



**Australian Government**

# **BSB61115 Advanced Diploma of Conveyancing**

**Release 3**

# BSB61115 Advanced Diploma of Conveyancing

## Modification History

Release	Comments
Release 3	This version first released with BSB Business Services Training Package Version 5.0. Version created to update Elective Unit list.
Release 2	This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.
Release 1	This qualification first released with BSB Business Services Training Package Version 1.0.

## Qualification Description

This qualification is designed to reflect the role of conveyancers responsible for conveyancing work, team leadership and/or the management of a practice. At this level individuals are expected to 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 or management functions with accountability for personal outputs and 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 = 18

**9 core units** plus

**9 elective units, of which:**

- 6 elective units must be selected from the listed electives

- 3 elective units may be selected from the listed electives, or any currently endorsed Training Package or accredited course at Diploma or Advanced Diploma level.

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

BSBCNV501 Take instructions in relation to a transaction

BSBCNV502 Read and interpret a legal document and provide advice

BSBCNV503 Analyse and interpret legal requirements for a transaction

BSBCNV504 Prepare legal documents

BSBCNV505 Finalise the conveyancing transaction

BSBCNV506 Establish and manage a trust account

BSBCNV601 Identify and conduct searches

BSBLEG415 Apply the principles of contract law

FNSINC401 Apply principles of professional practice to work in the financial services industry

#### Elective Units

##### **FNSACC413 Make decisions in a legal context**

FNSCUS501 Develop and nurture relationships with clients, other professionals and third party referrers

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 regulations

FNSPRM602 Improve the practice

FNSPRM603 Grow the practice

BSBCOM602 Develop and create compliance requirements

BSBCOM603 Plan and establish compliance management systems

BSBCUS501 Manage quality customer service

BSBFIM501 Manage budgets and financial plans

BSBINM601 Manage knowledge and information

BSBINN601 Lead and manage organisational change

BSBITS411 Maintain and implement digital technology

BSBLDR402 Lead effective workplace relationships

BSBLEG413 Identify and apply the legal framework

BSBLEG416 Apply the principles of the law of torts

BSBLEG417 Apply the principles of evidence law  
BSBLEG512 Apply legal principles in property law matters  
BSBLEG513 Apply legal principles in corporations law matters  
BSBMGT605 Provide leadership across the organisation  
BSBMGT616 Develop and implement strategic plans  
BSBMGT617 Develop and implement a business plan  
BSBRISK501 Manage risk  
BSBSMB401 Establish legal and risk management requirements of small business  
BSBSUS501 Develop workplace policy and procedures for sustainability  
BSBWHS414 Contribute to WHS risk management  
BSBWOR501 Manage personal work priorities and professional development

## **Qualification Mapping Information**

Supersedes and is equivalent to FNS60311 Advanced Diploma of Conveyancing.

## **Links**

Companion Volume Implementation Guides are available from VETNet -

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