



Australian Government

BSBLEG512 Apply legal principles in property law matters

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.

Application

This unit describes skills and knowledge required in the conduct and administration of straightforward property law matters.

It applies to individuals who use well-developed skills and a broad knowledge base to provide support in a range of legal service settings. They apply solutions to a range of unpredictable problems, and analyse and evaluate information from a variety of sources.

Its application in the workplace is determined by the job role of the individual and the legislation, rules, regulations and codes of practice relevant to different jurisdictions.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Administration – Legal Services Administration

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. Define nature of property law	1.1 Source legislation, regulations and policies relevant to property law 1.2 Outline difference between real and personal property and make distinctions about their method of transfer 1.3 Identify titles of ownership and their legal implications 1.4 Identify types of mortgages, their legal implications, processes for obtaining and discharging them, and rights of mortgagees
2. Enhance professional	2.1 Identify parties involved in buying and selling a property and

ELEMENT	PERFORMANCE CRITERIA
practice through application of relevant principles of property law matters	their respective roles 2.2 Identify steps involved in buying and selling a property
3. Prepare documentation associated with property law matters, including costing	3.1 Obtain relevant documents from authorities and service providers 3.2 Ensure documentation associated with sale or purchase of property is prepared according to organisation's policies and procedures 3.3 Determine types of costs in accordance with legislative and regulatory requirements for costing legal services 3.4 Draft leases according to instructions 3.5 Identify duties of lessor and lessee 3.6 Ensure documentation is reviewed and signed off by designated person
4. Facilitate file administration	4.1 Arrange meetings and conferences as appropriate 4.2 Register and lodge relevant documents with land titles and other relevant government agencies 4.3 Check documentation and maintain file according to organisation's policies and procedures 4.4 Attend to post-settlement procedures

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	1.1-1.4, 2.1, 2.2, 3.1-3.5, 4.3	- Interprets numerical and complex legal information from relevant sources to determine and adhere to requirements - Checks documents for accuracy and consistency of information
Writing	3.2, 3.4, 4.2	Uses clear, accurate and relevant language to organise, liaise, record and update information and complete workplace documentation according to organisation's

		protocols
Oral Communication	2.1, 4.1	- Provides instructions or information using relevant language suitable to diverse audiences - Employs listening and questioning techniques to confirm understanding
Numeracy	3.3	Interprets numerical information to determine costs and makes calculations to record duties and transact monies
Navigate the world of work	1.2, 1.3, 1.4, 3.1-3.3	Takes full responsibility for following policies, procedures and legislative requirements
Interact with others	3.1, 3.6	Selects appropriate form, channel and mode of communication for a specific purpose relevant to own role
Get the work done	1.1, 1.3, 1.4, 3.1-3.6, 4.1-4.4	- Plans, sequences and implements tasks within timelines and according to required procedures - Uses familiar digital technologies and systems to access and present information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLEG512 Apply legal principles in property law matters	BSBLEG512A Apply legal principles in property law matters	Updated to meet Standards for Training Packages	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 BSBLEG512 Apply legal principles in property law matters

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Performance Evidence

Evidence of the ability to:

- prepare, give and obtain appropriate and accurate information and documents from the parties at the required stages of the legal process
- conduct duties according to organisational and legislative requirements
- apply the principles of property law in the buying and selling of property and preparation and execution of leases
- prepare documentation and carry out the administrative activities associated with buying and selling property and preparing leasing contracts.

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:

- outline the scope of job role in context of legislation, regulations and codes of practice
- explain relevant court processes
- summarise current property law
- outline legal processes required in this role
- outline documentation required in property law
- discuss the organisation's policies and procedures pertinent to this role.

Assessment Conditions

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

- appropriate legislation and regulations relevant to property law and common legal matters

- relevant workplace policies and procedures and reference materials
- background information on courts, their jurisdiction and behavioural requirements
- office equipment and resources.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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