

# BSB60220 Advanced Diploma of Conveyancing

## Upgrading From a Vic Restricted Licence



Conveyancers who completed old qualifications may have been issued with a restricted Victoria conveyancer licence. The restriction or condition is referred to as “sale of business” restriction.

The latest advice from the Victorian Business Licensing Authority (see Appendix) indicates that to remove the restriction requires the completion of eight (8) units of competency.

Complete 8 units of competency to upgrade from an old licence and qualification

### The current version of the 8 units

1. FNSCNV511 – Take instructions in relation to a transaction
2. FNSCNV615 – Interpret search results for a conveyancing transaction
3. FNSCNV611 – Interpret a legal document and provide advice in a conveyancing transaction
4. FNSCNV613 – Prepare legal documents for a conveyancing transaction
5. FNSCNV512 – Finalise the conveyancing transaction
6. FNSCNV614 – Apply principles of trust accounting
7. FNSCNV612 – Identify and apply legal requirements for a conveyancing transaction
8. FNSORG601 – Negotiate to achieve goals and manage disputes

The current Monarch Institute BSB60220 Advanced Diploma of Conveyancing includes all these 8 units.

### Monarch’s course

The Monarch Institute Advanced Diploma of Conveyancing course is based on grouping related units to cover typical workplace tasks in a logical process. This reduces the duplication of assessment criteria that occurs with separate units of competency.

The above 8 units are spread throughout all 4 modules of the Monarch Institute course.

To obtain these 8 units, students would need to complete all 4 modules of the course and will then be awarded the full current version of the BSB60220 Advanced Diploma of Conveyancing on completion.

### Experienced conveyancers

Experienced conveyancers should be able to complete the course much quicker than new students. The recommended timeframe is 12 months however there is no minimum.

# Appendix – Business Licensing Authority (Vic)

**From:** BLA Information <information@bla.vic.gov.au>  
**Sent:** Thursday, February 29, 2024 9:37 AM  
**To:** Shane Watson (Monarch) <shane@monarch.edu.au>  
**Subject:** RE: CV24020007 - air - Shane Watson

Good morning Shane,

In reference to your enquiry received.

If the conveyancer has completed the old units of competency i.e. FNSCNV501B, and had a condition applied to their individual conveyancer licence, they can apply to the Business Licensing Authority (BLA) for the 'sale of business' restriction (condition) to be removed from their licence by completing the following new units of competency;

- FNSCNV501A - Take instructions in relation to a transaction
- FNSCNV601A - Identify and conduct searches
- FNSCNV502A - Read and interpret a legal document provide advice
- FNSCNV504A - Prepare legal documents
- FNSCNV505A - Finalise the conveyancing transaction
- FNSCNV506A - Establish and manage a trust account
- FNSCNV503A - Analyse and interpret legal requirements for a transaction
- FNSORG501A - Negotiate to achieve goals and manage disputes

If the conveyancer has completed the Diploma of Financial Services (Conveyancing) conducted by the RMIT of Victoria University (if commenced before 1 July 2008) or Advanced Diploma of Business (Legal Practice) (if study commenced before 1 July 2008), they may also apply to have the sale of business condition removed by completing the above new units of competency.

Once the conveyancer can provide evidence of the completed course units, the BLA will consider revoking the condition on written advice from the conveyancer/licensee.

Please note, a company may also apply to the BLA for a 'sale of business' restriction (condition) to be removed from a company licence, where a director of the company is issued with an individual licence that entitles them to undertake conveyancing of a business (no condition).

Please let me know if you require any further information relating to the prescribed course units.

Kind Regards,  
Mark Foster  
Senior Regulatory Officer

On behalf the

**Business Licensing Authority**  
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Phone: 1300 135 452 Enquiries: [consumer.vic.gov.au/blaenquiry](mailto:consumer.vic.gov.au/blaenquiry)



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