



Australian Government

FNS50411 Diploma of Conveyancing

Release 3

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Modification History

Release	Comments
Release 3	<p>This version released with <i>FNS10 Financial Services Training Package version 5.0</i>.</p> <p>Update imported units: <i>BSBCUS501B</i> to <i>BSBCUS501C</i>; <i>BSBITS401A</i> to <i>BSBITS401B</i>; <i>BSBMGT516A</i> to <i>BSBMGT516C</i>; <i>BSBR501A</i> to <i>BSBR501B</i>; <i>BSBWOR501A</i> to <i>BSBWOR501B</i>; <i>BSBWOR502A</i> to <i>BSBWOR502B</i>.</p> <p>Qualification outcomes remain unchanged.</p>
Release 2	<p>This version released with <i>FNS Financial Services Training Package version 3.0</i>.</p> <p><i>FNSACC403A</i> updated to current <i>FNSACC403B</i>.</p>
Release 1	<p>This Qualification first released with <i>FNS10 Financial Services Training Package version 2.0</i>.</p> <p><i>FNSACC403A Make decisions in a legal context</i> has been moved from the elective pool for the <i>Advanced Diploma</i> to the core of the <i>Diploma</i> as a required 'entry level' competence.</p> <p>Moved <i>BSBLEG415A Apply the principles of contract law</i> from the elective pool into the core as a required 'entry level' competence.</p> <p><i>FNSCNV601A Identify and conduct searches</i> has been moved from the core to the electives.</p> <p><i>BSBITS401A Maintain business technology</i> has been moved from the core to electives.</p> <p><i>BSBOHS303B Contribute to OHS hazard identification and risk assessment</i> has been moved from the core to electives,</p> <p><i>BSBSWOR401A Establish effective workplace relationships</i> has been moved from the core to electives,</p>

	<p>Replace <i>TAADEL404B</i> with updated unit <i>TAEDEL402A Plan, organise and facilitate learning in the workplace</i>, this is an updated unit.</p> <p>Packaging rule for the qualification have been changed to 9 core units and 4 electives.</p> <p>Replaces <i>FNS50410 Diploma of Conveyancing</i>.</p>
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Description

This qualification is designed to reflect the role of persons carrying out conveyancing work in a range of environments.

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.

Pathways Information

Pathways from the qualification

The primary pathway from this qualification is conveyancing job roles including:

- in a small business practice
- as a team member in a larger organisation

A further learning pathway utilising qualifications such as Advanced Diploma of Conveyancing would support career progression.

Licensing/Regulatory Information

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. You should refer to the IBSA website (www.ibsa.org.au) or the relevant regulator for specific guidance on requirements.

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	<ul style="list-style-type: none"> • accessing professional networks • developing a rapport with clients • developing and writing reports to specifications • liaising, consulting and negotiating solutions with a range of people • preparing, analysing and executing documents • questioning, listening and clarifying clients' requirements • using effective telephone techniques and having the ability to negotiate solutions with clients and colleagues
Teamwork	<ul style="list-style-type: none"> • 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 • receiving feedback on own performance • referring to other professionals as required
Problem solving	<ul style="list-style-type: none"> • collecting, comparing and contrasting data • determining contingency strategies and options • ensuring audit and security arrangements are in place to protect client's interests • using analytical, evaluative and deductive reasoning • using problem solving tools and techniques
Initiative and enterprise	<ul style="list-style-type: none"> • creatively presenting information and advice to clients • finding and securing new business relationships • identifying new and emerging opportunities for the business and developing strategies to capitalise on them • implementing continuous improvement practices • setting goals in respect to client follow-ups
Planning and organising	<ul style="list-style-type: none"> • developing and implementing policies and procedures in respect to trust accounts • developing and maintaining systems, records and reporting procedures • processing documents, maintaining files, managing information and scheduling and coordinating competing tasks

	<ul style="list-style-type: none"> • using organisational skills to locate information on statutory and legislative requirements
Self-management	<ul style="list-style-type: none"> • 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 requirements • working ethically and complying with all industry codes of practice and legislative requirements
Learning	<ul style="list-style-type: none"> • 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 • following workplace safety procedures • identifying and documenting training needs • identifying opportunities for professional development • improving professional practice of oneself and others • maintaining currency of knowledge of legislation and industry codes of practice • setting career goals
Technology	<ul style="list-style-type: none"> • operating computers and using word processing, spreadsheet and database skills to produce workplace documentation • reviewing and evaluating financial and IT systems for compliance with trust account requirements • using business technology to access, organise and monitor information • using custom made software to track clients and other persons • using research data devices and telecommunication devices and equipment

Packaging Rules

13 units must be achieved:

9 core units
plus 4 elective units

2 elective units must be selected from the elective units listed below.

The remaining **2 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 Certificate IV, 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:

- FNSACC403B Make decisions in a legal context
- 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
- FNSINC401A Apply principles of professional practice to work in the financial services industry
- BSBLEG415A Apply the principles of contract law

Elective units of competency:

- FNSCNV601A Identify and conduct searches
- BSBCUS501C Manage quality customer service
- BSBFIM501A Manage budgets and financial plans
- BSBHRM506A Manage recruitment selection and induction processes
- BSBINM601A Manage knowledge and information
- BSBITS401B Maintain business technology
- BSBLEG416A Apply the principles of the law of torts
- BSBLEG417A Apply the principles of evidence law
- BSBLEG512A Apply legal principles in property law matters
- BSBMGT502B Manage people performance
- BSBMGT515A Manage operational plan
- BSBMGT516C Facilitate continuous improvement
- BSBMGT605B Provide leadership across the organisation
- BSBOHS303B Contribute to OHS hazard identification and risk assessment
- BSBPMG510A Manage projects
- BSBRSK501B Manage risk
- BSBSUS501A Develop workplace policy and procedures for sustainability
- BSBWOR501B Manage personal work priorities and professional development

- BSBWOR401A Establish effective workplace relationships
- BSBWOR502B Ensure team effectiveness
- TAED402A Plan, organise and facilitate learning in the workplace