

Conveyancer Qualifications

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 can meet any of the following options.

Option One

Completion of the **Advanced Diploma of Conveyancing BSB60220** with completion of the following units of competency:

- BSBLEG421 Apply understanding of the Australian legal system
- FNSACC413 Make decisions in a legal context
- BSBLEG528 Apply legal principles in property law matters
- BSBLEG523 Apply legal principles in tort law matters
- BSBOPS504 Manage business risk
- BSBFIN501 Manage Budgets and Financial Plans

Option Two

Completion of the **Advanced Diploma of Conveyancing BSB61115** including completion of the following units of competency:

- | | |
|------------|---|
| BSBCNV501 | Take instructions in relation to a transaction |
| BSBCNV502 | Read and interpret a legal document and provide advice |
| BSBCNV503 | Analyse and interpret legal documents for a transaction |
| BSBCNV504 | Prepare legal documents |
| BSBCNV505 | Finalise the conveyancing transaction |
| BSBCNV506 | Establish and manage a trust account |
| BSBCNV601 | Identify and conduct searches |
| FNSINC401 | Apply principles of professional practice to work in the financial services industry |
| BSBLEG415 | Apply the principles of contract law |
| FNSACC403 | Make decisions in a legal context |
| FNSCUS501 | Develop and nurture relationships with clients, other professionals and third party referrers |
| FNSORG602 | Develop and manage financial systems |
| BSBFIM501 | Manage budgets and financial plans |
| BSBLEG413 | Identify and apply the legal framework |
| BSBLEG416 | Apply legal principles of the law of torts |
| BSBLEG512 | Apply legal principles in property law matters |
| BSBLEG513 | Apply legal principles in corporations law matters |
| BSBRISK501 | Manage risk |

Option Three

Completion of the **Advanced Diploma of Conveyancing BSB61115** including completion of the following units of competency:

- | | |
|-------------|---|
| BSBCNV501 | Take instructions in relation to a transaction |
| BSBCNV502 | Read and interpret a legal document and provide advice |
| BSBCNV503 | Analyse and interpret legal documents for a transaction |
| BSBCNV504 | Prepare legal documents |
| BSBCNV505 | Finalise the conveyancing transaction |
| BSBCNV506 | Establish and manage a trust account |
| BSBCNV601 | Identify and conduct searches |
| FNSINC401 | Apply principles of professional practice to work in the financial services industry |
| BSBLEG415 | Apply the principles of contract law |
| FNSACC403 | Make decisions in a legal context |
| FNSCUS501 | Develop and nurture relationships with clients, other professionals and third party referrers |
| FNSORG602 | Develop and manage financial systems |
| BSBFIM501 | Manage budgets and financial plans |
| BSBLEG413 | Identify and apply the legal framework |
| BSBLEG416 | Apply legal principles of the law of torts |
| BSBLEG512 | Apply legal principles in property law matters |
| BSBLEG513 | Apply legal principles in corporations law matters |
| LGAPLEM411A | Conduct initial assessments of minor planning applications |

Option Four

Completion of the **Advanced Diploma of Conveyancing FNS60311** including completion of the following units of competency:

FNSCNV501A Take instructions in relation to a transaction
FNSCNV502A Read and interpret a legal document and provide advice
FNSCNV503A Analyse and interpret legal documents for a transaction
FNSCNV504A Prepare legal documents
FNSCNV505A Finalise the conveyancing transaction
FNSCNV506A Establish and manage a trust account
FNSCNV601A Identify and conduct searches
FNSINC401A Apply principles of professional practice to work in the financial services industry
BSBLAG415A Apply the principles of contract law
FNSACC403B Make decisions in a legal context
FNSCUS501A Develop and nurture relationships with clients, other professionals and third party referrers
FNSORG602A Develop and manage financial systems
BSBFIM501A Manage budgets and financial plans
BSBLEG413A Identify and apply the legal framework
BSBLEG416A Apply legal principles of the law of torts
BSBLEG512A Apply legal principles in property law matters
BSBLEG513A Apply legal principles in corporations law matters
LGAPLEM411A Conduct initial assessments of minor planning application

Option Five

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

Introduction to Conveyancing	Contract Law
Commercial Law Principles	Consumer Law (Conveyancing)
Property Law (Conveyancing) 1	Property Law (Conveyancing) 2
Mortgages	Lands Titles Office Procedures
Technical Principles	Settlements 1

One of the following

1. Accounting for non-accountants
2. Managing Finance – performance
3. Managing Finance - Setting & Achieving Budgets
4. Managing Finance - Cost & Efficiency

Together with

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

Option Six

Completion of 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

Completion of the following units of competency forming *part* of the **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:

Completion of the following 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 Seven

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

Option Eight

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

Law of Property
Conveyancing 2EF

Conveyancing 1EF
Conveyancing Law EF

Option Nine

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

Law of Property
Conveyancing or Real Estate Documentation 2

Conveyancing or Real Estate Documentation 1
Conveyancing Law or Property Transactions

Option Ten

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

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

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

For more information

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