



Australian Government

BSB60220 Advanced Diploma of Conveyancing

Release: 1

BSB60220 Advanced Diploma of Conveyancing

Modification History

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

Qualification Description

This qualification reflects the role of individuals who are responsible for conveyancing work, team leadership and/or the management of a practice. These individuals may be a Licensed Conveyancer or Settlement Agent.

These individuals apply specialist skills and knowledge in a range of situations to deal with complex situations and issues. They work across a broad range of technical and management functions with accountability for personal outputs and may also be responsible for team outcomes.

Licensing/Regulatory Information

Conveyancing is a licensed occupation. Licensing regimes for conveyancers differ between States and Territories in Australia. Contact the relevant licensing body for advice to determine the most appropriate pathway to satisfy licensing requirements within a particular State or Territory.

Entry Requirements

Nil

Packaging Rules

Total number of units = 15

9 core units plus

6 elective units, of which:

- 3 elective units must be selected from Group A
- 1 elective unit must be selected from Group B
- for the remaining 2 elective units:
 - up to 2 units may be selected from Groups A and B
 - if not listed, up to 2 units may be selected from a Diploma or Advanced Diploma from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core units

BSBCNV511 Take instructions in relation to a conveyancing transaction
BSBCNV512 Finalise the conveyancing transaction
BSBCNV611 Interpret a legal document and provide advice in a conveyancing transaction
BSBCNV612 Identify and apply legal requirements for a conveyancing transaction
BSBCNV613 Prepare legal documents for a conveyancing transaction
BSBCNV614 Apply principles of trust accounting
BSBCNV615 Interpret search results for a conveyancing transaction
BSBCNV616 Comply with tax obligations in a conveyancing transaction
BSBLEG522 Apply legal principles in contract law matters

Elective units

Group A – Conveyancing

BSBLEG421 Apply understanding of the Australian legal system
BSBLEG523 Apply legal principles in tort law matters
BSBLEG528 Apply legal principles in property law matters
BSBLEG529 Apply legal principles in corporation law matters
FNSACC413 Make decisions in a legal context
FNSINC401 Apply principles of professional practice to work in the financial services industry

Group B – Transferable Skills

BSBAUD601 Establish and manage compliance management systems
BSBESB402 Establish legal and risk management requirements of new business ventures
BSBFIN501 Manage budgets and financial plans
BSBOPS504 Manage business risk
BSBPEF501 Manage personal and professional development
FNSORG601 Negotiate to achieve goals and manage disputes
FNSORG602 Develop and manage financial systems
FNSPRM601 Establish, supervise and monitor practice systems to conform with legislation and regulation

Qualification Mapping Information

No equivalent qualification. Supersedes but is not equivalent to:

- BSB52015 Diploma of Conveyancing
- BSB61115 Advanced Diploma of Conveyancing.

Links

Companion Volume Implementation Guides are available from VETNet -

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

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