

# Conveyancing

**QUALIFICATION:** Advanced Diploma  
**COURSE NO:** 8397  
**NATIONAL CODE:** 15584NSW  
**LOCATION:** Ultimo College  
**HOW TO ENROL:** To be considered for this program in Semester 1 2010 you must submit a TAFE NSW application form between 10 August and 30 October 2009.

**ATTENDANCE :** Full time (Day), 2 years, 20 hours per week  
 Part time (Evening), 4 years, 7 hours per week.

**Ultimo:** Full Time(Day), 2 Years, 20 Hours per week  
**Application Code:**083970011  
 Part Time(Evening), 4 Years, 7 Hours per week  
**Application Code:**083970013

**COURSE DESCRIPTION:** This course is for people who want to work as conveyancers. Conveyancing is the legal procedure involved in transferring ownership of real or personal property.

You will learn about the conveyancing process and the managerial skills you need to operate a conveyancing business. You also learn the ethical standards expected of people who work in this field.

After you finish this course you can apply for a licence to practice as a conveyancer.

## ESSENTIAL PRACTICAL EXPERIENCE:

**Restricted license: One year relevant practical experience**

**Unrestricted license: Two years relevant practical experience**

**Practical experience may be undertaken in a licensed conveyancer's or solicitor's office or business or government department where regular conveyancing work is carried out. The practical training and experience may be carried out before, during or after undertaking any approved course of study.**

**All enquiries in regard to the practical experience required, contact Office of Fair Trading 1 Fitzwilliam Street Parramatta 2150. Phone: 9895 0111**

**CAREER OPPORTUNITIES:** When you finish this course you can expect to find work as a conveyancer. You will be qualified to prepare and advise on the contract for the sale of land, businesses and lease documentation, conduct title searches and

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make enquiries of various government departments, prepare and advise on mortgage documentation, and attend to exchange-of-contracts and settlements procedures. You may be able to manage and operate a conveyancing business.

You may find it useful to explore the My Future website [www.myfuture.edu.au](http://www.myfuture.edu.au)

**MINIMUM ENTRY REQUIREMENTS:** You must have completed Year 12 or equivalent, including satisfactory completion of a 2U English subject, or mature age entry (over 20 years of age).

**SELECTION CRITERIA (APPLICATION COURSE):** Your selection into this course will be based on the information provided on the application form, which should include some or all of the following:

1. Demonstrated relevance of course to employment
2. Previous employment in an occupation relevant to the course
3. Previous relevant education or training
4. Demonstrated knowledge of and interest in the industry

**Additional Cost:** In addition to the TAFE NSW fee, some courses have course related charges associated with them. Course related charges are collected to provide students with materials, resources, equipment and services to use in their course of study.

**Payment Notes:**

1) The TAFE NSW fee is payable for each year of enrolment. A TAFE year consists of two semesters of 18 weeks. The minimum TAFE NSW Fee for a course is based on one semester, even if the course duration is less than 18 weeks. If the course runs from 18 weeks to a year, it counts as two semesters and you may pay the TAFE NSW Fee in two half-yearly payments. If you choose to pay the TAFE NSW fee in two instalments, the first instalment must be paid at enrolment and the second must be paid by 31 May. Note: If you commence a course in semester 2 and your course duration is more than 18 weeks you will be required to pay the relevant TAFE NSW fee for 1 semester. A Fee Notification will be sent to you. You may pay the TAFE NSW fee by EFTPOS, Visa card, Mastercard, cheque or money order. NO CASH is accepted.

2) If you receive a government benefit such as Youth Allowance, Austudy, or Sickness Allowance and provide proof at enrolment, you may be eligible for a TAFE NSW concession of \$50 per course enrolment per year. Students in receipt of a Disability Support Pension and students with a disability who are Clients of a teacher Consultant are entitled to one full fee exemption for one TAFE NSW course per year and are eligible for the \$50 Concession fee for subsequent enrolments in that year.

Aboriginal or Torres Strait Islander students are exempt from paying the TAFE NSW Fee.

3) In addition to the TAFE NSW fee, some programs have Course Related Charges associated with them. Course Related Charges cover the cost of materials, resources, equipment and services used in your program. If your circumstances do not enable you to pay this charge you will need to speak with your teacher when you commence class to negotiate alternative arrangements.

**RECOGNITION:**

**RECOGNITION:** TAFE NSW recognises skills and knowledge gained through previous studies, the workplace and life experience which may allow you to complete your qualification faster. You may be entitled to recognition that will exempt you from one or more modules, up to 100% of the requirements for a course award. There is no fee for processing recognition applications for current TAFE NSW students. Commercial (fee based) recognition is also available to organisations and individuals.

For further information please contact the Sydney Institute Information Centre on 1300 360 601 or visit our website [www.sit.nsw.edu.au](http://www.sit.nsw.edu.au)

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### Training Program Structure:

Number	Module/Unit	Hours	Number	Module/Unit	Hours
<b>Core - all must be completed</b>			<b>Core - continued</b>		
8397A	Australian Legal System	54	8397M	Real Property Law	54
8397B	Legal Entities	36	8397N	Law of Vendor and Purchaser	54
8397C	Legal Dispute Resolution	36	8397P	Title Investigation and Analysis	54
8397D	Business Law I	54	8397Q	Conveyancing Practice	54
8397E	Business Law II	54	8397R	Legal Drafting	27
8397F	Contract Law	54	8397S	Business Management	54
8397G	Sale of Business Law	36	8397T	Conveyancing Vocational Experience	60
8397H	Family Relations Law	27	8397U	Conveyancing Computer Applications	27
8397J	Law of Administration of Estates	27	8397V	Office Accounting	36
8397K	Revenue Law	27	8397W	Professional Behaviour and Ethics	54
8397L	Finance and Securities Law	27	8672T	Company and Incorporated Associations Law	54
			8979K	Client Interaction	21
			8979T	Writing Workplace Documents	21

**CONTACT DETAILS:** Sydney Institute Information Centre  
 Ground Floor, Building W,  
 827 - 839 George Street, Haymarket NSW 2007  
 Phone: 1300 360 601 or  
 email: [sydney.info@tafensw.edu.au](mailto:sydney.info@tafensw.edu.au)

Legal Studies  
 Building G, Level 7, Mary Ann Street.  
 Phone: 9217-3819