

Conveyancing Ready

Synopsis

A practical introduction to conveyancing for paralegals and apprentices.

“Conveyancing Ready” covers not just who’s involved and what happens, but also the underlying legal principles and terminology. Your staff will also learn how to explain the conveyancing process to clients in language that they will understand.

Duration

6 hours (2hrs x 3sessions)

Format

The course uses quizzes, practical exercises and audio case studies to ensure that the training is engaging and effective.

Delegates

Paralegals (Max 20)

Tutor

Helen Munro

Outcomes

As a result of attending “Conveyancing Ready” you will be able to:

- Recognise the distinct stages of conveyancing transactions
- Identify and understand the steps taken on behalf of buyers and sellers at each stage
- Recognise the key legal principles and terminology and how they link to transactions
- Explain the process to clients

Content

Session 1: Awareness

- The three stages of a transaction
- What’s involved at each stage (including funding and tax consequences)
- Identifying the buyer’s aims and the seller’s aims

Session 2: Building Blocks

- Understanding key concepts – freehold, leasehold, interests in land, etc
- Co-ownership
- The Property Register

Session 3: Conversations

- Making the client comfortable in a legal conversation
- Acquiring and supplying information
- Keeping accurate notes
- Dealing with “live” enquiries