



Australian Government

Assessment Requirements for BSBCNV504

Prepare legal documents

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- prepare legal documents that:
 - comply with legislative requirements
 - meet client needs
 - are accurate and checked for errors, inconsistencies and omissions.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and explain key business principles and law applicable to drafting legal documents relevant to conveyancing transactions, including legislative and general law (common law and equity) requirements
- identify and discuss consumer protection compliance in drafting documents for conveyancing transactions
- discuss current definitions of conflict of interest within legislation and the industry
- identify and explain key current legislative, regulatory and industry practices, procedures and services
- define and explain a range of:
 - legal terms using simple vocabulary
 - key professional and industry terminology
 - words or terms relevant to drafting legal documents for conveyancing transactions
- explain the policies, procedures and business requirements of the practice
- explain key rules and procedures for:
 - use of precedents and statutory forms

- construction and interpretation of documents
- compare and contrast types of:
 - contracts and other legal documents relevant to conveyancing transactions
 - transactions for personal, business or real estate conveyancing.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the conveyancing field of work and include access to:

- common office equipment, technology, software and consumables
- suitable assessment records showing the preparation of a variety of legal documents to support a transaction.

Assessors must comply with NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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