

CONVEYANCING PROGRAM

This qualification provides you with the skills and knowledge to work in the role of a conveyancer responsible for conveyancing work, team leadership and/or the management of a practice. Graduates may be expected to apply specialist skills and knowledge in a range of situations to deal with complex situations and issues.

Graduates may work across a broad range of technical or management functions with accountability for personal outputs and for team outcomes.

#CHOOSE DANFORD
YOUR PATHWAY TO EXCELLENCE

2 CBD Campus

Modern facilities
Computer Labs
Student lounges



Capacity

1529 students



Student support

Student lounge
Student Activities
In-house Counsellor



Nationality MIX

+ 46 Nationalities
Data from Feb 2021



Bachelor Pathway

Articulation available at
Melbourne Polytechnic
Bachelor Degrees



Go further with your career



NATIONALLY RECOGNISED
TRAINING

APPLY NOW

www.danford.edu.au
admissions@danford.edu.au

ADVANCED DIPLOMA of Conveyancing

Code: BSB60220
Cricos Code: 104966C
Course Duration: 104 weeks
Holidays: 24 weeks
Total Hours: 1600 hours
Material Fees: N/A
Digital Access Fees: \$200*
Course Fee: **\$24,000**

Industry Sector
Business Services

What your future could look like
Conveyancer
Conveyancing Manager

*Acts for and on
behalf of clients in
the area of property
and business
transfers.*

*Are you looking to
advance your
career?*

ENROL NOW

This qualification provides you with the skills and knowledge to be employed in conveyancing work, team leadership and/or the management of a practice. These individuals may be a Licensed Conveyancer or Settlement Agent.

Graduates may apply specialist skills and knowledge in a range of situations to deal with complex situations and issues. They work across a broad range of technical and management functions with accountability for personal outputs and may also be responsible for team outcomes.

CORE UNITS

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

ELECTIVE UNITS

BSBLEG421	Apply understanding of the Australian legal system
BSBLEG529	Apply legal principles in corporation law matters
BSBLEG528	Apply legal principles in property law matters
BSBAUD601	Establish and manage compliance management systems
BSBESB402	Establish legal and risk management requirements of new business ventures
FNSORG601	Negotiate to achieve goals and manage disputes

How We Teach

Experienced and Friendly Trainers

Danford College trainers have a wide range of industry experience. Moreover, they have been selected and trained to appropriately relate to and support students in their learning.

Relevant Content and Resources

Course content is regularly reviewed to ensure that it is up-to-date and relevant to the needs of the industry. Students and staff have access to a range of high-quality, comprehensive, and informative resources. Our up-to-date course content is available to students on our digital platform: CANVAS.

Class Structure

At Danford College all qualifications are delivered entirely face-to-face in our Melbourne Campus. (Minimum of 20 hours of classroom contact per week). Courses consist of classroom-based training (maximum of 26 students) of theory and practical sessions with small groups.

Assessment

Students must demonstrate competency through highly practical and interactive assessments. These include: Practice exercises that reinforce interpersonal skills, Simulated training activities, Learner Resource Workbooks to support training, Independent research projects and Participation in simulated activities that closely reflect workplace processes.

For further information visit our website at www.danford.edu.au



Jobs

Graduates of the Management and Commerce field (Advanced Diploma) are most often employed as:

- 28.2% > Professionals
- 24.3% > Managers
- 18.4% > Community and Personal Service Workers

Reference source: www.myskills.gov.au/courses/

Industries

Graduates of the Management and Commerce field are most often employed in:

- 24.3% > Social Assistance
- 13.6% > Education and Training
- 12.6% > Financial and Insurance Services



For information about entry requirements visit our website at www.danford.edu.au *Digital Access refers to your learning resources and assessments via our learning management system.

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