

# Conveyancers Qualifications Guidelines

Pursuant to section 7(1)(a)(ii) of the *Conveyancers Act 1994*, a natural person has a qualification for the purpose of registration as a conveyancer if the person has any of the following seven options.

## Option One

Completion of the **Advanced Diploma of Conveyancing BSB61115 (previously known as FNS60311)**, including completion of or status granted in, the following units of competency:

BSBCNV501 or FNSCNV501A	Take instructions in relation to a transaction
BSBCNV502 or FNSCNV502A	Read and interpret a legal document and provide advice
BSBCNV503 or FNSCNV503A	Analyse and interpret legal documents for a transaction
BSBCNV504 or FNSCNV504A	Prepare legal documents
BSBCNV505 or FNSCNV505A	Finalise the conveyancing transaction
BSBCNV506 or FNSCNV506A	Establish and manage a trust account
BSBCNV601 or FNSCNV601A	Identify and conduct searches
FNSINC401 or FNSINC401A	Apply principles of professional practice to work in the financial services industry
BSBLEG415 or BSBLAG415A	Apply the principles of contract law
FNSACC403 or FNSACC403B	Make decisions in a legal context
FNCSUS501 or FNCSUS501A	Develop and nurture relationships with clients, other professionals and third party referrers
FNSORG602 or FNSORG602A	Develop and manage financial systems
BSBFIM501 or BSBFIM501A	Manage budgets and financial plans
BSBLEG413 or BSBLEG413A	Identify and apply the legal framework
BSBLEG416 or BSBLEG416A	Apply legal principles of the law of torts
BSBLEG512 or BSBLEG512A	Apply legal principles in property law matters
BSBLEG513 or BSBLEG513A	Apply legal principles in corporations law matters
LGAPLEM411A or LGAPLEM411A	Conduct initial assessments of minor planning applications

## Option Two

Completion of, or status granted in, the following subjects forming *part* of the **Certificate IV in Conveyancing** conferred by the Department of Employment, Training and Further Education

- Introduction to Conveyancing
- Commercial Law Principles
- Property Law (Conveyancing) 1
- Mortgages
- Technical Principles
- Accounting for non-accountants, or
  - ii) Managing Finance - performance
  - iii) Managing Finance - Setting & Achieving Budgets
  - iv) Managing Finance - Cost & Efficiency
- Contract Law
- Consumer Law (Conveyancing)
- Property Law (Conveyancing) 2
- Lands Titles Office Procedures
- Settlements 1

## Together with

Satisfactory completion of, or status granted in, the following subjects forming *part* of the **Advanced Diploma of Conveyancing** conferred by the Department for Employment, Training and Further Education.

- Contract Law (Conveyancing) 1
- Trusts and Transmissions
- Legal Drafting
- Technical Drafting
- Settlements 2
- Legal Entities
- Taxation Law (Property)
- Contract Law (Conveyancing) 2
- Commercial Leases
- Conveyancing Conduct and Practice

### Option Three

Completion of, or status granted in, the following units of competency forming *part* of the:

#### Certificate IV in Conveyancing

(TAFE SA Code: LCZ, Nat. Code 40607SA)

LCZA	Work within a conveyancing environment;
LCZB	Apply contract law principles to conveyancing;
LCZC	Apply legal principles to conveyancing;
LCZD	Apply property law principles to conveyancing;
LCZE	Understanding mortgages and related procedures;
LCZF	Comply with Lands Titles Office Procedures;
LCZG	Research locate and apply technical and drafting principles of the Torrens System;
LCZH	Conduct and conclude a settlement for a client.

OR

#### Certificate IV in Conveyancing

(TAFE SA code MAK, National Code 40449SA)

MAKC	Take instructions in a Conveyancing environment
MAKD	Apply contract law principles to the task
MAKE	Apply commercial law principles to Conveyancing transactions
MAKF	Minimise consumer risk in Conveyancing transactions
MAKG	Apply property law principles to Conveyancing tasks
MAKH	Prepare and execute mortgage documents
MAKK	Comply with Lands Titles Office procedures
MAKL	Research, locate and apply technical and drafting principles of the Torrens System
MAKM	Conduct a settlement

#### Together with a:

Statement of Attainment showing satisfactory completion of, or status granted in, the specified units of competency from one of the following training packages.

**BSB61115 Advanced Diploma of Conveyancing** or **FNS60311 Advanced Diploma of Financial Services (Conveyancing)** as part of the FNS 11 OR BSB15 training package

BSBCNV501 or FNSCNV501A	Take instructions in relation to a transaction
BSBCNV504 or FNSCNV504A	Prepare legal documents
BSBCNV503 or FNSCNV503A	Analyse and interpret legal documents for a transaction
BSBCNV506 or FNSCNV506A	Establish and manage a trust account
BSBCNV505 or FNSCNV505A	Finalise the Conveyancing transaction
FNSCUS501 or FNSCUS501A	Develop and nurture relationships with clients, other professionals and third party referrers
BSBCNV601 or FNSCNV601A	Identify and conduct searches
BSBFIM501 or BSBFIM501A	Manage budgets and financial plans
FNSORG602 or FNSORG602A	Develop and manage financial systems

#### Or

**FNS60304 Advanced Diploma of Financial Services (Conveyancing)** from the FNS04 Financial Services Training Package.

FNSCONV501A or B	Take instructions in relation to a transaction
FNSCONV502A or B	Prepare and or analyse and execute documents
FNSCONV503A or B	Establish, manage and administer trust accounts
FNSCONV504A or B	Finalise Conveyancing transactions
FNSICCUS501A or B	Develop and nurture relationships with clients, other professionals and third party referrers
FNSCONV501A or B	Obtain and analyse all information for the transaction
FNSICORG601A or B	Control a budget
FNSICORG609A or B	Develop and manage financial systems

### Option Four

**Land Broking Certificate** conferred by the Department of Employment, Training and Further Education.

### Option Five

**Degree of Bachelor of Business (Property)** conferred by the University of South Australia, including satisfactory completion, or status granted in, the following subjects:

- Law of Property; and
- Conveyancing 1EF; and
- Conveyancing 2EF; and
- Conveyancing Law EF

## Option Six

**Degree of Bachelor of Business in Property** granted by the University of South Australia, including satisfactory completion of, or status granted in, the following subjects:

- Law of Property; and
- Conveyancing or Real Estate Documentation 1; and
- Conveyancing or Real Estate Documentation 2; and
- Conveyancing Law or Property Transactions

## Option Seven

**Graduate Diploma in Property** conferred by the University of South Australia, including satisfactory completion of, or status granted in, the following subjects:

- Conveyancing or Real Estate Documentation G
- Conveyancing or Real Estate Documentation 2G
- Conveyancing Law G or Property Transactions G
- Property Project M
- Project Law 1M
- Property Law 2M or Law of Property G

## For more information

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