

# Conveyancing for Paralegals

**Paralegals work with the offices of Lawyers and Solicitors and their main responsibility is to support a lawyer with their work. You'll be asked to carry out tasks that require an understanding of the relevant law and procedures involved.**

The Conveyancing for Paralegals course will help you learn the detailed knowledge of the procedures and processes involved in conveyancing in England and Wales, and be able to apply that knowledge to given scenarios. You'll look at the full process starting with property law, taking instructions from clients right through to the contracts, exchange and completion procedures.

Once you've successfully completed the course, you'll receive a Pitman Training certificate to prove your newly learnt knowledge to employers and you'll be well placed to go on and sit the NALP (National Association of Licensed Paralegals) exam to gain an official Level 3 Paralegal Practice qualification.

## Designed for

This course is suitable for beginners with no prior knowledge or experience of Paralegal work. It is also a great way for those working as a Legal Secretary to increase their knowledge with a view to achieving promotion or applying for a role at the next level.

## Objectives

Through the study of this course you'll be able to undertake the work of a Paralegal within the Conveyancing legal specialism. This course is also designed to give you all the knowledge required to go on and sit the NALP (National Association of Licensed Paralegals) examination required to gain a Level 3 Certificate or Award in Paralegal Practice.

## Course Content

There are six sections within this course:

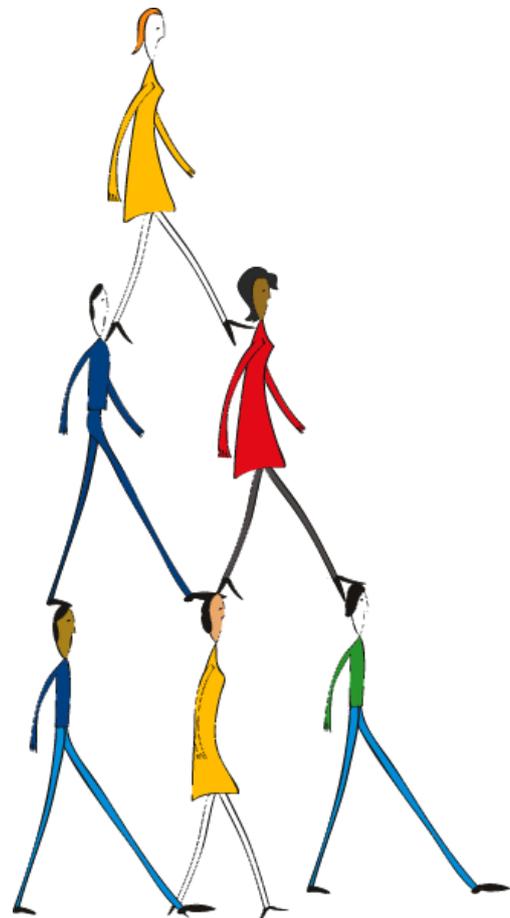
- Section 1:** Outline of Property Law
- Section 2:** Taking Instructions and Initial Matters
- Section 3:** Contract
- Section 4:** Procedure for Exchange of Contracts and Completion
- Section 5:** Completing a Conveyancing Transaction
- Section 6:** Post Completion

## Benefits

- **The flexibility and value of a self-study course designed to enable you to work at your own pace**
- **The opportunity to gain the widely recognised Pitman Training Certificate**

*Please note that membership and exam fees will need to be paid for separately.*

**Course duration:  
70 hours**



Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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