



Australian Government

BSBCNV615 Interpret search results for a conveyancing transaction

Release: 1

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Modification History

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

Application

This unit describes skills and knowledge required to conduct searches and analyse and evaluate all relevant conveyancing data for conveyancing transactions following confirmation of initial instructions from the client.

The unit applies to individuals who use research skills and systematic approaches to organise and collate complex documentation that meets compliance requirements.

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. Identify information needs	1.1 Identify sources of information relevant to the transaction 1.2 Examine documentation and titles and confirm facts relating to transaction 1.3 Define searches to be performed and confirm with client prior to commencement 1.4 Identify and arrange reports and searches with the required bodies according to practice policies and procedures 1.5 Identify applicable fees, taxes, and rebates, and advise client
2. Undertake document	2.1 Perform searches using relevant methods according to practice

ELEMENT	PERFORMANCE CRITERIA
investigations	<p>policies and procedure</p> <p>2.2 Establish and record legal positions according to practice policies and procedures</p> <p>2.3 Collect required third-party reports from the relevant bodies</p>
3. Evaluate issues arising with transaction	<p>3.1 Identify, summarise and communicate legal issues and risks to client according to relevant legislation, regulations and practice policies and procedures</p> <p>3.2 Define and clarify clients' rights within transaction and communicate with client</p> <p>3.3 Establish desired outcomes and devise strategies to achieve them in consultation with client</p> <p>3.4 Assess transaction implications for professional indemnity insurance and take relevant action</p>
4. Deal with third parties and other relevant stakeholders	<p>4.1 Identify relevant third parties and other relevant stakeholders</p> <p>4.2 Identify information to be obtained from or provided to third parties and other relevant stakeholders</p> <p>4.3 Conduct consultation with third parties and relevant stakeholders and obtain authorisation</p>
5. Present information relevant to transaction to client	<p>5.1 Present documentation according to relevant legislation and regulations and practice policies and procedures</p> <p>5.2 Record and document information necessary for transaction to proceed in a legally binding manner in client files</p> <p>5.3 Advise client of the implications of all information received from or forwarded to relevant parties</p>

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	<ul style="list-style-type: none"> Gathers and collates documentation from a variety of sources Analyses and reviews information for accuracy, completeness and relevance
Writing	<ul style="list-style-type: none"> Records and maintains information Prepares correspondence and documents clearly and concisely using correct language, concepts and terminology appropriate for purpose and audience
Oral	<ul style="list-style-type: none"> Participates effectively in verbal exchanges, using questioning and

Skill	Description
Communication	active listening
Numeracy	<ul style="list-style-type: none">Analyses, records and consolidates financial information and numerical dataPerforms mathematical calculations to determine fees and taxes
Self-management	<ul style="list-style-type: none">Recognises and responds to relevant legislative requirements, explicit and implicit protocols, policies and procedures and meets expectations associated with own role
Planning and organising	<ul style="list-style-type: none">Takes responsibility for developing and implementing organisational processes that comply with legislative requirements and achieve required outcomes
Problem solving	<ul style="list-style-type: none">Systematically gathers and analyses all relevant information and evaluates options to solve problems or make decisions
Technology	<ul style="list-style-type: none">Uses digital technologies to access, extract and share relevant information to achieve required outcomes

Unit Mapping Information

Supersedes and is equivalent to BSBCNV601 Identify and conduct searches.

Links

Companion Volume Implementation Guide is found on VETNet -

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