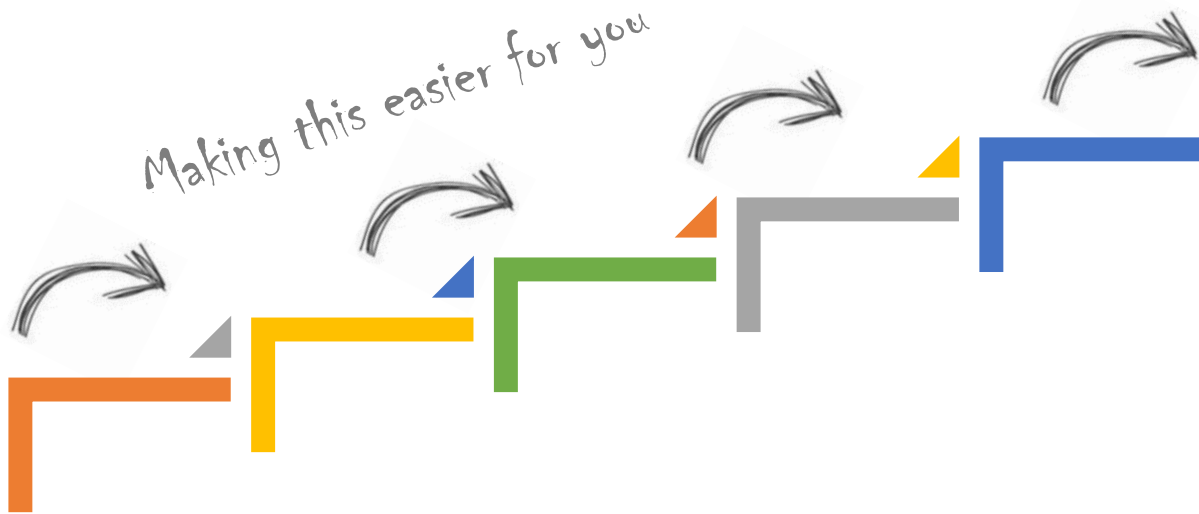


CAREER DEVELOPMENT & SALARY STRUCTURE

© DP Conveyancing 2024 – Rev 15



“ We firmly believe in supporting you in developing your career, and helping you to be the best you can be, in your role.

Dawn Pickett



OUR VISION

We aim to see a **SMILE** on the face of every Client, Staff member & Introducer when **DP CONVEYANCING** is mentioned

OUR MISSION

To be the **CONVEYANCER OF CHOICE** for Clients, Estate Agents & Mortgage Brokers

To be the **EMPLOYER OF CHOICE** for conveyancing professionals

HOW WE DO IT

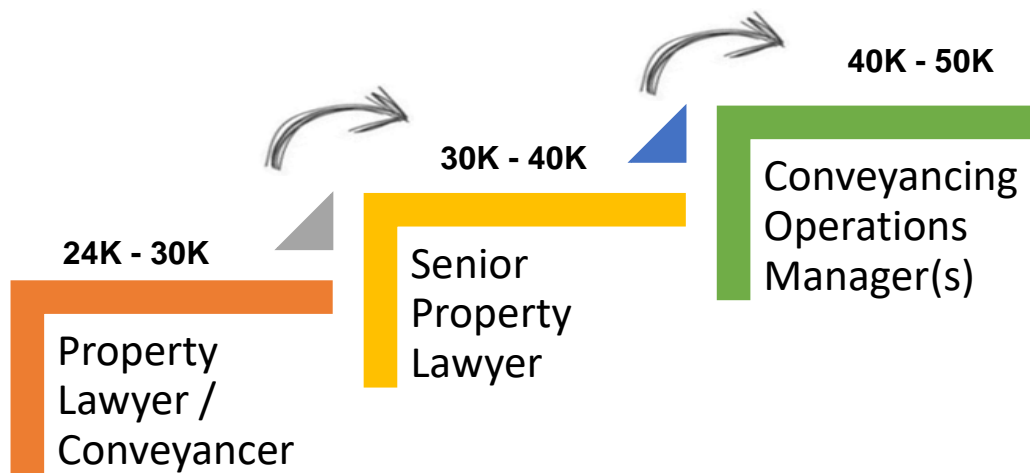


We constantly improve via **CONTINUOUS FEEDBACK** throughout the process

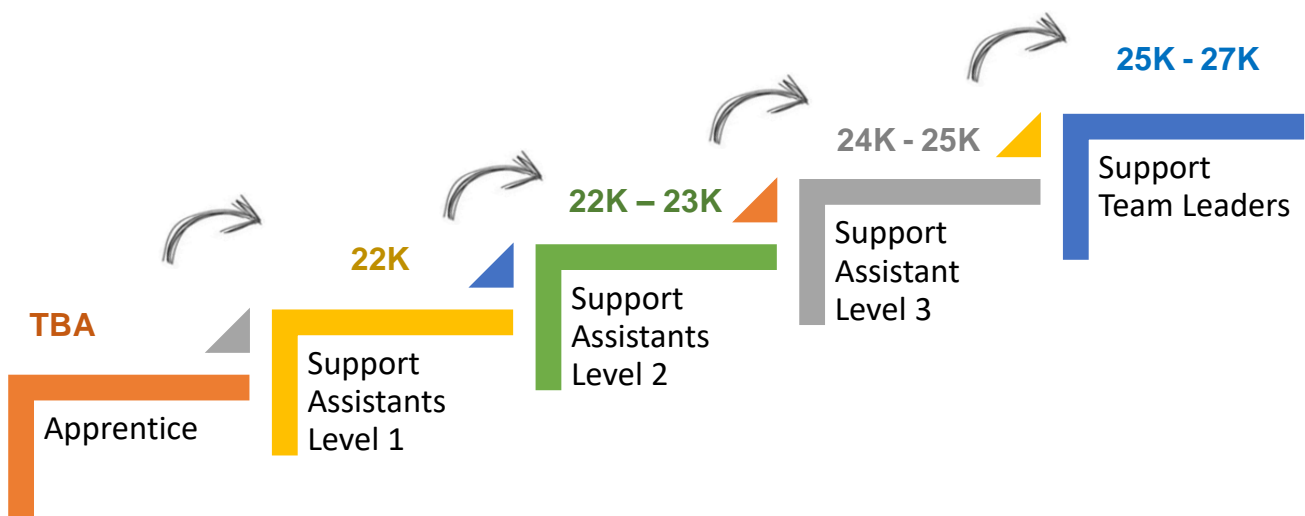
Career path and salary structure

We understand that it is important to provide clarity on how your career can develop with us, and what the salary bands are for each stage of your career with the various stages mapped out below.

Conveyancer salary grading structure



Conveyancing Assistants / Support Team grading structure



Helping you to learn & develop

Whatever stage you are at in your career, we strive to support new team members to learn and develop in all areas.

Our guiding principle is to make it as easy as possible for you to do your Conveyancing job now, and for any future plans you may have. As our aim is to continue to build and grow the business, there will be no shortage of future opportunities.

As part of your continuous professional development, we'll develop a tailored training programme with a blend of one to one 'on the job' training, job shadowing, eLearning, videos, webinars as well as utilising nationally recognised providers including Council for Licensed Conveyancers.

For those who wish to get out of the office once in a while, we'll also arrange visits to Introducers / Estate Agents as well as off-site conferences & training events.

Helping you to become a CLC Licensed Conveyancer (if that is what you want!)



Embarking on a career as a Licensed Conveyancer offers a financially rewarding pathway for those interested in property law and transactions.

Our fully funded program is designed to equip you with the comprehensive knowledge and practical skills needed for success - We will pay for all course fees and the opportunity is yours for the taking.

This pathway is suitable for experienced conveyancing admin support staff, experienced but unqualified conveyancers or law graduates.

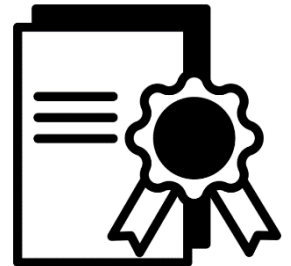
Overview of the career development stages you'll encounter:

Foundation Stage: Level 4 Diploma in Conveyancing Law and Practice.

This initial stage introduces you to the fundamentals of conveyancing law and practice. It lays the groundwork for your career with modules that cover:

- The basics of law and practice relevant to conveyancing.
- Understanding land law.
- The processes involved in standard conveyancing transactions.

Achieving the Level 4 Diploma sets you on the right path by providing a solid foundation in conveyancing principles.

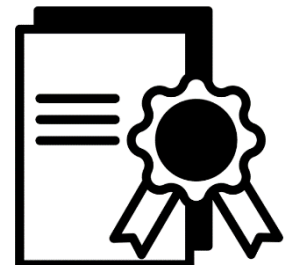


Advanced Stage: Level 6 Diploma in Conveyancing Law and Practice.

After mastering the basics, you'll advance to the Level 6 Diploma, where you'll dive deeper into the intricacies of conveyancing law and practice. This stage includes detailed modules on:

- The nuances of landlord and tenant law.
- Advanced conveyancing law and practice.
- Managing client and office accounts in a conveyancing context.

The Level 6 Diploma is designed to broaden your understanding and enable you to handle complex conveyancing transactions confidently.



Gaining Practical Experience

Parallel to your academic journey, gaining hands-on experience in a conveyancing setting is crucial. You'll work under the guidance of experienced professionals, such as licensed conveyancers, solicitors, or CILEX legal executives. This real-world experience is invaluable for applying what you've learned in practical scenarios.

Achieving Your CLC License

Upon completing your qualifications and accruing sufficient practical experience, you're ready to apply for your CLC license. This step involves demonstrating your proficiency in conveyancing practices and your commitment to maintaining professional standards.

Continuing Professional Development (CPD)

The learning doesn't stop once you're licensed. To ensure you stay at the forefront of the conveyancing field, engaging in Continuing Professional Development (CPD) is essential. Through courses, seminars, and other educational activities, you'll keep your skills sharp and knowledge current.

Your Career Pathway

This structured pathway not only prepares you for the complexities of conveyancing but also sets you up for a fulfilling career in this vital aspect of property law.

From foundational knowledge to advanced expertise, coupled with practical experience, you'll be well-equipped to navigate the challenges and opportunities of the conveyancing profession.

Want to progress into Management?

As a firm, we are committed to helping those who wish to become managers and leaders of the future, to gain academic management qualifications along with real-world practical experience.



Those wishing to progress into Management roles will work alongside the Directors. Three Directors are Licensed Conveyancers and the other has a Degree in Leadership and Management, is a Chartered Manager, High Performance Team development expert, Lean Six Sigma Blackbelt and a Chartered Fellow of the CIPD (Pending).

Given this management structure, you will find extensive opportunities for enhancing your professional skills in process improvement, coaching techniques, recruitment strategies, team development as well as learning and applying Lean Six Sigma approaches. Opportunities for advancement will be available via both formal educational programs and real-world learning on the job.

Graduate Development Programme

Our Graduate Trainee Property Lawyer Development Programme means you could be a fully qualified Conveyancer / Property Lawyer in 2 to 3 years dependent on Law Degree exemptions.



“ If you have any questions about any of the roles, please let me know and we look forward to working with you 😊



Dawn