

How to become a licensed Conveyancer in New South Wales

Once you've completed your Advanced Diploma of Conveyancing, you can use your qualification to get a conveyancing job in an established conveyancing business or law firm.

If you would like to open your own practice or obtain a conveyancer's licence whilst working with your current employer, here are the steps you need to take to become licensed:

Step 1

Complete the Advanced Diploma of Conveyancing (BSB60220)

As per the Conveyancers Licensing (Qualification) Order 2006, an Advanced Diploma of Conveyancing (BSB60220) or equivalent qualification is required before you can be eligible to apply for a conveyancer's licence. Specific Units of Competency must be obtained which are covered in Monarch's Advanced Diploma of Conveyancing (Stream 2) course.



Step 2

Take out a Professional Indemnity Insurance Policy

From 1 July 2023 to 30 June 2024, the master policy of professional indemnity insurance (Policy Number LPS022960493) of [AAI Limited](#) (trading as Vero Insurance) is the approved policy for conveyancers in New South Wales.



Step 3

Complete 2 years of practical experience in conveyancing work

Of the two years' experience, you'll need to complete at least 12 months of full-time experience undertaking conveyancing duties under the supervision of either a New South Wales conveyancer with an unrestricted licence or a legal practitioner with an unrestricted practising certificate.



2 years with at least
12 months of supervised
conveyancing duties

Step 4

Create your MyServiceNSW account and apply

Along with the application, you'll have to provide identity documents and proof of your Professional Indemnity Insurance Policy and pay the application fee. Applications typically take 20 minutes to complete. After submitting your application with all relevant documents attached, you'll be notified via email whether your application was successful. The average processing time is 30 days.

That's it!

Once you receive your conveyancer's licence, you're ready to open your own practice!

For more information, check out the [Fair Trading NSW website](#).

Disclaimer: Licensing requirements are subject to change. This information is provided as a guide only, students should make their own independent enquiries with relevant regulatory authority prior to making any decisions.