

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'll 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:

Nil

DURATION:

12-24 Months

NATIONALLY RECOGNISED:

Yes

ASSESSMENTS:

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

FURTHER STUDY PATHWAYS:

Higher Education programs



UNITS OF STUDY

The Advanced Diploma of Conveyancing includes 15 units of study covering key conveyancing competencies.

BSBCNV511	Take instructions in relation to a conveyancing transaction
BSBCNV512	Finalise the conveyancing transaction
BSBCNV611	Interpret a legal document and provide advice on 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
BSBAUD601	Establish and manage compliance management systems
BSBESB402	Establish legal and risk management requirements of new business ventures
BSBLEG421	Apply understanding of Australian legal system
BSBLEG528	Apply legal principles in property law matters
FNSORG601	Negotiate to achieve goals and manage disputes
BSBLEG529	Apply legal principles in corporation law matters

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 8am-5pm AEST.
- A 24x7 online support system for lodging callbacks and requests for answers

YOUR TRAINER



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.

The current course trainer for Advanced Diploma of Conveyancing is:

Jonathan Green

Jonathan is a lawyer with experience in both property and charity law, advising on property transactions such as conveyancing and leasing, land tax and trusts, funding arrangements for social housing providers, resolving property disputes and advising charities regarding governance and property matters.

Jonathan is a natural leader and mentor with a strong social conscience and desire to help others. Prior to working in the legal field, Jonathan led the William Wilberforce Foundation from its inception in Australia, securing funding, building teams, and delivering outcomes for some of the most marginalised and disadvantaged Australians. He is now chair of the board. Additionally, he founded and hosts an annual event for 25-35 year-old emerging leaders which aims to help connect, mentor and encourage young leaders to play a role in shaping a better Australia.

Outside of law Jonathan has founded, led, regularly volunteers and is a board member of several charities. He's a dad to two very cute kids, loves drinking good coffee and is an avid Liverpool FC supporter.

WHAT YOU NEED TO KNOW

How is the course delivered?

The course is delivered entirely online; you have access to materials and course content soon after enrolment. You can study at your own pace, from anywhere – full flexibility to ensure your success.

What is the duration of the course?

The course is designed to be completed within 12 months. However, depending on other commitments, some students may take longer to finish whilst others may complete it sooner.

Are there any entry requirements?

There are no formal entry requirements for this course. However good English language proficiency, both written and oral, is required.

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?

Once you have successfully enrolled in the course you will have access to the following resources for each unit of study: Video tutorials covering key concepts; digital training manuals; reference documents such as case studies, exercises, examples and additional reading.

What will I need to provide myself?

Each student requires access to a computer and a reliable internet connection. You will also require Microsoft Office programs such as Word, Excel and PowerPoint.

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:

- **Payment plan** - Payment plans are available. All payment plans start with an initial payment of \$1500 upfront, which is a non-refundable payment, followed by equal monthly payments based on payment plan duration.
- **Finance option / student loan** - interest free loans available from 12 to 36 months.*
(Only available on courses over \$1500; loan is with NBIA's strategic finance partner)
- **Pay in full** – all short courses (fees less than \$1500) are payable in full at time of enrolment. Employers who are funding courses for employees may pay in full for courses with fees over \$1500.

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!



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www.nbia.edu.au

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