

# How to become a licensed Conveyancer in Victoria

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 (Qualifications and Experience) Regulations 2018*, 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 1) course.



## Step 2

### Take out a Professional Indemnity Insurance Policy with a minimum of \$2m coverage.

[Ausbrokers Countrywide](#) are the brokers providing conveyancers' professional indemnity insurance in Victoria.



## Step 3

### Complete 12 months of equivalent full-time experience

Undertake conveyancing duties under the supervision of either a fully licensed Victorian conveyancer or a legal practitioner authorised to supervise legal practice by others. This experience can be accumulated over a 5 year period if you work part time or change jobs.

### OR complete a recognised law degree

NOTE: If your law degree did not include an approved practical legal training, you may still need to carry out the 12 months of supervised work.

12 months to 5 years  
of supervised practical  
experience



## Step 4

### Create your myCAV 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. 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 24 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 [Consumer Victoria 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.