



**Australian Government**

# **BSB52015 Diploma of Conveyancing**

**Release 4**

## BSB52015 Diploma of Conveyancing

### Modification History

Release	Comments
Release 4	This version first released with BSB Business Services Training Package Version 5.0. Version created to update Elective Unit list.
Release 3	This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to update unit list.
Release 1	This Qualification first released with BSB Business Services Training Package Version 1.0.

### Qualification Description

This qualification is designed to reflect the role of persons carrying out conveyancing work in a range of environments. At this level individuals are expected to apply theoretical and specialist skills in a range of situations and to display initiative and judgement. They work autonomously and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters.

#### Licensing/Regulatory Information

Conveyancing is a licensed occupation. Licensing regimes for conveyancers differ between States and Territories in Australia. Contact the relevant licensing body for advice to determine the most appropriate pathway to satisfy licensing requirements within a particular State or Territory.

### Entry Requirements

Nil

## Packaging Rules

Total number of units = 13

**9 core units** plus

**4 elective units, of which:**

- 2 electives must be selected from the listed electives
- 2 elective units may be additional units from the listed electives, or any currently endorsed Training Package, or accredited course at Certificate IV, Diploma or Advanced Diploma level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

FNSACC413 Make decisions in a legal context

BSBCNV501 Take instructions in relation to a transaction

BSBCNV502 Read and interpret a legal document and provide advice

BSBCNV503 Analyse and interpret legal requirements for a transaction

BSBCNV504 Prepare legal documents

BSBCNV505 Finalise the conveyancing transaction

BSBCNV506 Establish and manage a trust account

BSBLEG415 Apply the principles of contract law

FNSINC401 Apply principles of professional practice to work in the financial services industry

Elective Units

BSBCNV601 Identify and conduct searches

BSBCUS501 Manage quality customer service

BSBFIM501 Manage budgets and financial plans

BSBHRM506 Manage recruitment selection and induction processes

BSBINM601 Manage knowledge and information

BSBITS411 Maintain and implement digital technology

BSBLDR402 Lead effective workplace relationships

BSBLEG416 Apply the principles of the law of torts

BSBLEG417 Apply the principles of evidence law

BSBLEG512 Apply legal principles in property law matters

BSBMGT502 Manage people performance

BSBMGT517 Manage operational plan

BSBMGT516 Facilitate continuous improvement

BSBMGT605 Provide leadership across the organisation

BSBPMG522 Undertake project work

BSBR5K501 Manage risk

BSBSUS501 Develop workplace policy and procedures for sustainability

BSBWHS308 Participate in WHS hazard identification, risk assessment and risk control processes

BSEWOR501 Manage personal work priorities and professional development

BSEWOR502 Lead and manage team effectiveness

TAED402 Plan, organise and facilitate learning in the workplace

## Qualification Mapping Information

Supersedes and is equivalent to FNS50411 Diploma of Conveyancing.

## Links

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>