

Conveyancing Practical Skills Certificate

2021 Course Outline

Are you a conveyancing student, inexperienced conveyancing clerk, a newly admitted legal practitioner or a conveyancer looking to brush up on your skills?

We have developed the Conveyancing Practical Skills Certificate to cover a wide range of introductory subjects essential for any successful conveyancer.

Course Outline

AICSA, the peak body in South Australia representing the conveyancing profession, has created the Conveyancing Practical Skills Certificate to help fast-track the development of students and newly-qualified conveyancers.

The course comprises 12 subjects offered as a combination of online modules or face-to-face workshops. Online modules can be completed anytime and at your own pace.

The learning material is designed to be practical and relatable to the daily tasks a conveyancer must complete.

Students who complete all 12 subjects are awarded a Certificate of Competency.

The Certificate will benefit

- Employers benefit by having better skilled and trained support staff (from internal and external sources)
- Support staff improve their knowledge and skills in the field of conveyancing
- Students improve their knowledge and practical skills and give themselves a better chance of gaining work experience in the conveyancing field

Time commitment

Workshops are held on Thursdays from 2:00pm - 4:45pm, with the exception of the Lands Services Group session which is held 9:30am - 12:30pm, on the same day as the Risk Management class (2:00pm - 4:45pm). Each subject will also require a completion of a short assignment to be returned for marking.

The structure of each workshop is usually:

- 2 x 40 minute interactive presentations on subject matter
- 1 x 45 minute structured tutorial discussion on subject
- Afternoon break for 15 minutes between presentation periods

Assignments will be handed out at the end of workshop and should take approximately

1-2 hours to complete (depending upon the assignment). These will need to be returned for assessment and a Conveyancing Practical Skills Certificate will be issued to qualifying students.

Completed assignments will be returned to student to assist in future learning.

To qualify for your Conveyancing Practical Skills Certificate all assignments must be handed in by the due dates.

No assignments will be accepted later than one month after completion of the relevant workshop.

Subjects offered online

For added flexibility, we are able to offer a selection of the 12 subjects as online modules. These are:

- Subject 1: Introduction to Interests & Dealings in Land
- Subject 2: Opening, Managing & Closing a File
- Subject 3/4: Contractual Issues for Clerks 1 & 2 (combined into one online module)
- Subject 5: General Practices & Procedures
- Subject 6: Opening your own Conveyancing Business
- Subject 10: Risk Management
- Subject 11: Introduction to Form 1

(please note subjects 7,8,9 and 12 are only available as face-to-face workshops)

Investment

Individual subjects as either a face-to-face workshop or online module.

\$99.00 (Inc. GST) per subject.

We also offer a discounted rate for booking all 12 subjects as a package:

\$1056.00 (Inc. GST).

This includes either a combination of online and face-to-face workshops or face-to-face workshops only.

Part-payment plans

Part payment plans are available for your convenience which consist of 8 fortnightly payments over a four month period (plus a 1.5% service fee). Contact us on 08 8359 2090 if you would like to take up this offer.

To Register for the program

To book an online individual subject visit

www.aicsa.com.au/aicsa-training-public-courses

To book a face-to-face workshop visit

www.aicsa.com.au/events/

For package bookings, or if you have any questions about the course, please contact us:

P: 08 8359 2090

E: project@aicsa.com.au



Course Dates 2021

Subjects	Available online	Workshop date & time
Introduction to Interests & Dealings in Land	Yes	Thursday 25 February, 2:00pm-4:45pm
Opening, Managing & Closing a File	Yes	Thursday 4 March 2:00pm - 4:45pm
Contractual Issues for Clerks (Session 1)	Yes	Thursday 11 March, 2:00pm - 4:45pm
Contractual Issues for Clerks (Session 2)	Yes	Thursday 18 March, 2:00pm - 4:45pm
General Practices & Procedures	Yes	Thursday 25 March, 2:00pm - 4:45pm
Opening your own Conveyancing Business	Yes	Thursday 8 April, 2:00pm - 4:45pm
Financial & Accounting Issues (Session 1)	No	Thursday 15 April, 2:00pm - 4:45pm
Financial & Accounting Issues (Session 2)	No	Thursday 22 April, 2:00pm - 4:45pm
Land Services Group (Includes tour of LTO)	No	Thursday 6 May, 9:30am - 12:30pm
Risk Management	Yes	Thursday 6 May, 2:00pm - 4:45pm
Introduction to Form 1	Yes	Thursday 20 May, 2:00pm - 4:45pm
Conveyancing IT	No	Thursday 10 June, 2:00pm - 4:45pm

You can enrol and undertake the online subjects anytime.

Subjects 7,8,9 & 12 are only available as face-to-face workshops.

Subject Overviews

1. Introduction to Interests and Dealings in Land

- Terminology & Definitions
- Estates and interests (fee simple, lease, easement, restrictive covenant, mortgage)
- Strata and Community schemes
- Joint tenancy and tenancy in common
- Torrens system of registration
- Certificates of title (incl. moiety titles, computerised titles and who holds CT)
- Priority of interests
- Trustees
- Caveats, liens, orders of court and
- Interests affecting land may not be interests in land (personal interests, planning requirements, etc. and consequences).

2. Opening, Managing and Closing a File

- Liaising with clients/agents
- Letter of appointment:
 - Acting for the vendor – requirements and special tasks
 - Acting for the purchaser – requirements and special tasks
 - Priority Notices
 - VOI
- Liaising with the other party's conveyancer
- Title Watch
- PEXA Transaction – how and when to engage with Conveyancer/Bank on the other end of your transaction:
 - Dealing with lenders (discharge and new, authorities, lender's obligations)
 - File checklists and diarising critical events

- Settlement:
 - Delay in settlement
 - Checking and payment of liabilities and
 - Retention of records (storage, period for file and trust accounting records).

3. Contractual Issues for Clerks (2 sessions)

- Overview of:
 - Requirements for valid and enforceable contract (incl. s26 LPAct)
 - Contractual obligations between vendor and purchaser
 - Identifying contractual obligations
 - Special conditions
 - Variation of contract (incl. addendums)
 - Breach by the purchaser and enforcement
 - Breach by the vendor and enforcement
 - Notices (to satisfy special condition, remedy breach, complete, termination) and
 - Contract of retainer between client and conveyancer
- Build an understanding of how important it is to understand the terms and conditions of the various real estate contracts in use in SA
- Discuss how having a good working knowledge of these principles adds real value to the services provided by a conveyancing practice.
- Equipping conveyancing clerks with the information required to spot problems early when working up a file and bring it to the attention of a qualified/registered conveyancer to handle

4. General Practices & Procedures

- General Office practices
- Office procedures manual
 - Phone/Fax practices and protocols
 - Diary Management
- Developing checklists
- LTO procedures (including filing/lodgement, requisitions, searching of old documents)
- Information on the Internet
- Professional standards and etiquette and
- Fee quoting.

5. Opening Your Own Conveyancing Business

- Owning a business – where to start and how do you know if it is right for you?
 - Legal requirements when starting a conveyancing practice
 - Vision, Purpose, Values
- Building a team of professionals – who you need and why (discuss, ABN's structures etc.)
- Figures – what you need to know and why it is important to cost correctly
- Staff:
 - Management
 - Issues
 - Finding the right team
- Systems, procedures and processes – best practice what you need to know:
 - Software + Security Issues + Hardware needs – VOI requirements
 - AICSA.

6. Financial and Accounting Issues (2 sessions)

- The deposit – who collects, owns, receives from agent, stakeholders
- Payment of the agent's commission
- Assessment and payment of stamp duty and registration fees
- Adjustments – rates, taxes, rent, effect of breach of contract
- Adjustment statements
- Settlement statements
- Receipt and payment of trust moneys and other moneys
- Trust accounting (authorities, ledgers, reconciliation)
- Acting for same client in multiple transactions and
- Statement of dealings with trust moneys.

7. Land Services Group

- Overview of the Land Services Group:
 - Key responsibilities
 - Statutory offices
 - Customer services
 - Account Customers
- Online Overview - SALIS:
 - Property Interest Report overview
 - Register search
- Property location browser website
- New Conveyancing Requirements:
 - Removal of Duplicate Title
 - VOI, VOA
 - Title Watch
 - Priority Notice
- Document Registration Process Overview
- Land Division Process Overview
- Office Tour 101 Grenfell Street

8. Risk Management

- Why risk management is important
- Good communication
- Proper file management
- How to avoid mistakes
- Working through a vendor settlement and a purchaser
- Settlement from a risk management perspective.

9. Introduction to the Form 1 (Vendor Statement)

- What is a vendor statement?
- Statutory and legal obligations to make statutory inquiries
- Timing and method of making inquiries
- Inquiries of the vendor
- Reading and interpreting responses
- Strata and community corporation issues
- Cooling off rights and exercise of those rights.

10. Conveyancing IT

- Legislative requirements for document retention, electronic file storage and security
- Back up and storage solutions
- Overview of Electronic Conveyancing
- Conveyancing Software overview of the different platforms
- VOI:
 - Verification of Identity Apps
 - Online storage solutions in the marketplace
- PEXA:
 - Introduction to the platform
 - Navigation of a PEXA workspace
- SAILIS:
 - Navigation of site
 - Introduction to searches available
- REVNET:
 - Navigation of site
 - Introduction to stamping batch selections

- LSG:
 - Introduction to online forms & calculators
- Revenue SA:
 - Introduction to online forms & calculators
- AICSA:
 - Website navigating
 - Handy links

Are you a member of AICSA?

We offer our members a range of benefits including:

Regular newsletters, updates and podcasts on information and legislative changes important to conveyancers.

Discounted rates on training and professional development courses related to the conveyancing profession, delivered by expert presenters.

Member-only access to the AIC Forms Live platform – an online forms system integrated with Docusign (separate subscription).

Access to our Members Resource Manual.

Access to the AICSA Conveyancer Advisory Service.

Gain recognition from your clients and peers by attaining Certified Practicing Conveyancing (CPC) status.

Help shape the future of conveyancing in South Australia by joining the AICSA Council or one of our committees.

Display the AICSA logo on your website and communications.

Employment advertising on our AICSA website.

Discounted PI Insurance by successfully completing the annual CPC program whilst broadening your conveyancing skill-set.

If you would like to find out more about an AICSA membership, including discounted rates for students, please contact our team on **08 8350 2090** or email **membership@aicsa.com.au**

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