



Australian Government

BSBLEG528 Apply legal principles in property law matters

Release: 1

BSBLEG528 Apply legal principles in property law matters

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes skills and knowledge required to apply legal principles in real property law matters.

The unit 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

Technical Skills – Legal Services

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. Prepare to apply principles of real property law	1.1 Identify task requirements 1.2 Identify parties and key property law elements for analysis according to task requirements 1.3 Identify steps involved in buying and selling a property according to task requirements 1.4 Identify key provisions of legislation and common law, policies or procedures according to task requirements
2. Apply principles of real property law	2.1 Obtain relevant documents from authorities and service providers with supervision

ELEMENT	PERFORMANCE CRITERIA
	2.2 Draft lease with supervision according to task requirements 2.3 Determine types of costs in accordance with legislative and regulatory requirements for costing legal services
3. Facilitate file administration	3.1 Verify and review documentation with supervisor 3.2 Register and lodge relevant documents with land titles office or other relevant government agencies according to organisational policies and procedures with supervision 3.3 File documentation according to organisational policies and procedures 3.4 Address post-settlement procedures with supervision

Foundation Skills

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

Skill	Description
Reading	Checks documents for accuracy and consistency of information
Writing	Uses clear, accurate and relevant language to organise, record and update information and complete workplace documentation according to organisational protocols
Oral Communication	- Provides instructions or information using relevant language suitable to diverse audiences - Confirms understanding listening and questioning techniques
Numeracy	Interprets numerical information to determine costs and makes calculations to record duties and transact monies
Self-management	- Takes responsibility for following policies, procedures and legislative requirements - Selects appropriate form, channel and mode of communication for a specific purpose relevant to own role
Planning and organising	Plans, sequences and implements tasks within timelines and according to required procedures
Technology	Uses familiar digital technologies and systems to access and present information

Unit Mapping Information

Supersedes and is equivalent to BSBLEG512 Apply legal principles in property law matters.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBLEG528 Apply legal principles in property law matters

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- apply property law principles in at least four different matters.

In the course of the above, the candidate must:

- 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 legislative and organisational 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.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- scope of job role in context of legislation, regulations and codes of practice
- court processes for property transfer and disputes
- mortgages including:
 - legal implications
 - processes for obtaining and discharging
 - rights of mortgagees
- difference between real and personal property including distinctions in their method of transfer
- titles of ownership and their legal implications
- documentation processes associated with property law matters, including costing
- processes to obtain relevant documents from authorities and service providers
- content and process for drafting a lease including duties of lessor and lessee

- key principles of current property law
- key elements of legal processes required in this role
- documentation required in property law
- organisational policies and procedures pertinent to this role.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes 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.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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