



The Law Society

Conveyancing Quality Scheme

Large Practice Guidance

The CQS application form is lengthy and asks for a great deal of information, necessarily so in order that CQS can fully assess whether a practice should be accredited to the Scheme.

We are aware that for larger firms, whilst it is incumbent on CQS to obtain the necessary level of information on areas of the firm, a degree of flexibility is needed to reflect different, sometimes complex business and management structures within larger firms.

We define a large practice as having in excess of 10 managers/partners/directors.

What will I need to provide?

- a) Application form Section 1 (General information about Practice) completed in full
- b) Application form Section 2 (Supporting documents) completed in full
- c) Application form Section 3 (Personnel) as below

Management and managers

- Question 70 (SRO and Head of Conveyancing) with supporting documentation.
- A copy of the practice's management structure.

The CQS team will then be able to advise you who needs to be included within Question 71 of the application's personnel section as a manager.

Qualified Conveyancers, Non-Qualified Conveyancers, Key Support Staff and Accounts Staff

- A copy of the practice's residential conveyancing/property/real estate department structure. It should also be made clear how that fits in with the management structure.
- We will also require the structure of and confirmation of supervisory arrangements for accounts staff.

The CQS team will then be able to advise you who needs to be included within Questions 72 73 and 74 of the application's personnel section.