



Australian Government

Assessment Requirements for BSBCNV601

Identify and conduct searches

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:

- communicate effectively with a client and third parties involved in a transaction
- accurately request and record search information from authorities and third parties
- assess transaction risk and recommend strategies determined from information in compliance with practice or agency policy and procedures and relevant legislation relating to information searches
- present clear, concise and accurate information in relation to a transaction.

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 conveyancing transactions
 - current legislative, regulatory and industry practices, procedures and services
- analyse and explain the consequences of searches relevant to the conveyancing transaction
- identify and describe current procedures and practices for conducting searches
- identify any requirements of financial institutions
- identify and explain key insurance requirements relevant to the conduct of conveyancing searches
- outline policies, procedures and business requirements of the practice relevant to the conduct of conveyancing searches
- define and explain a range of professional and industry terminology
- outline key registration and conversion procedures and strategies
- discuss issues relating to risk assessment and evaluation strategies

- compare and contrast types of document searches, including e-conveyancing systems, 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 records showing the conduct of conveyancing search.

Assessors must satisfy 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>