



Diploma of Conveyancing

State ID: AVV4

About this course

A career to settle into

This qualification is designed to give you the skills and knowledge to carry out conveyancing work such as **property transactions** in a range of environments. During this course you will learn to prepare, analyse and execute documents; establish, manage and administer trust account; and nurture relationships with clients and other professionals.

Start your studies online with North Metropolitan TAFE.

Gain these skills

- Prepare legal documents
- Read and interpret a legal document and provide advice
- Understand and apply the principles of contract law

Is this course right for me?

I have the following attributes:

- An interest in property settlement and the law
- Good organisational and communication skills
- Honesty and integrity

Details

Semester 1, 2020

Perth (Northbridge) - Online



Duration: **5 Semester/s**



When: **Semester 1, 2020**



How: **Online**

Units

Core

National ID	Unit Title
BSBCNV501	Take instructions in relation to a transaction
BSBCNV502	Read and interpret a legal document and provide advice
BSBCNV503	Analyse and interpret legal requirements for a transaction
BSBCNV504	Prepare legal documents
BSBCNV505	Finalise the conveyancing transaction
BSBCNV506	Establish and manage a trust account
BSBLEG415	Apply the principles of contract law
FNSACC413	Make decisions in a legal context
FNSINC401	Apply principles of professional practice to work in the financial services industry

Elective

National ID	Unit Title
BSBCNV601	Identify and conduct searches
BSBFIM501	Manage budgets and financial plans
BSBR501	Manage risk
BSBWOR501	Manage personal work priorities and professional development

Entrance requirements

School Leaver

Non-School Leaver

AQF

Completion of WACE General or ATAR
(Minimum C Grades) or equivalent

Completion of WACE General or ATAR or
equivalent (minimum C Grades)

Certificate III

Job opportunities



[Conveyancer](#)

Other job titles may include:

- Licensee
- Senior Conveyancer
- Settlement Agent | Clerk
- Legal Executive

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

Fees and charges

View our [Indicative Fees list](#)

Local full time students

Course fees are made up of two components, tuition fees and resource fees.

Tuition fees are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

Resource fees are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

International Students

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.