



## FACULTY OFFICE

Minutes of the Meeting of the Qualifications Board  
held online on 08 December 2023 at 13:30pm

Present: Nicholas Hatzis (Chair)  
Alex Galloway  
Sophie Milburn  
Anna Ostrowska-Rogers  
Elaine Standish

Ian Williams, UCL  
Iain Ostrowski-Rogers

Howard Dellar, Registrar, Faculty Office  
Patrick Roberts, Clerk, Faculty Office  
Jaymisha Tailor, Administrator, Faculty Office

### 1. APOLOGIES

Apologies were received from Nicola Brant, Cat Farrow, Jenni Kennedy and the Deputy Registrar, Ian Blaney.

Roger Eastman and Christopher Smith were not present.

### 2. MINUTES OF THE PREVIOUS MEETING

These were confirmed as correct nem con.

### 3. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

Patrick Roberts asked the Board to keep an eye out for any individuals who may be interested in becoming a lay member and to put them in contact with the Faculty Office.

### 4. NOTARIAL PRACTICE COURSE

Ian Williams reported that the Memorandum of Understanding had recently been signed between the Dean of Laws at UCL and the Registrar at the

Faculty Office and that this will cover the next 5 years until November 2028. Ian Williams explained that the course is running well with new staff members on board. Currently over 40 students in Year 2 and over 70 in Year 1.

One complaint has been received from a student, 3 weeks into the course. The complaint was addressed and resolved but the same student appears to have returned with another complaint, which UCL are addressing appropriately. No other complaints have been reported.

Ian Williams reported that the Open Day, held on 25 November in a hybrid format was a success and the 25 in-person attendees and a similar number attending virtually appeared enthusiastic. Special thanks were conveyed to Elaine Standish and Patrick Roberts for speaking helpfully on the day and answering the array of questions that followed.

Howard reported that the relationship with UCL is blossoming and appears to be going in the right direction. The Dean had indicated that it would be beneficial for a representative from the FO to attend a Q & A session with the Year 2 students. Ian confirmed that he would liaise with Alisa and revert to schedule dates.

## 5. REVIEW OF DEFINITIONS OFFERED

Patrick Roberts circulated “Guidance Notes for Applicants wishing to be admitted as General Notaries in England and Wales” which included additional definitions and comments marked up by Ian Blaney, for review and approval.

All mark-ups and amends at pages 1-6 were agreed by the board bar the following:

- I. Wills Probate and Administration (page 7) – the current wording states that the LPC Elective that deals with Wills Probate and Administration as a pervasive element or as part of a composite module will not be accepted. The Chair reported that the Board reviews many applications where study of this area is only offered either as a pervasive element or as simply part of a module of study instead of those that are taught and examined separately. The Board agreed that the wording to be revised to the effect that if Wills Probate and Administration is not separately examined then this will be assessed on an individual basis upon receipt of a copy of the syllabus and number of caseload. Patrick Roberts will revise this wording for review and approval at the next meeting in January 2024.

- II. Case Studies (page 8 to 10) – The board agreed it would be prudent to remove the case studies section from the form in its entirety as it does not cover all the different situation/queries that commonly arise.
- III. The Notarial Practice Course – Iain Ostrowski-Rogers suggested to cut the wording down to read: *“The Notarial Practice Course is currently run by University College London. It is a two-year course taught and examined at post-graduate level. The Course is designed to be undertaken concurrently with full-time employment, although there is a substantial time commitment. Full details of the course are available on the UCL website...”*
- IV. The Office Practice Course (page 11) – Elaine reported that the wording is to be tweaked slightly and will send Patrick revised wording.

6. SUB-COMMITTEE REPORT – The Sub-committee has not met.

PR sought clarification on cases arising where applicants wish to appeal to the Full Board when their application has been declined by the Sub-Committee. The Chair confirmed that the Sub-Committee speaks for the Board therefore there are no grounds of appeal.

Board members discussed whether a Sub-Committee was viable, and it was agreed by the majority that the Sub-Committee should be removed.

PR will review whether the Master is to be formally consulted on in order to close down the Sub-Committee.

7. APPLICATIONS FOR CERTIFICATES OF EXEMPTION

(a) New Applicants

- 1) SP (2023/8)– is a recent graduate, currently taking her LPC, who is applying for a full Certificate of Exemption. The Board requires that she provides a copy of the syllabus of the LPC. This application to be referred to the Board.
- 2) MR (2023/92) – is not a solicitor and is applying for exemptions in the five ‘core’ subjects on the grounds of in-date qualifications. The Board agreed that she be granted exemptions in the five ‘core’ subjects and requires that she obtain modules in the three professional subjects.
- 3) CD (2023/93) – is a full-time solicitor who is applying for a full Certificate of Exemption on the grounds of regular and substantive

practice. The Board agreed that he be granted exemptions in the five 'core' subjects and in Company Law but requires that he obtain modules in Conveyancing and in Wills Probate & Administration

- 4) KO (2023/94) – is a recent graduate applying for a full Certificate of Exemption on the grounds of in-date qualifications. The Board agreed that he be granted exemptions in the five 'core' subjects but requires that he obtain modules in the Company Law, Conveyancing and in Wills Probate and Administration.
- 5) TS-H (2023/95) – is a part time solicitor who is applying for a Certificate of Exemption in the five 'core' subjects and in Company Law on the grounds of regular and substantive practice. The Board agreed that he be granted exemptions in the five 'core' subjects and in Company Law but provides confirmation of the number of hours worked in accordance with the guidance. The application to be referred back to the Board
- 6) SS (2023/96) – is a full-time solicitor in general practice who is applying for a full Certificate of Exemption on the grounds of regular and substantive practice. The Board agreed that she be granted exemption in the five 'core' subjects but provides further information of regular and substantive practice and number of caseloads in the three professional subjects. The application to be referred back to the Board.
- 7) EL (2023/97) – is a full-time solicitor who is applying for a full Certificate of Exemption on the grounds of in-date qualifications. As her LPC was completed in June 2016, the Board requires that she clarify the grounds on which she is applying. The application to be referred back to the Board.
- 8) YK (2023/98) – is a self-employed solicitor who is applying for a full Certificate of Exemption on the grounds of regular and substantive practice. The Board directed that she provides further information of regular and substantive practice in the three professional subjects, including caseload and transcripts. Additionally, YK is to confirm the status of their company. The application to be referred back to the Board.
- 9) SB (2023/99) – is a full-time in-house senior counsel applying for a Certificate of Exemption in the five 'core' subjects and in Company Law. The Board requested that SB completes the application again. The application to be referred back to the Board.

## 8. FURTHER CONSIDERATION

- 1) AA (2023/74) – is a solicitor in general practice who applied for a full Certificate of Exemption. The Board Agreed that he be granted exemption in the five “core” subjects and in Company Law and in Conveyancing but requested that he provides a transcript of his LLM and LPC before a decision is reached as to Wills Probate and Administration. In his response dated 24 July 2023, AA provided a copy of his transcript. On review, it was noted there was no mark provided for Wills Probate and Administration and was requested to complete the module in the same. In his letter of response dated 24 October 2023, AA confirmed that he had been involved in over 50 caseloads before qualifying, and in over 23 cases after qualifying since October 2019 (circa 6 cases per year). On review of his letter and a further reference, the Board agreed he be granted a Full Certificate of Exemption.
- 2) JL (2023/86) – is a full-time solicitor who is applied for a full Certificate of Exemption on the grounds of regular and substantive practice. The Board requested that she provides further information of regular and substantive practice and number of caseloads in the three professional subjects before a decision is reached. The Board considered JL’s response dated 28 November 2023 and agreed that she be granted exemptions in the five ‘core’ subjects and in Company Law but obtains modules in Conveyancing and in Wills Probate and Administration.
- 3) PP (2023/91) – is a solicitor applying for a full Certificate of Exemption. The Board agreed that he be granted a full Certificate of Exemption in the five ‘core’ subjects and requires that he provides further information of regular and substantive practice in the three professional subjects. The Board considered PP’s letter of response and directed that he obtains modules in Company Law, Conveyancing and in Wills Probate and Administration.

## 8. APPLICATIONS FOR RECOGNITION UNDER RULE 8.2

There were none

## 9. APPLICATIONS FOR VALIDATION OF COURSES

There were none.

10. REFERENCES TO BOARD PURSUANT TO THE SCRIVENERS  
(QUALIFICATION) RULES 2019

There were none.

11. ANY OTHER BUSINESS

Iain Rogers requested that the application forms circulated for review to be uploaded to a secure shared folder rather than circulated as PDF attachments for ease of reference.

PR is to investigate resources whereby to do this and to add to the agenda for discussion at the next meeting.

12. DATE OF NEXT MEETING

26 January 2024 (Online)