



Australian Government

Department of Education, Employment and Workplace Relations

FNS60310 Advanced Diploma of Conveyancing

Revision Number: 1

FNS60310 Advanced Diploma of Conveyancing

Modification History

Not applicable.

Description

This qualification is designed to reflect the role of conveyancers responsible for conveyancing work, team leadership and/or the management of a practice.

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. Contact details for conveyancing licensing authorities are provided in the FNS10 Information Kit available on the IBSA website.

Pathways Information

Qualification Pathway

The primary pathway from this qualification is for conveyancers working as:

- as sole operator
- in a small business practice
- as a team member in a larger organisation.

A further learning pathway could be study in relevant higher education programs. Learners should establish relevant qualifications and any credit arrangements that may apply in order to make appropriate elective choices in this qualification.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • adjusting interpersonal styles and methods as required • communicating ideas and information cognisant of social and cultural diversity and special needs • consulting, questioning, clarifying and evaluating information • developing and writing reports to specifications • fostering business relationships and providing a high level of customer service and relationship management • preparing and presenting correspondence in appropriate electronic format • 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 • referring to other professionals as required
Problem solving	<ul style="list-style-type: none"> • analysing performance data, identifying problems and taking remedial action • applying analytical and diagnostic skills, data interpretation skills and conducting comparative analyses • checking the accuracy of calculations • collecting, comparing and contrasting data • developing, monitoring and controlling a budget • using evaluative and deductive reasoning skills • using problem solving tools and techniques
Initiative and enterprise	<ul style="list-style-type: none"> • benchmarking the business • designing a work environment that facilitates effective and productive workflow and communication • developing strategies to develop and maintain customer loyalty • finding and securing new business relationships • identifying new and emerging opportunities and developing strategies to capitalise on them • monitoring the external environment and identifying emerging practices and trends

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> • 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 and other organisational requirements • ensuring the integrity of systems, records and reporting procedures are maintained • locating information on statutory and legislative requirements • planning work considering resources, time and other constraints • processing documents and maintaining files, managing information and scheduling and coordinating competing tasks
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 implications • 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 • identifying and documenting training needs to meet ongoing compliance • maintaining currency of knowledge of legislation and industry codes of practice • using online help for self learning purposes
Technology	<ul style="list-style-type: none"> • conducting web searches and using corporate templates • operating computers, using word processing, spreadsheet and database skills to produce workplace documentation • operating the organisation's business or records system • reviewing and evaluating financial and IT systems for compliance with trust account requirements • using business technology to access, organise and monitor information • using customised software to track clients

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> • using research data devices and telecommunication

Packaging Rules

Packaging Rules

18 units must be achieved:

11 core units

plus 7 elective units

- the required elective units of competency must be selected from the elective bank below.

Core units of competency:

- BSBITS401A Maintain business technology
- BSBOHS303B Contribute to OHS hazard identification and risk assessment
- BSBWOR401A Establish effective workplace relationships
- 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
- FNSCNV601A Identify and conduct searches
- FNSINC401A Apply principles of professional practice to work in the financial services industry

Elective units of competency:

- BSBCOM602B Develop and create compliance requirements
- BSBCOM603B Plan and establish compliance management systems
- BSBCUS501B Manage quality customer service
- BSBFIM501A Manage budgets and financial plans
- BSBINM601A Manage knowledge and information
- BSBINN601A Manage organisational change
- BSBLEG413A Identify and apply the legal framework
- BSBLEG415A Apply the principles of contract law
- BSBLEG416A Apply the principles of the law of torts
- BSBLEG417A Apply the principles of evidence law
- BSBLEG512A Apply legal principles in property law matters
- BSBLEG513A Apply legal principles in corporations law matters

- BSBMGT605B Provide leadership across the organisation
- BSBMGT616A Develop and implement strategic plans
- BSBMGT617A Develop and implement a business plan
- BSBR501A Manage risk
- BSBSBM401A Establish legal and risk management requirements of small business
- BSBSUS501A Develop workplace policy and procedures for sustainability
- BSBWOR501A Manage personal work priorities and professional development
- FNSACC403A Make decisions in a legal context
- FNSCUS501A Develop and nurture relationships with clients, other professionals and third party referrers
- FNSORG601A Negotiate to achieve goals and manage disputes
- FNSORG602A Develop and manage financial systems
- FNSPRM601A Establish, supervise and monitor practice systems to conform with legislation and regulations
- FNSPRM602A Improve the practice
- FNSPRM603A Grow the practice

Note: Certain elective units may be required for licensing in a jurisdiction, progress to membership of professional organisations or articulate with defined credit into further study in higher education programs. Learners should establish such requirements or credit arrangements where they apply in order to make appropriate choices.