



**Australian Government**

# **Assessment Requirements for BSBCNV511 Take instructions in relation to a conveyancing transaction**

**Release: 1**

## Assessment Requirements for BSBCNV511 Take instructions in relation to a conveyancing transaction

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

### Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- initiate at least three conveyancing transactions according to client requirements, and practice policies and procedures.

In the course of the above, the candidate must:

- communicate with a client and identify their needs
- interpret and document parties, properties and other interests and legal consequences
- determine terms of engagement and contingency strategies
- record client details and requirements and initiate a transaction according to practice policies and procedures and relevant legislation
- perform a verification of identity process of a client or refer a client to a qualified Verification of Authority agent.

### Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key principles and laws applicable to conveyancing, business and personal transactions
- definitions of conflict of interest within legislation and the industry
- current legislative, regulatory and industry practices, procedures and services
- policies, procedures and business requirements of the practice
- common professional and industry terminology
- relevant legal requirements of consumer protection compliance
- relevant types of contract titles for the sale of land, Certificates of Title, interests in land and other required documentation
- key types of transactions for personal, business and real estate conveyancing.

## Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- assessment records showing the establishment of a relationship with a conveyancing client.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## Links

Companion Volume Implementation Guide is found on VETNet -

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