Australian Government

Department of Education, Employment and Workplace Relations

FNS60311 Advanced Diploma of Conveyancing

Release: 1

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Modification History

Release	Comments
Release 1	This Qualification first released with *FNS10 Financial Services Training Package version 2.0*.
	FNSBLEG415A Apply the principles of contract law has been moved from the electives to the core.
	FNSACC403A Make decisions in a legal context has been moved from the electives to the core of the Diploma of Conveyancing.
	BSBITS401A Maintain business technology has been moved from the core to electives.
	BSBOHS303B Contribute to OHS hazard identification and risk assessment has been moved from the core to electives.
	BSBWOR401A Establish effective workplace relationships has been moved from the core to electives.
	Packaging rule for this qualification have been changed to 9 core units and 9 electives.
	Replaces FNS60310 Advanced Diploma of Conveyancing.

Description

This qualification is designed to reflect the role of conveyancers responsible for conveyancing work, team leadership and/or the management of a practice.
Conveyancing is a licensed occupation. Licensing regimes for conveyancers differ between States and Territories in Australia. To determine the most appropriate pathway to satisfy licensing requirements within a particular State or Territory it will be necessary to contact the relevant licensing body for advice. Contact details for conveyancing licensing authorities are provided in the FNS10 Information Kit available on the IBSA website.

Pathways Information

The primary pathway from this qualification is for conveyancers working as:

* as sole operator
* in a small business practice
* as a team member in a larger organisation.

A further learning pathway could be study in relevant higher education programs. Learners should establish relevant qualifications and any credit arrangements that may apply in order to make appropriate elective choices in this qualification.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

The following table contains a summary of the employability skills required by industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	• adjusting interpersonal styles and methods as required • communicating ideas and information cognisant of social and cultural diversity and special needs • consulting, questioning, clarifying and evaluating information • developing and writing reports to specifications • fostering business relationships and providing a high level of customer service and relationship management • preparing and presenting correspondence in appropriate electronic format • using effective telephone techniques and having the ability to negotiate solutions with clients and colleagues
Teamwork	• contributing to team cohesion • developing and maintaining professional networks • making constructive contributions to group decision making processes • providing feedback, support and encouragement to team members • referring to other professionals as required
Problem solving	• analysing performance data, identifying problems and taking remedial action • applying analytical and diagnostic skills, data interpretation skills and conducting comparative analyses • checking the accuracy of calculations • collecting, comparing and contrasting data • developing, monitoring and controlling a budget • using evaluative and deductive reasoning skills • using problem solving tools and techniques
Initiative and enterprise	• benchmarking the business • designing a work environment that facilitates effective and productive workflow and communication • developing strategies to develop and maintain customer loyalty • finding and securing new business relationships • identifying new and emerging opportunities and developing strategies to capitalise on them

	• monitoring the external environment and identifying emerging practices and trends • setting goals in respect to client follow-ups
Planning and organising	• developing and implementing policies and procedures in respect to trust accounts and other organisational requirements • ensuring the integrity of systems, records and reporting procedures are maintained • locating information on statutory and legislative requirements • planning work considering resources, time and other constraints • processing documents and maintaining files, managing information and scheduling and coordinating competing tasks
Self-management	• acting as a role model for others • asking for and responding to feedback on performance • managing own time and priorities and dealing with contingencies • planning own work schedule and monitoring and evaluating own work performance • presenting a positive organisational image • taking responsibility as required by work role and ensuring all organisational policies and procedures are followed • understanding and acting upon compliance implications • working ethically and complying with all industry codes of practice and legislative requirements
Learning	• contributing to the learning of others through implementing team building exercises • developing and maintaining personal competency • developing and monitoring individual training plans • encouraging continuous education and professional development • identifying and documenting training needs to meet ongoing compliance • maintaining currency of knowledge of legislation and industry codes of practice • using online help for self learning purposes
Technology	• conducting web searches and using corporate templates • operating computers, using word processing, spreadsheet and database skills to produce workplace documentation • operating the organisation's business or records system • reviewing and evaluating financial and IT systems for compliance with trust account requirements • using business technology to access, organise and monitor

	information
	• using customised software to track clients
	• using research data devices and telecommunication

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Packaging Rules

18 units must be achieved:
9 core units
plus **9 elective units**

6 elective units must be selected from the elective list below.
The remaining **3 elective units** may be selected from the elective units listed below, any endorsed Training Package or accredited course. Elective units may be selected from a Diploma or Advanced Diploma qualification.
Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Core 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 requirements 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
BSBLEG415A Apply the principles of contract law

Elective units of competency:
FNSACC403A Make decisions in a legal context
FNSCUS501A Develop and nurture relationships with clients, other professionals and third party referrers
FNSORG601A Negotiate to achieve goals and manage disputes
FNSORG602A Develop and manage financial systems
FNSPRM601A Establish, supervise and monitor practice systems to conform with legislation and regulations
FNSPRM602A Improve the practice
FNSPRM603A Grow the practice
BSBCOM602B Develop and create compliance requirements
BSBCOM603B Plan and establish compliance management systems
BSBCUS501B Manage quality customer service
BSBFIM501A Manage budgets and financial plans
BSBINM601A Manage knowledge and information
BSBINN601A Manage organisational change
BSBITS401A Maintain business technology
BSBLEG413A Identify and apply the legal framework
BSBLEG416A Apply the principles of the law of torts
BSBLEG417A Apply the principles of evidence law
BSBLEG512A Apply legal principles in property law matters
BSBLEG513A Apply legal principles in corporations law matters
BSBMGT605B Provide leadership across the organisation

BSBMGT616A Develop and implement strategic plans

BSBMGT617A Develop and implement a business plan

BSBOHS303B Contribute to OHS hazard identification and risk assessment

BSBRSK501A Manage risk

BSBSMB401A Establish legal and risk management requirements of small business

BSBSUS501A Develop workplace policy and procedures for sustainability

BSBWOR401A Establish effective workplace relationships

BSBWOR501A Manage personal work priorities and professional development

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