



**QUALIFIED LAWYERS TRANSFER TEST
(QLTT)
FREQUENTLY ASKED QUESTIONS**

1. What is the Qualified Lawyers Transfer Test?

The Qualified Lawyers Transfer Test (QLTT) is the conversion test that enables certain lawyers to qualify as a solicitor in England and Wales. Those lawyers eligible to sit the test must be qualified in jurisdictions that are recognised by the Solicitors Regulation Authority of England and Wales (SRA) or must be barristers qualified to practice in England and Wales.

The QLTS will be replacing the old Qualified Lawyers Transfer Test (QLTT) scheme from the 1st September 2010, however the QLTT will continue to run until 2013 when the last QLTT Certificates of Eligibility will expire. Please refer to www.clt.co.uk/qlts for further information and details regarding training.

2. What do the tests cover?

Head One – Property

Head Two – Litigation *

Head Three – Professional Conduct & Accounts

Head Four – Principles of Common Law

**CLT will only be running a Civil Litigation course, however delegates may take the Civil or Criminal Litigation examination.*

3. What is the syllabus for each Head?

A full copy of the test specification is available on the Solicitors Regulation Authority website, www.sra.org.uk

A short breakdown follows:

Head One – Property (Probate and Conveyancing)

The test requires you to demonstrate an understanding of the basic concepts of Land Law and Trust, Conveyancing, Wills Probate and Administration of Estates.

Head Two – Litigation (Civil or Criminal)

The test requires you to demonstrate a working knowledge of the English Legal System. It will deal with the structure of the courts, the principles of Evidence and the basic procedures for either Civil Litigation or Criminal Litigation.

The paper is divided into two parts and you must choose at the time of booking whether they sit the Civil or Criminal section, and are not required to sit both sections.

Head Three – Professional Conduct & Accounts (Professional Conduct, Accounts & Financial Services)

The test requires you to demonstrate an understanding of:

The fundamental principles of professional conduct and a working knowledge of the relevant practice rules regulating the profession

The Financial Services and Markets Act 2000 as it affects solicitors

Money Laundering, knowledge and understanding relevance of money laundering regime for solicitors.

The Solicitors' Accounts Rules and basic solicitor accounts.

Head Four – Principles of Common Law

This is an oral examination in which when you are required to demonstrate your knowledge and understanding of the principles of Common Law. This will include the basic principles of Land Law and Contract Law and the manner in which they apply to Conveyancing transactions, a working knowledge of the English Legal System and a working knowledge of the principal statutes and substantive law as they apply to actions in Contract and Tort.

4. How long are the examinations?

Head One – Property

3 hour written examination + 30 minutes reading time.
9.30 – 13.00

Head Two – Litigation

3 hour written examination + 30 minutes reading time.
14:00-17:30

Head Three – Professional Conduct & Accounts

3 hour written examination + 15 minutes reading time.
14:00-17:15

Head Four – Principles of Common Law

30 minutes reading time and 30 minutes assessment.
Individual time slots are given.

5. What Heads do I need to complete?

Before sitting the tests, all candidates will be required to apply to the Solicitors Regulation Authority for a Certificate of Eligibility. The Certificate will state which heads you will need to complete. You will **not** be able to sit the test (s) without a certificate of eligibility.

6. How do I obtain a Certificate of Eligibility?

Solicitors Regulation Authority website – www.sra.org.uk

Any queries regarding the Certificate of Eligibility must be raised directly with the Solicitors Regulation Authority on +44 (0) 1527 504450.

7. I have downloaded the form, however it states copies are not accepted. Can I submit the downloaded form?

You can complete and submit the downloaded form but you must submit the original that you complete as the signature needs to be original i.e. don't submit a copy of your completed form.

8. How long does it take to receive my certificate?

The Solicitors Regulation Authority issued the last certificates for the QLTT in August 2010 to expire in August 2013. If you do not already hold a certificate, you will not be able to obtain one for the QLTT, but you can apply to take the QLTS."

9. I have my Certificate, how do I enrol with you?

You will need to complete an application form, which is on the reverse of our QLTT brochure. You will be required to forward with your application form a **copy** of your certificate of eligibility and full payment.

Please note applications without full payment will not be processed. You will not be enrolled on any of the test elements without a copy of your certificate of eligibility!

Registration and fees are payable on each round of examinations.

10. What payment methods are accepted?

Payment must be in **sterling** either cheque or credit card or BACS transfer. Please contact CLT for any queries.

11. How often will you be running the Tests?

CLT offers 3 sittings per year; this will be March (Winter), June (Summer) and November (Autumn). *This is likely to be subject to change due to the new QLTS programme.*

12. What are the test locations?

UK – Birmingham, London and Glasgow

13. How can I prepare for the Tests?

There is no requirement for you to take any training, although CLT's examination results show that those who undertake a course of study are more likely to pass. For those taking the distance learning and a course there is a 95% pass rate, but for those who only take the test and no additional training, the pass rate drops to 77%. *

We recommend the distance learning material supported with a test preparation weekend. For Head III we offer a unique two and a half-day preparation course, which includes a mock test. The mock test will be marked and returned to you with feedback.

In the actual exams, no marks or feedback is sent to delegates. There will be generic feedback posted onto the QLTT website after each round.

The preparation days are purely to assist delegates on their examination techniques of the QLTT. It is **NOT** a taught class. Delegates are required to have some knowledge on subjects that they are studying for in their relevant heads.

* Data from November 2006 sitting

14. Should I take a preparation course?

A course gives candidates an opportunity to have face-to-face tutor support and to get those tricky questions answered. The courses concentrate on dealing with the type of questions likely to arise in the examination.

15. What if I cannot attend courses?

CLT offer a distance-learning programme, which has been specifically written by experts to include sufficient content guidance and support.

16. Why should I choose the online distance learning?

When you register for the distance learning programme, you receive a unique student login number and password which give you access to an area on the QLTT website for your specific subject area, which includes useful information.

We have online manuals, which are specifically written for QLTT. Each manual highlights the key topic in the syllabus and gives you self-assessment questions so that you can check your progress. The QLTT website has further information on it and useful tips on examination techniques.

Delegates also should set aside sufficient time in order to study for the QLTT.

17. Is there a reading list?

This is set out in the Testing and Administration Handbook and it is available on the QLTT website when you have obtained your student login.

18. Can I attend the Preparation day course more than once?

You may attend the preparation day courses as many times as you wish, a fee will be payable for each attendance.

19. Can I sit a Test more than once?

You may retake the Test. Your registration fee of £245.00 + vat is required to register to sit the Test (s) and this will allow you to sit the tests over **three consecutive sittings**, thereafter a further registration fee is payable. A separate fee is payable for each test; currently £90 + VAT.

20. Is there a re-sit fee for the Test (s)?

Yes, the fee stated on the application form will be recharged to re-sit a test (s)

21. Do I have to sit all the Heads in one Test Round?

No, you may choose how many Heads you take each sitting.

22. When will I be advised of the results?

Your results will be confirmed to you in writing, within 40 working days after the test date. Results will not be given over the phone, fax or email. A list of those who have passed a certain Head, will be available to view on the QLTT website within 40 working days of the test taking place. The results can be viewed by searching for your CLT Delegate Identification number.

23. What is the pass mark?

The minimum mark to pass a written Head is 50%. You must obtain at least 50% of the marks attributable to the Professional Conduct and Financial Services part of the Professional Conduct and Accounts Head. You may not transfer points from one Head to another.

24. Can my place on the programme be deferred/cancelled?

Please see the Booking Terms & Conditions. You can access the Terms & Conditions by selecting the Booking Form Terms & Conditions tab on the QLTT website.

25. May I take books in to the written Tests?

It is an open book exam so you can take in any books, documents or other material. The exams are not memory tests. Broad topic areas will be set out on the website 10 days prior to the test.

26. Can you accommodate for special needs?

Yes, but you must give us 20 working days notice of your requirements and you must provide supporting medical evidence, which is less than 12 months old.

27. Will my English Language be tested?

You must demonstrate that your English is the standard needed to practise as a solicitor in England and Wales.

28. Will I be able to practice as a solicitor in any European Union Country, after I become an English Solicitor?

In accordance with the EU Directive No 98/5/EC, which was adopted by the UK in May 2000 – any English solicitor may practice in other EU members states in accordance with the regulations in each of these countries.

29. Will I receive a certificate?

Once you have completed and passed each head, CLT will forward you a certificate for that head, copies of these certificates may be required by the Solicitors Regulation Authority.

30. I have completed all my relevant Heads, what do I do now?

You will need to apply to the Solicitors Regulation Authority to be admitted to the roll of solicitors.

www.sra.org.uk.

Provided you have completed any experience requirement, the application form to be admitted can be returned to the Solicitors Regulation Authority, together with the prescribed fee, evidence of both success in the Test and satisfactory completion of the experience requirement.

If there has been a significant delay between the issue of the Certificate of Eligibility and your application for admission then a current certificate of good standing from your home court or professional body may be required.

Admissions are normally twice each month on or about the 1st and 15th of the month and you will be sent confirmation of the date of your admission.

If resident in the UK you will be invited to attend an admission ceremony which will take place some months after your admission, and attendance at which is optional. **Practising**

*** Certificates**

An application form for a practising certificate will be forwarded to you with a letter confirming your admission date. For information about the need for a practising certificate contact: Professional Ethics on 0870 606 2577

*** Continuing Professional Development**

Following your admission to the Roll of Solicitors of England and Wales transferring lawyers in subject to the normal Continuing Professional Development requirements for all newly admitted English Solicitors. For more information contact please refer to the Solicitors Regulation Authority website. www.sra.org.uk

31. Where can I sit the tests?

a. England – London or Birmingham – CLT England – [www.qltt.co.uk](http://www qltt.co.uk)

b. Scotland – Glasgow - CLT Scotland - www.clt-scotland.co.uk

32. Where do I send my application form?

If you register to sit the test in London, please forward your application form to:

QLTT Programme Co-ordinator
Professional Qualifications Department
Central Law Training
Wrens Court
52-54 Victoria Road
Sutton Coldfield
B72 1SX
Tel: 0121 362 7526
Fax: 0121 240 1088
Email: qltt@centlaw.com

If you register to sit the test in Scotland, please forward your application form to:

Central Law Training Limited
5th Floor
80 St Vincent Street
Glasgow
G2 5UB
Tel: (0141) 225 6700
Fax: (0141) 225 6701
Email: sthompson@centlaw.com

33. What heads are offered by each affiliate?

CLT

Head I

Head II

Head III

Head IV

CLT – Scotland

Head I

Head II

Head III

34. Once I have qualified where can I practice?

(i) You may continue to practice in your own jurisdiction. If you wish to hold yourself out as an English solicitor, you **MUST** apply to the Solicitors Regulation Authority to be admitted to the roll of solicitors, for which a fee is payable. Once admitted, if you practice outside of England and Wales as an English Solicitor you must comply with the Solicitors' Overseas Practice Rules. For more information please contact Professional Ethics (0870 606 2577).

(ii) You can practice in England and Wales, but there are restrictions about setting up in sole practice, see Rule 5 Solicitors Code of Conduct 2007, and contact Professional Ethics for further information (0870 606 2577).

35. Once admitted to the Roll of Solicitors, can I live in England?

CLT cannot advise you on this matter, please refer your query to the Immigration and Nationality Directorate:

<http://www.ind.homeoffice.gov.uk/content/ind/en/home.html>