 12 and 48 months to complete and is a partnership between an employer, an apprenticeship provider and an individual learner.

The apprentice learns specific skills and gains knowledge as they progress through their apprenticeship cumulating in a formal assessment at the end of the programme where the learner can showcase their work and demonstrate their knowledge. The apprentice can be either a new recruit or an existing employee of an organisation and most of their learning takes place 'on-the-job' i.e., within the workplace.

An important part of apprenticeships is that learning must take place 'off-the-job' through our Total People blended learning platform where the apprentice will complete a structured syllabus of learning supported by our teaching team, and, depending on their course they also can mix with other apprentices and learn about the wider industry and in turn further contribute to your business.



## HOW CAN APPRENTICESHIPS BENEFIT YOUR BUSINESS?

Apprenticeships can bring many benefits to your business:

-  Simple and cost effective to set up - supported end-to-end by Total People
-  Return on investment - your staff become more experienced and competent as they are training towards a recognised apprenticeship standard
-  Increased employee engagement – employees are more motivated, loyal and have clear direction for their personal and professional development
-  Employee retention – many progression routes allow staff to realise their career goals
-  Business growth – attract fresh talent and grow your workforce by recruiting apprentices.

## WHAT ARE THE RESPONSIBILITIES FOR AN EMPLOYER?

Your responsibility as an employer is to support your apprentice throughout their apprenticeship. You'll need to ensure you have allocated a mentor, which could be their Line Manager. The mentor would be their key support person who will motivate the apprentice, ensure they are engaged and help to drive progression.

This will ensure all learning and assessments are completed by the practical planned end date. Once the learning is completed you will support the apprentice during their gateway period through to End Point Assessment (EPA). You are required to fulfil key responsibilities below

### Key responsibilities

- Be aware of and understand the knowledge, skills and behaviours within the apprenticeship standard and any mandatory qualifications
- Take part in bi-monthly progress reflections
- Ensure that apprentices can complete their planned Off the Job activities
- To give the apprentice opportunity to evidence progress and active learning monthly
- Allow the apprentice time to attend English and maths training if needed which is additional to the Off the Job hours. A variety of delivery models are available depending on the apprentices starting point, e.g., 2 weekly blocks or weekly sessions
- Use OneFile to track your apprentice's progress.

### Off-the-job training

Off the job training is a critical and important element within the apprenticeship.

- Teaching of theory via blended delivery methods
- Practical training
- Work shadowing
- Supported learning and time spent writing assessments.



# WHAT FUNDING IS AVAILABLE TO SUPPORT TAKING ON AN APPRENTICE?

There are various ways to fund an apprenticeship, the good news is Total People are the experts when it comes to supporting employers to access the best funding option for businesses, see below the options available:

## Levy paying business

If your business pays the apprentice levy then the cost of apprentice training is taken from this fund up to the funding band maximum for the standard that your apprentice is doing. We can advise you on this.

## Non-levy

If you employ fewer than 50 employees, the government will pay 100% of the apprenticeship training costs up to the funding band maximum for apprentices aged:

- 16 to 18
- 19 to 24 with an education, health and care plan provided by their local authority, or if they have been in the care of their local authority.

## Co-investment

Your organisation will pay just 5% towards the cost of training and assessing an apprentice and the government will pay the remaining 95% of the apprenticeship training costs up to the funding band maximum if you:

- employ more than 50 employees
- are recruiting learners aged 19+

Any employer who has a co-investment plan will have an agreed payment schedule with the training provider.

## Levy gifting

Levy gifting funds can be accessed to cover the full apprenticeship training costs. The Total People Levy Gifting service could mean that your organisation does not need to find additional investment costs.

## Incentives

**16 – 18 incentive:** An incentive payment of £1,000 is available to employers who hire an apprentice:

- aged 16 to 18 years old
- under 25 with an education, health, and care plan or if they have been in the care of their local authority.

## Wage rates and working hours regulations

The employing organisation is responsible for paying their apprentice for their normal working hours and any training they do as part of the apprenticeship.

Apprentices of any age must be paid no less than the Apprentice National Minimum Wage rate, for the first 12 months of being on a programme. After this they must increase to the National Minimum Wage for their age.

Apprentices must have a contract of employment with the employing organisation.

*Please note: All Government funding and incentive eligibility criteria must be met.*



# STEP BY STEP ROADMAP TO RECRUIT AN APPRENTICE

Every journey will be different but here's an overview of the steps that will be taken:

Start

## Step 1

Contact Total People to identify your apprentice business needs by discussion with our Business Development team

## Step 2

Confirm the apprentice eligibility and standard that will most suit your business

## Step 3

With support from the Total People Customer Service Team create an Apprenticeship Service Account for your organisation. This is an online platform created by the Education and Skills Funding Agency (ESFA) to reserve and administer funding. To create this account, you will need access to an email address and your organisation PAYE reference number

## Step 4

Total People will support you to:

- Recruit your apprentice by adding your vacancy to our website and linking to the central government website
- Promoting your vacancy via our social media channels
- Upskill your current employees

## Step 5

Induction and onboarding your apprentice

## Step 6

Your apprentice will start on their learning journey.

Finish

# WHAT CONVEYANCING APPRENTICESHIPS ARE OFFERED BY TOTAL PEOPLE?

The following pages show details of the apprenticeship standards offered across the Conveyancing sector.

1. Conveyancing Technician
2. Licensed Conveyancer.





# CONVEYANCING TECHNICIAN

**LEVEL 4 | 18 MONTHS (MAX FUNDING: £9,000)**

## Programme summary

As a qualified Conveyancing Technician your primary responsibility will be to support the Authorised Person in dealing with legal matters relating to the transfer of ownership of land or property from a seller to a buyer.

Achieving the apprenticeship will enable you to build a professional career in property law and work on a standard range of property and land transactions; qualifying you to carry out work in residential and commercial conveyancing employment under the direct supervision of an Authorised Person.

## Qualifications achieved

- L4 Diploma in Conveyancing Law and Practice

## Who is suitable?

Conveyancing Technicians work under the direct supervision of an Authorised Person, a qualified individual authorised by an Approved Regulator to carry on reserved legal activities e.g. a Licensed Conveyancer; a Solicitor; a Fellow of the Chartered Institute of Legal Executives.

The role of a Conveyancing Technician is to support the fee earning activities

of a principal Licensed Conveyancer by working on a brief defined by the supervisor to action legal procedures related to conveyancing transactions. It is an entry-level role into the industry and is suitable for candidates of all ages; including those experienced and new to the sector with no legal qualifications.

Meeting the competency standard of the apprenticeship will enable the successful apprentice to apply for voluntary registration in order to carry out conveyancing procedures under the supervision of an Authorised Person.

## Entry requirements

A Conveyancing Technician is an entry-level role into the industry and is suitable for candidates of all ages; including those experienced and new to the sector with no legal qualifications.

Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

## Topics and units

The knowledge units that the apprentice has to complete are as follows:

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

## End Point Assessment

A mock End-point Assessment will be conducted with the apprentices at least 2 months prior the End-point Assessment, this will include:

- Synoptic training
- Showcase support with learning coach
- Mock professional discussion.

Apprentices will be provided with SQA's Guidance Material on the Scenario Test and the Showcase/Professional Discussion to enable them to adequately prepare.



# LICENCED CONVEYANCER

LEVEL 6 | 18 MONTHS (MAX FUNDING: £9,000)

## Programme summary

Licensed Conveyancers work as principal fee earners, have a significant level of autonomy and are responsible for compliance with Regulatory Arrangements and Lender requirements.

You will understand that each property transaction is unique and will work closely with clients who are the buyers and sellers of property and often also a lending institution. As a Licensed Conveyancer your primary responsibility will be to provide an ethical and efficient legal service to the client/consumer and you will do this by:

Upholding the Firms policies and procedures and The Regulator's Codes of Conduct;

Delivering professionally and ethically satisfactory outcomes on behalf of the client(s) and the business;

Managing a complex case load of property and land transactions;

Providing professional supervision to others; including but not limited to Conveyancing Technicians.

Achieving the apprenticeship will enable you to independently conduct, manage and deliver all legal processes and requirements in relation to the broadest range of property and land transactions; qualifying you to carry out work in residential, commercial and agricultural conveyancing employment.

## Qualifications achieved

- L6 Diploma in Conveyancing Law and Practice.

## Who is suitable?

Licensed Conveyancers are specialist property lawyers who deal with all legal matters relating to the transfer of ownership of land or property from a seller to a buyer; as well as legal advice and/or work carried out in connection with any transaction that creates, varies, transfers or discharges a legal or equitable interest in any real property. Conveyancers manage client portfolios in residential, commercial and agricultural contexts and provide conveyancing legal services on behalf of private individuals, commercial and charitable organisations, housing associations, public authorities, building companies, mortgage lenders, including banks and building societies.

The Conveyancing Apprenticeship is one of a number of equivalent ways to qualify as a Licensed Conveyancer and become an Authorised Person; Regulators approve Authorised Persons to carry out reserved legal activities e.g. a Licensed Conveyancer; a Solicitor; a Fellow of the Chartered Institute of Legal Executives.

Meeting the competency standards of the apprenticeship will enable the successful apprentice to become eligible to apply for a professional Licence to provide the reserved activity of conveyancing to members of the public and businesses.

## Entry requirements

Apprentices must have completed the Level 4 Conveyancing Technician Units or have recognised exemptions, as required by the Council for Licensed Conveyancers. (see Appendix 5 of the Licensed Conveyancer Assessment Plan).

Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3.

A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

## Topics and units

The knowledge units that the apprentice has to complete are as follows:

- Landlord and Tenant
- Conveyancing Law and Practice
- Managing Client and Office Accounts (Conveyancing).

## End Point Assessment

A mock End-point Assessment will be conducted with the apprentices at least 2 months prior the End-point Assessment, this will include:

- Synoptic training
- Showcase support with learning coach
- Mock professional discussion.

Apprentices will be provided with SQA's Guidance Material on the Scenario Test and the Showcase/Professional Discussion to enable them to adequately prepare.







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## QUOTES FROM OUR PARTNERS

*"Total People have been tremendous with our people and also with us as an employer. They give us plenty of information and plenty of opportunity to meet with them so we can understand the progress of our learners. They've also given me guidance on what we need to do in order to help that learner. So, it's been about more than just the qualification for us - it's a definite recommendation from me".*

**Steve Sutherland from PM Law Group.**

*"I would highly recommend Total People. Our apprentices are supported throughout their course and I feel like the regular meetings do really help them stay on track".*

**Kate Forsdike, PCS Legal.**



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## NEXT STEPS

**Now that you know more about what is involved in an apprenticeship, it is time to take the next steps. All that is needed to start the process is to speak to your contact at Total People or contact our Customer Service Team.**

If you are taking on a new apprentice, consider what task you will want them to carry out and the type of person that will be a good fit for your business.

Looking to upskill your existing team? Make sure you have contact details for your potential learner and their Line Manager and an idea of the apprenticeship you wish them to undertake.

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## CONTACT DETAILS

For more information contact our  
Qualifications Advisors on:

-  03333 222 666
-  enquiries@totalpeople.co.uk
-  totalpeople.co.uk

OR follow us on our socials:

-  /totalpeople
-  @totalpeople
-  Total People



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Total People is part of LTE group.

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

This information is also available in a range of formats, such as large print, on request.

