



Australian Government

BSBCNV504 Prepare legal documents

Release: 1

BSBCNV504 Prepare legal documents

Modification History

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

Application

This unit describes the skills and knowledge required to prepare legal documents to support a conveyancing transaction on behalf of a client.

It applies to individuals who use organisational skills to analyse and prepare legal documents suitable for purpose.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the BSB Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Unit Sector

Conveyancing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Determine legal nature and relevance of documents	1.1 Interpret the legal nature of the document 1.2 Determine the structure, function and significance of the document in the conveyancing transaction 1.3 Interpret and apply statutory and general law principles governing the document and its function in the conveyancing transaction
2 Prepare legal document	2.1 Identify and apply rules governing construction and interpretation of contracts and other legal documents 2.2 Identify and apply rules for use of precedents, standard form contracts, and statutory forms

ELEMENT	PERFORMANCE CRITERIA
	2.3 Use principles of legal drafting, including the use of plain language, to prepare the document
3 Review document against client's needs	3.1 Interpret and draft terms essential to protect the client's interests 3.2 Rectify any lack of conformity with the client's instructions
4 Check document for accuracy	4.1 Check parties, property information and factual details for accuracy 4.2 Check annexures to the document for accuracy and relevance 4.3 Correct gaps, lack of certainty or ambiguity in language 4.4 Review and rectify non-compliance with legal principles within the document

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 3.1, 3.2, 4.1-4.4	Analyses and evaluates complex documentation from a variety of sources checking for accuracy, completeness and relevance
Writing	2.1-2.3, 3.1-3.2, 4.3, 4.4	Uses correct language and terminology to prepare comprehensive, clear and accurate legal documents
Oral Communication	3.2, 4.1, 4.3	Uses questioning and active listening to effectively participate in verbal exchanges to convey and clarify information and resolve issues with range of personnel
Navigate the world of work	1.3, 2.1-2.3, 4.4	Takes full responsibility for ensuring that all documentation and processes comply with legislative requirements and principles of legal drafting
Interact with others	3.2, 4.1, 4.3	Selects and uses appropriate conventions and protocols to gain and provide relevant information on legal requirements
Get the work done	1.2,1.3, 2.1-2.3, 3.1, 3.2, 4.4	- Plans, organises and implements tasks and workload for efficiency and in accordance with legal and organisational requirements - Uses problem solving processes to identify, analyse

		and address issues regarding legal documents • Uses the main features and functions of digital tools to complete work tasks and to access information
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBCNV504 Prepare legal documents	FNSCNV504A Prepare legal documents	Updated to meet Standards for Training Packages. Minor edits to clarify performance criteria and address AQF level. PCs 1.2 and 1.4 combined. Moved from Financial Services Training Package to Business Services Training Package.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBCNV504 Prepare legal documents

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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

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