



Australian Government

BSBCNV613 Prepare legal documents for a conveyancing transaction

Release: 1

BSBCNV613 Prepare legal documents for a conveyancing transaction

Modification History

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

Application

This unit describes the skills and knowledge required to prepare legal documents to support conveyancing transactions on behalf of clients.

It applies to individuals who use organisational skills to analyse and prepare legal documents suitable for purpose.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the BSB Companion Volume Implementation Guide or the relevant regulator for specific guidance on requirements.

Unit Sector

Technical Skills – Conveyancing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine legal nature and relevance of documents	1.1 Evaluate legal nature of document 1.2 Identify the structure, function and significance of document in conveyancing transaction 1.3 Interpret and apply statutory and general law principles governing document and its function in conveyancing transaction
2. Prepare legal document	2.1 Identify and apply rules governing construction and interpretation of contracts and other legal documents 2.2 Identify and apply rules for use of precedents, templates, standard form contracts, and statutory forms 2.3 Use principles of legal drafting, including use of plain language,

ELEMENT	PERFORMANCE CRITERIA
	to prepare the document
3. Draft and review document	3.1 Interpret and draft terms essential to protect client's interests 3.2 Review and rectify any lack of conformity with client's instructions
4. Check document	4.1 Check parties, property information and factual details for accuracy 4.2 Check annexures to document for accuracy and relevance 4.3 Correct gaps, spelling and grammatical errors, lack of certainty or ambiguity in language 4.4 Review and rectify non-compliance with legal principles within document

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	Analyses and evaluates complex documentation from a variety of sources checking for accuracy, completeness and relevance
Writing	Prepares comprehensive, clear and accurate legal documents
Oral Communication	Uses questioning and active listening to participate in verbal exchanges to convey and clarify information and resolve issues with range of personnel
Self-management	Takes full responsibility for ensuring that all documentation and processes comply with legislative requirements and principles of legal drafting
Planning and organising	Plans, organises and implements tasks and workload for efficiency and in accordance with legal and organisational requirements
Problem solving	Uses problem solving processes to identify, analyse and address issues regarding legal documents
Technology	Uses the main features and functions of digital tools to complete work tasks and to access information

Unit Mapping Information

Supersedes and is equivalent to BSBCNV504 Prepare legal documents.

Links

Companion Volume Implementation Guide is found on VETNet -

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