

BSB60220

Advanced Diploma of Conveyancing

- > Get the skills that employers really want.
- > Unrivalled support. Delivered with care.
- > Absolute flexibility. Your way, your terms.



NATIONALLY RECOGNISED
TRAINING

RTO: 22530

Get behind the scenes of property transactions

Monarch's Advanced Diploma of Conveyancing is the most accessible, flexible pathway to a career in conveyancing. It provides extensive training in undertaking the work of a Conveyancer or Property Law specialist working for a legal practice.

If you want to work as an employee, all you need is the Advanced Diploma of Conveyancing qualification. If you're aiming to become a licensed conveyancer, completing this course covers the necessary units for licensing in VIC, TAS, WA, NT, SA and NSW. QLD and ACT don't issue conveyancing licenses.

What does the course cover?

- **The conveyancing transaction process**
- **Relevant legislation, regulation and common law**
- **How to give great conveyancing advice and service**
- **The practical side of managing or owning a conveyancing practice**

Key benefits

100% Online

This course is broken down into practical reference guides, making it easier to focus on one new concept at a time. No clunky textbooks – just the essentials you need to know. You really can study anywhere. Get involved in learning activities wherever you've got an Internet connection, or download your lessons to read on your PDF eReader app any time.

Affordable – and great value

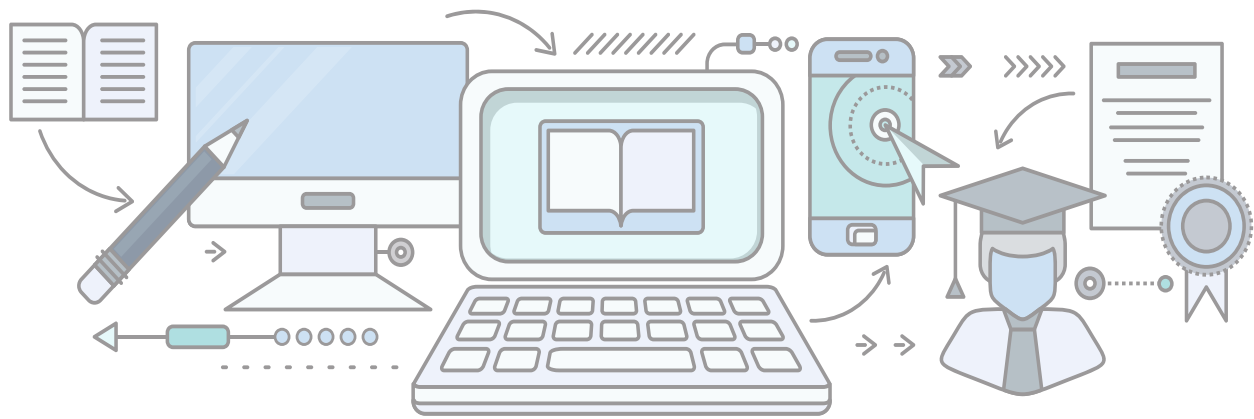
Monarch Institute's Advanced Diploma of Conveyancing is the most accessible conveyancing course you'll find, packed full of extra learning opportunities. Don't feel like paying up front? We offer plans to help you smooth out your cash flow.

Get qualified for registration

If you decide to operate your own business you'll need a conveyancing license and each state has different requirements. Get in touch to find out more.

Nationally recognised

This course is nationally recognised. So not only will it help you accelerate your career, you may be able to use it as part of your pathway to higher education. Just check with the uni of your choice before you enrol.



Study online. With a difference.

This course has been developed to give you absolute flexibility. Study on your couch, on public transport, on your break at work, out in the park – wherever and whenever you like. The best part is, with Monarch Institute, 'online' doesn't mean 'alone'. You'll be backed by our trainers at every step along the way.

You'll get:

- Easy-to-follow course materials
- Videos and webinars
- Heaps of support from your course trainers (phone, email, Zoom)
- A dedicated admin team on hand to guide you
- Online assessments
- Access to a student Facebook group

What is the course structure?

This course is delivered predominantly online. This means you'll access your learning and assessment resources using an online portal (the LMS) plus textbooks. You can access the LMS anywhere and anytime.

You'll need to study a total of 15 nationally recognised units, which are spread out over four modules.

You'll have total freedom to learn independently. However, if you're having trouble wrapping your head around a concept or assessment piece, you can always reach out to your trainer for support.

What is the course duration?

This course is designed to be completed within 18 months, however Monarch's training plan allows you to take up to 24 months. You're expected to complete at least one module every six months. Your completion time frame depends on your previous education, work experience, time availability and work rate.

What are the entry requirements?

There are no formal entry requirements. Just bring your drive, motivation and passion for the industry. That said, if this is your first time studying at this level, we'll need to check your levels of English and maths before you enrol. People with disabilities are encouraged and supported to apply.

Course costs

Monarch's courses are competitively priced. Check our website for the most up-to-date prices at www.monarch.edu.au/courses or call us on 1300 738 955.

Nationally recognised units

Monarch offers three course streams to satisfy the conveyancing licensing requirements for VIC, TAS, WA, NT, NSW and SA. QLD and ACT do not issue conveyancing licences. Conveyancers must work for a legal practice in these states. When you enrol, let us know where you intend to practice so we can help you choose the right one.

Stream 1 – satisfies the conveyancing licensing requirements for VIC, TAS, WA and NT.

Module 1 /

The conveyancing process

- BSBCNV511 Take instructions in relation to a conveyancing transaction
- BSBCNV615 Interpret search results for a conveyancing transaction
- BSBCNV512 Finalise the conveyancing transaction
- BSBCNV616 Comply with tax obligations in a conveyancing transaction
- BSBCNV614 Apply principles of trust accounting

Module 2 /

The legal side of conveyancing

- BSBCNV612 Identify and apply legal requirements for a conveyancing transaction
- BSBCNV613 Prepare legal documents for a conveyancing transaction
- BSBLEG522 Apply legal principles in contract law matters
- BSBLEG528 Apply legal principles in property law matters

Module 3 /

Using the legal system

- BSBLEG421 Apply understanding of the Australian legal system
- BSBCNV611 Interpret a legal document and provide advice in a conveyancing transaction
- BSBLEG529 Apply legal principles in corporation law matters

Module 4 /

Conveyancing business management

- BSBESB402 Establish legal and risk management requirements of new business ventures
- BSBAUD601 Establish and manage compliance management systems
- FNSORG601 Negotiate to achieve goals and manage disputes

Stream 2 – satisfies the conveyancing licensing requirements for NSW.

Module 1 /

The conveyancing process

- BSBCNV511 Take instructions in relation to a conveyancing transaction
- BSBCNV615 Interpret search results for a conveyancing transaction
- BSBCNV512 Finalise the conveyancing transaction
- BSBCNV616 Comply with tax obligations in a conveyancing transaction
- BSBCNV614 Apply principles of trust accounting

Module 2 /

The legal side of conveyancing

- BSBCNV612 Identify and apply legal requirements for a conveyancing transaction
- BSBCNV613 Prepare legal documents for a conveyancing transaction
- BSBLEG522 Apply legal principles in contract law matters
- BSBLEG528 Apply legal principles in property law matters

Module 3 /

Using the legal system

- BSBLEG421 Apply understanding of the Australian legal system
- BSBCNV611 Interpret a legal document and provide advice in a conveyancing transaction
- BSBLEG529 Apply legal principles in Tort Law matters

Module 4 /

Conveyancing business management

- BSBESB402 Establish legal and risk management requirements of new business ventures
- FNSACC413 Make decisions in a legal context
- FNSORG602 Develop and manage financial systems

Stream 3 – satisfies the conveyancing licensing requirements for SA.

Module 1 /

The conveyancing process

- BSBCNV511 Take instructions in relation to a conveyancing transaction
- BSBCNV615 Interpret search results for a conveyancing transaction
- BSBCNV512 Finalise the conveyancing transaction
- BSBCNV616 Comply with tax obligations in a conveyancing transaction
- BSBCNV614 Apply principles of trust accounting

Module 2 /

The legal side of conveyancing

- BSBCNV612 Identify and apply legal requirements for a conveyancing transaction
- BSBCNV613 Prepare legal documents for a conveyancing transaction
- BSBLEG522 Apply legal principles in contract law matters
- BSBLEG528 Apply legal principles in property law matters

Module 3 /

Using the legal system

- BSBLEG421 Apply understanding of the Australian legal system
- BSBCNV611 Interpret a legal document and provide advice in a conveyancing transaction
- BSBLEG523 Apply legal principles in Tort Law matters

Module 4 /

Conveyancing business management

- FNSACC413 Make decisions in a legal context
- FNSFIN501 Manage budgets and financial plans
- BSBOPS504 Manage business risk

Career opportunities

Key opportunities include:

- Conveyancer
- Conveyancing assistant
- Conveyancing practice manager

Industry insights



Earnings (average full time)
\$1,150 per week



Flexibility
Remote opportunities, plus flexible hours (~49% of conveyancers are part-time)



Employed
15,700

Source: Labour Market Insights and Indeed



Get the skills that employers really want.



Unrivalled support. Delivered with care



Absolute flexibility. Your way, your terms.

Conveyancing: Behind the scenes in Australia's property boom

Australia's property market has had its fair share of ups and downs. From policy and regulation changes, to long-term population shifts, there's a lot that's led to the current state of the market. First home buyers, dream home builders, downsizers, investors, agents – they've all had wins and losses. But there's one group of professionals who's always a part of the action: conveyancers. No matter the way market conditions and influences change, conveyancers are always needed to help make sure transactions go smoothly.



Why choose Monarch Institute?

**You need a different learning experience.
We're ready to deliver.**

Expertise

- ✓ Courses developed with leading academics and industry associations
- ✓ Delivered by brilliant trainers who work with corporate leaders
- ✓ Learn from professionals using real world case studies

Flexibility

- ✓ Fit study around work, family, life
- ✓ Start immediately, or down the track
- ✓ Flexible payment options

Support

- ✓ Dedicated team of trainers and support staff on hand to guide you
- ✓ Up to date, easy to understand course materials
- ✓ Fast assessment turnaround times with comprehensive trainer feedback

Enrol today

Commence your Advanced Diploma of Conveyancing with Monarch Institute today to take the next step forward in your career.



To discuss the course that's right for you call
1300 738 955



To find out more information email
info@monarch.edu.au



To enrol, visit our website
www.monarch.edu.au

