

Advanced
Diploma of
Conveyancing
BSB60220

Explore your passion
for property!

This qualification offers a detailed insight into the exciting and rewarding career of conveyancing.

You will learn specialised theory around property transactions and the operation of our legal system, as well as develop the necessary technical, team leadership and practice management skills required for professional practice as a conveyancer.

Leading conveyancing industry specialists will guide you through workshops and online instruction, using real-world scenarios and authentic documentation in a rich and unique learning experience.

CODE:

BSB60220

DELIVERY METHOD:

Online, 15 Units of study

QUALIFICATION LEVEL:

Advanced Diploma

COST:

\$4995

ENTRY REQUIREMENTS:

Year 12 or equivalent certificate and/or at least a Certificate IV qualification. A Pre-Training Review is required to be completed and a possible Language, Literacy and Numeracy (LLN) online test.

DURATION:

12 Months (option to extend)

NATIONALLY RECOGNISED:

Yes

ASSESSMENTS:

- Q&A •Role Plays
- On the job practical experience
- Workbook •Case studies
- Online tests

FURTHER STUDY PATHWAYS:

This course could give you credit towards a Business or law degree.

CAREER OPPORTUNITIES :

Licenced Conveyancer, Conveyancing Manager, Settlement Agent



UNITS OF STUDY

The Advanced Diploma of Conveyancing has 15 Units of Competency as per training.gov.au
Nine (9) Units of Competency are **CORE** units.
These units are compulsory. They are:

BSBCNV511	Take Instructions in Relation to a Conveyancing Transaction
BSBCNV512	Finalise the Conveyancing Transaction
BSBCNV611	Interpret a Legal Document and Provide Advice in a Conveyancing Transaction
BSBCNV612	Identify and Apply Legal Requirements for a Conveyancing Transaction
BSBCNV613	Prepare Legal Documents for a Conveyancing Transaction
BSBCNV614	Apply Principles of Trust Accounting
BSBCNV615	Interpret Search Results for a Conveyancing Transaction
BSBCNV616	Comply with Tax Obligations in a Conveyancing Transaction
BSBLEG522	Apply Legal Principles in Contract Law Matters

The remaining 6 units of competency are **ELECTIVE** units.
These units have been selected by NBIA, based on:

- ASQA requirements as per training.gov.au and
- The STATE or TERRITORY that the student wishes to be licensed in based on the licensing authority requirements.

STUDENT SUPPORT

We treat every student with respect and offer outstanding support regardless of the question or situation. Studying online does not mean you're alone.

NBIA is proud to offer:

- A dedicated student services support team
- Accessible, expert trainers and assessors
- A specific student support phone line open from 9am-5pm AEST (03 9584 0900).

UNITS OF STUDY

Victoria/Tasmania:

BSBAUD601	Establish and Manage Compliance Management Systems
BSBESB402	Establish Legal and Risk Management Requirements of New Business Ventures
BSBLEG421	Apply Understanding of the Australian Legal System
FNSORG601	Negotiate to Achieve Goals and Manage Disputes
BSBLEG528	Apply Legal Principles in Property Law Matters
BSBLEG529	Apply Legal Principles in Corporation Law Matters

New South Wales:

BSBESB402	Establish Legal and Risk Management Requirements of New Business Ventures
BSBLEG421	Apply Understanding of the Australian Legal System
BSBLEG523	Apply Legal Principles in Tort Law Matters
BSBLEG528	Apply Legal Principles in Property Law Matters
FNSACC413	Make Decisions in a Legal Context
FNSORG602	Develop and Manage Financial Systems

South Australia:

BSBLEG421	Apply Understanding of the Australian Legal System
BSBLEG523	Apply Legal Principles in Tort Law Matters
BSBLEG528	Apply Legal Principles in Property Law Matters
BSBOPS504	Manage Business Risk
BSBFIN501	Manage Budgets and Financial Plans
FNSACC413	Make Decisions in a Legal Context

WA and NT - There are currently no specific elective units required by their licencing authority. The units must meet the requirements of training.gov.au.

YOUR TRAINERS/ ASSESSORS

The courses at NBIA are taught by experts who are highly skilled in their chosen fields. They each provide unique perspectives on the core competencies and bring years of practical experience to the training which truly brings the theory to life.

Meet Our Trainers and Assessors:



Fiona Jelley:

Holds a Bachelor of Law, Master of Business and Technology, and Adv. Diploma in Conveyancing. Qualified Trainer and Assessor. Owns and operates a successful Conveyancing firm, bringing valuable business experience.



Paul Ryan:

Former Lawyer specialising in Conveyancing and Probate. Over 20 years of experience training and assessing conveyancing and legal practice students. Current AIC Member in Victoria.



Kerryl McCann:

Skilled and qualified in Property Law and Conveyancing. Qualified Trainer and Assessor. Current AIC NSW Member.



Jonathan Green:

Admitted as a solicitor in 2018, practicing in Property and Construction. Currently specializing in charity, not-for-profit, commercial law, property law, disputes, tax law, etc.



Chantelle Sheperd:

Completed a Law degree while working as a Conveyancer. Qualified Lawyer specialising in Property Law. Extensive experience in various conveyancing transactions, including large-scale developments, residential, commercial off the plan, and complex stamp duty applications.

Our team is composed of experienced professionals with diverse backgrounds, ensuring a comprehensive and enriching learning experience for our students.

WHAT YOU NEED TO KNOW

Is there any recognition of prior learning or credit transfer?

The NBIA assessment system includes the evaluation and recognition of existing skills. We appreciate that some students come to a course with prior knowledge or qualifications and are simply looking to 'top up' their competence rather than complete the entire skillset again. Our Recognition of Prior Learning (RPL) and/ or Credit Transfer (CT) process assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning or competency outcomes. All students can apply for RPL. For more information on RPL and any associated fees, please speak with one of our enrolments officers.

What learning materials are included?

Upon enrolment, students receive access to our aXcelerate Learning Portal, which includes E-Learning manuals, webinars, case studies, useful links to additional reading, assessments. Student one-on-one sessions with a trainer/assessor can be coordinated through the Help Requests function.

What will I need to provide myself?

Each student requires access to a computer and reliable internet connection, Microsoft Office online programs such as Word, Excel, PowerPoint and Teams, a webcam or video camera (Smart phone), to complete roleplays.

How can I pay for the course?

We want everyone to access education so we make it as affordable and accessible as possible. For this reason, we offer interest-free payment plans so you can get started sooner. You may choose one of the following three options:

- **Interest Free Payment Plan** - Interest Free Payment plans are available to students completing a course with a duration of at least 12 months. An initial payment of \$1500 is required upfront and is non-refundable. The remaining payments will be deducted from your bank account once per month, for the remainder of the course duration, in equal instalments.
- **Credit Card Payments** - Students can pay in full for their course using a valid credit card. Please note:
All short courses, with fees less than \$1500, are payable in full on enrolment. *(Credit card fees may apply.)*
- **Bank Transfer / EFT** - Students can complete a bank transfer to pay for their course in full. The NBIA bank details are on the Tax Invoice. Include your full name and course in the description. Please email info@nbia.edu.au with a screenshot of the completed bank transfer for faster processing of your enrolment.

PRACTICAL TRAINING

At NBIA, we understand the importance of practical experience in preparing our students for successful careers in the conveyancing field. That is why our Advanced Diploma of Conveyancing program offers students exclusive access to PEXA and LEAP, two of the industry's leading platforms.

PEXA



Real word experience: students learn to navigate and use PEXA for electronic conveyancing transactions, preparing them for the digital future of property settlements.

LEAP



Industry specific skills: by working with LEAP, students develop valuable skills in legal practice management, document automation, and client communication, essential for managing conveyancing files efficiently.

- Expert guidance: our experienced trainers provide step-by-step guidance, ensuring students gain a thorough understanding of these platforms and their applications in day-to-day conveyancing work.
- Simulated government: training includes real-life scenarios in a simulated environment, allowing students to practice and build confidence before entering the workforce.

INDUSTRY CONNECTIONS

At NBIA, we believe that building professional networks is crucial for a successful career in conveyancing. That is why we connect our students with the Australian Institute of Conveyancing (AIC) in Victoria, New South Wales and South Australia offering unparalleled opportunities to engage with industry professionals and enhance their learning experience



- Student Discounted membership



- FREE membership for NBIA students



- Student Discounted membership

Benefits of connecting with the AIC

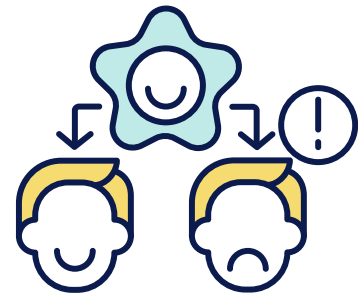
- Exclusive networking opportunities: meet and learn from experienced conveyancers, legal practitioners and industry leaders at AIC events, webinars and seminars
- Access to resources and updates: stay updated with the latest industry news, legislative changes, and best practices through AIC newsletters and publications
- Professional development: benefit from AIC's professional development programs that provide insights into advanced conveyancing practices, compliance requirements and career growth strategies
- Mentorship and support: connect with potential mentors and peers, gaining valuable advice and support as you transition from study to practice

CONNECT WITH YOUR PEERS

NBIA conveyancing students have access to a vibrant community Facebook group where they can connect with their fellow peers and make meaningful connections, share experiences and support each other through their studies. This group is the perfect place for our students to:



Network and exchange ideas



Share study tips, course materials and helpful resources



Stay updated and get the latest news on upcoming events, webinars and important announcements directly from NBIA



Engage in discussions, ask questions and collaborate on assignments or projects

COURSE BENEFITS

1. Tailored Learning Plan

2. Unit Webinars

3. One on one sessions with expert trainers and assessors

4. Help Requests Chat for easy access to trainers

["Watch our webinar on 'what does it take to be a trusted Conveyancer'"](#)



READY TO ENROL?

Follow this simple
process to get
started today!



1

Click the button below
and fill out the enrolment
form with your details and
payment option.



2

Watch your inbox for
full details on how
to set up for online
studying success.



3

Start Unit 1 of
your course!



03 9584 0900



info@nbia.edu.au



www.nbia.edu.au

[Register Online](#)

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