



Australian Government

BSBCNV601 Identify and conduct searches

Release: 1

BSBCNV601 Identify and conduct searches

Modification History

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

Application

This unit describes skills and knowledge required for conducting searches, analysing and evaluating all relevant conveyancing data for the transaction following confirmation of initial instructions from the client.

It applies to individuals who use research skills and systematic approaches to organise and collate complex documentation that meets compliance requirements.

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 Identify information needs	1.1 Identify sources of information relevant to the transaction 1.2 Examine documentation and titles to confirm facts relating to transactions 1.3 Define and confirm with client, searches to be performed prior to commencement 1.4 Identify and arrange required reports with the appropriate bodies to meet agreed timelines 1.5 Identify applicable fees, taxes, other expenses and rebates, and promptly and accurately advise client

ELEMENT	PERFORMANCE CRITERIA
2 Perform relevant document searches and investigations	2.1 Accurately and thoroughly perform searches using appropriate methods 2.2 Establish and record legal positions in accordance with the practice's policy and procedures 2.3 Obtain required third-party reports from the appropriate bodies
3 Evaluate issues arising with transaction	3.1 Identify, summarise and communicate legal issues and risks to client clearly and promptly and in accordance with relevant legislation, regulations and the practice's policy and procedures 3.2 Define and clarify client's rights within the transaction for the client 3.3 Establish desired outcomes and devise strategies to achieve them in consultation with client 3.4 Thoroughly assess implications for professional indemnity insurance and take appropriate action
4 Deal with third parties and other professionals	4.1 Identify relevant third parties and other professionals 4.2 Identify information to be obtained from or provided to third parties and other professionals 4.3 Conduct appropriate consultation with third parties and other professionals and obtain authorities
5 Present information relevant to transaction to client	5.1 Present documentation clearly and promptly and in accordance with relevant legislation and regulations and the practice's policy and procedures 5.2 Record and document information necessary for the transaction to proceed in a legally binding manner in client files 5.3 Advise client of the implications of all information received from or forwarded to relevant parties

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, 1.2, 1.4, 1.5,	Actively gathers and collates documentation from a variety of sources

	3.1, 4.2	Analyses and reviews information for accuracy, completeness and relevance
Writing	1.3, 1.5, 2.2, 3.1-3.3, 4.3, 5.1-5.3	- Accurately and thoroughly records and maintains information - Prepares correspondence and documents clearly and concisely using correct language, concepts and terminology appropriate for purpose and audience
Oral Communication	1.3, 1.5, 3.1, 3.3, 4.3, 5.3	Participates effectively in verbal exchanges, using questioning and active listening, to determine and confirm requirements and to obtain relevant information from a range of personnel
Numeracy	1.2, 1.5	- Effectively analyses, records and consolidates financial information and numerical data - Performs mathematical calculations to determine fees and taxes
Navigate the world of work	2.2, 3.1, 5.1	Recognises and responds to relevant legislative requirements, explicit and implicit protocols, policies and procedures and meets expectations associated with own role
Interact with others	1.3, 1.5, 2.3, 3.3, 4.3, 5.3	Selects and uses appropriate conventions and protocols when communicating with others to achieve specific outcomes
Get the work done	1.3, 1.4, 2.1-2.3, 3.1-3.4, 4.1-4.3, 5.1, 5.2	- Takes responsibility for developing and implementing organisational processes that comply with legislative requirements and achieve required outcomes - Systematically gathers and analyses all relevant information and evaluates options to solve problems or make decisions - Uses digital technologies to access, extract and share relevant information to achieve required outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBCNV601 Identify and conduct searches	FNSCNV601A Identify and conduct searches	Updated to meet Standards for Training Packages. Moved from Financial Services	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
		Training Package to Business Services Training Package.	

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 BSBCNV601 Identify and conduct searches

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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

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