

**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.

**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](http://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. 14:00-17:30
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](http://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 will issue your certificate normally in 6 – 8 weeks of forwarding your application. Therefore it is essential you submit your application to the Solicitors Regulation Authority at an early stage.

#### 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 fees are valid for three consecutive sittings. Thereafter, a further fee is payable. SA/PC to always check when delegates apply to re-sit how many times they have taken the test. If more than 3 times per head, a full registration fee is payable. If delegate has sittings remaining, only a test fee is payable.***

#### 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 February/March (Winter), June/July (Summer) and November (Autumn).

## 12. What are the test locations?

UK – Birmingham, London\* and Glasgow

India – New Delhi and Mumbai

USA – New York, Los Angeles and Canada (Toronto)

\* Special discounted London accommodation rates when booking with CLT.

## 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.

## 13. 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.

## 14. Why should I choose the 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 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.

We endeavour to send materials to delegates immediately, however, during the update stage of materials, delegates should allow a minimum of 28 working days for delivery of materials.

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

## 15. 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.

## 16. How soon will I receive my materials?

Materials will be dispatched to you once full payment has been received, and you should allow 28 working days for delivery.

**17. 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.

**18. 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.

**19. 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)

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

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

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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?**

**Cancellations and Transfers – Tests:** Tests may be cancelled or deferred to the following sitting (and can only be deferred once) provided we receive written notification no later than 28 working days prior to the date of the Test(s). If a candidate notifies us after that date or does not attend the Test(s), full fees will be forfeited.

**Cancellations and Transfers - Preparation Courses:** Course fees may be cancelled or deferred to the following sitting (and can only be deferred once) provided we receive written notification no later than 10 working days prior to the course commencing. If a candidate notifies us after that date or does not attend a course, full fees will be forfeited.

**Distance Learning Programme:** The distance learning materials are non refundable. Candidates should allow 28 working days for delivery of materials.

**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](http://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 1<sup>st</sup> and 15<sup>th</sup> 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](http://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](http://www.clt-scotland.co.uk)
- c. India – New Delhi other venues may be available, please confirm with FLE –  
FLE – [www.fleindia.com](http://www.fleindia.com)
- d. USA – New York, Los Angeles and Canada (Toronto) – QLTT USA – [www.qlttusa.com](http://www.qlttusa.com)

### **32. Where do I send my application form?**

If you register to sit the test in London, please forward you 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](mailto:qltt@centlaw.com)

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

Ms S Thompson  
Solicitor and Course Development Manager  
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](mailto:sthompson@centlaw.com)

If you register to sit the test in India please forward you application form to:

Ms N Mann  
FLE  
SCO 375-376  
First Floor,  
SECTOR- 35 B,  
Chandigarh, 160035.  
India

Tel: 0091-172-6625007  
Fax: 0091-172-6624007  
E-mail: [qltt@fleindia.com](mailto:qltt@fleindia.com)

If you register to sit the test in the USA please forward you application form to:

Mr David Zaltzman  
QLTT USA Inc.  
Head Office  
302 A West 12th Street #258  
New York City, NY 10014-6025

Tel: 1 (877) 505 7588  
Fax: 1 (801) 749 7584  
Email: [admissions@qlttusa.com](mailto:admissions@qlttusa.com)  
Website: <http://www.qlttusa.com>

**33. What heads are offered by each affiliate?**

<b>CLT</b> Head I Head II Head III Head IV	<b>CLT – Scotland</b> Head I Head II Head III Head IV
<b>QLTT USA – USA</b> Head I Head II Head III	

**34. If I register to sit the test with CLT England, can I sit the test with one of the other affiliates and vice versa?**

No, you must pay the registration fee to the licensee you wish to sit the test with, you are not able to transfer between affiliates. To use more than one affiliate you MUST also pay the registration fee and test fee to each affiliate.

**35. 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).

**36. 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>