

How to become a licensed Settlement Agent in Western Australia

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 decide you would like to open your own practice or obtain a settlement agent licence and perhaps stay with your current employer you could take the steps to obtain a settlement agent licence. Here's how to get one:

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 settlement agent's licence. Monarch's Advanced Diploma of Conveyancing course not only satisfies the educational requirements to practice in Western Australia but will also provide you with the practical skills to hit the ground running.



Step 2

Take out a Professional Indemnity Insurance Policy

[Marsh Advantage Insurance](#) have been appointed as the brokers of the Master Policy Agreement for settlement agents in Western Australia.



Step 3

Complete 2 years of equivalent full-time experience

You'll need to complete your 2 years of full-time experience undertaking conveyancing duties under the supervision of either a fully licensed Western Australian settlement agent or a legal practitioner qualified to provide supervision.



2 years of full-time supervised experience

Step 4

Fill out and submit your Settlement

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, visit the [Australian Business Licence and Information Service 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.