

**AUSTRALIAN INSTITUTE OF CONVEYANCERS  
SA DIVISION (AICSA)**

**Certified Practising Conveyancer (CPC)**

**GUIDE 2020**

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## 1. Introduction

Conveyancing is a profession and needs to be recognised as such for it to survive and grow. Other professions (including medicine, engineering, law, architecture and accounting) have recognised the importance of continuing professional development and made it mandatory for their members.

## 2. Certifying Practising Conveyancer Scheme (CPC Scheme) - Why Implement it?

The knowledge and skills needed to practice conveyancing are dynamic. Both Federal and State Laws are constantly changing and conveyancers need to keep up with these changes.

It is essential for a professional conveyancer to ensure best practice by:

1. Keeping up with changes in the law
2. Maintaining their current skills and knowledge
3. Widening their knowledge of basic conveyancing practices
4. Increasing their knowledge to expand their scope of work and/or to offer specialised services
5. Developing and refining their business skills and practices and procedures.

## 3. The CPC Scheme details

The details of the AICSA (“the Institute”) CPC Scheme are set out below. This CPC Scheme is intended to provide on-going and standardised continuing education and professional development for conveyancers.

### 3.1 CPC Annual Calendar

<b>Date</b>	<b>Event</b>
1 January	Start of CPC year
31 December (end of qualifying yr)	Members notify AICSA of any additional training undertaken with another organisation to add to the PD Tracker **
By 31 January	AICSA send Certificates to qualified persons
1 January	Non-qualified persons shall cease to use CPC unless they lodge a Rectification Plan
By 28 January	Declaration of Non-Compliance and Rectification Plan must be lodged with the AICSA
31 March	Rectification must be completed
7 April	Declaration of Completion of activities undertaken under the Rectification Plan must be lodged with the Institute
15 April	AICSA will send Certificates to qualified persons
31 December	End of CPC year

**\*\* The AICSA “My PD Tracker” (on the ‘Members’ part of website) will indicate the points received during the year. Members can add any additional training completed to this page which, when verified and approved, will automatically be added to the point total.**

### 3.2 CPC Program requirements

To achieve CPC status a South Australian conveyancer must:

1. Meet the licensing requirements to be registered as a conveyancer in South Australia.
2. Be currently practising as a conveyancer and have been working as a full time Conveyancer (minimum of 30 hours per week in the capacity of a conveyancer) for a minimum 2 years. Consideration may be given for some prior relevant work experience.
3. Be a fully paid up member of AICSA.
4. Gain 100 points or the equivalent of 10 hours training (points may be gained by other educational pursuits).
5. Physically attend a minimum of three face-to-face seminars/webinars/workshops **or** virtually attend a minimum of three live seminars/webinars/workshops **or** purchase the recordings of three live seminars/webinars/workshops and successfully complete a short assessment task and feedback form administered by AICSA after viewing the recording.
6. Include a minimum of two topics on the practice of Conveyancing (topics of choice) and a compulsory Risk Management topic annually.
7. Successfully complete the AICSA online course *Cyber-Security for Conveyancers* once every two calendar years.\*
8. Comply with the AICSA code of conduct.

\* This course will be updated by AICSA each six months to reflect contemporary cyber-security risks that a conveyancer may be exposed to.

### 3.3 Activities and points required

The purpose of attaining CPC points is to increase and maintain knowledge regarding the practice of conveyancing and to operate a ‘best practice’ conveyancing business. Any CPC points awarded must meet this criteria and points allocation are judged on this criteria. A ‘CPC activity’ is an activity dedicated to the professional development of members and does not solely cover engaging in conveyancing.

A CPC activity is one which:

- has significant intellectual or practical content primarily related to the practice of conveyancing and managing a conveyancing practice;
- is conducted by persons qualified by practical or academic experience in the subject; and
- is relevant to the immediate or long-term professional development needs of the conveyancer undertaking it.

Generally, it is a matter for each conveyancer to choose the subject matter of each activity undertaken, as long as it qualifies as a CPC activity with a few exceptions (refer to the table below).

Each **individual** conveyancer must attain 100 CPC points per CPC year. In order to attain these points a conveyancer may include activities listed in the table below.

Activity	Points (time)	Minimum Required per CPC year	Max per CPC year
Physically attend a face-to-face seminar/webinar/workshop delivered by AICSA or other approved organisation on an approved topic <b>or</b> Virtually attend a live seminar/webinar/workshop delivered by AICSA and complete a feedback form (for webinar attendance) or other approved organisation on an approved topic <b>or</b>	1hour = 10 points 3hours =20 Points	45 points	No max

Purchase the recording of a live seminar/webinar/workshop delivered by AICSA and successfully complete a short assessment task and feedback form administered by AICSA after viewing the recording.  Minimum requirement: 1. Risk Management topic and (15 points required per annum) 2. 2 topics on the practice of Conveyancing (30 points required per annum)		(1.) 15 points (2.) 30 points	
Present a seminar, workshop, webinar (provided by AICSA or other approved organisation/topic)	1hour = 10 points		50
Successfully complete the AICSA online course, <i>Cyber-Security for Conveyancers</i> (This course must be successfully completed once every two calendar years.)	10 points		10
Attend and participate in a group activity discussing Conveyancing practices and procedures and/or issues which is reasonably likely to assist the attendee's professional development (Best Practice Groups). These meetings shall be Minuted (including start and finish time) and sent to the AICSA office	10 points per meeting. Only 4 meetings included per annum		40
Physically attend an annual AICSA Conference		? 50?	50?
Publish an article on a Conveyancing topic (research and write) in a publication - a minimum of 1,000 words	15 points		50
Regularly attend meetings (min 50%), and participate as a member, of a committee or other body undertaking work of substantial significance to the practice of conveyancing and which is reasonably likely to assist the attendee's professional development	10 points per committee per annum		30
Attend physically or virtually in-house formal staff training conducted by a knowledgeable presenter on a topic approved by AICSA	1hour = 5 points		20
Other activities approved by the AICSA that meet the criteria described above e.g. (training by RevNet, SAILIS, Land Services SA, Office of the Registrar-General or other).	points upon application		50

### 3.4 Compliance

Compliance with the Scheme is determined by the Institute by reference to the substantive criteria listed at 3.2 and 3.3 above.

#### 3.4.1 Application Process

Within 28 days of the end of the CPC year (by 28 January), a member shall apply to the Institute for a Certificate detailing how they have complied with the requirements of the Scheme in respect to the previous CPC year (unless the Institute has already recorded points and has automatically forwarded a Member a CPC Certificate).

An Application Form is available from the website (or AICSA office).

#### 3.4.2 Process for Non- Compliance

If the requisite number of points and type of activity is not completed during the CPC year a member must lodge a Declaration with the Institute by 28 January setting out:

- the number of CPC units completed during the previous CPC year; and
- a Rectification Plan showing the CPC activities and the CPC points the member intends to undertake by 31 March; to make up the shortfall.

The member must lodge a further Declaration of Completion with the Institute by 31 March confirming that the Rectification Plan has been complied with. Once CPC status has been attained by an individual conveyancer failure to comply with the CPC Scheme each successive year will prevent the conveyancer from:

- advertising or promoting themselves in any way as a CPC; and
- using 'CPC' as a post nominal.

### ***3.4.3 Where 2 years of practical experience falls part way through a CPC year***

A Certificate may be granted, (at the discretion of AICSA) when 2 years practical experience has been completed provided that the 100 CPC points has been completed in the previous CPC year (Jan – Dec) and all other criteria are met.

### ***3.4.4 Surplus CPC points***

If a member has acquired surplus points (excess of the requirements for the Scheme for that year) during the months of November or December the member may carry over those points to the following year.

At the time of preparing an application for the CPC year, a member may elect whether to include the activities for the current CPC year or the following CPC year.

### ***3.4.5 Exemption from compliance in Defined Circumstances***

No conveyancer is exempt from compliance with the Scheme to attain or retain CPC status regardless of age, position or experience.

In exceptional circumstances it is possible to seek consideration from the Institute as to the number of CPC points to be completed where it can be demonstrated that due to 'Defined Circumstances' a member may be eligible to be exempted from compliance with the CPC Scheme. Consideration will be given to a history of compliance to the Scheme.

To seek consideration for exemption from compliance, it is necessary to lodge with the Institute an application, as soon as practicable, but in any event by 31 January, setting out full details and exhibiting documentary evidence of the 'Defined Circumstances' and the effect upon an ability to comply with the Scheme.

When lodging the application for exemption setting out the defined circumstance and the extent of non-compliance, a proposed Rectification Plan, must be attached.

The Institute will, on the basis of the documentation provided, determine the extent, if any to which a member may be reasonably exempted from compliance with the Scheme.

### ***3.4.6 What are Defined Circumstances***

'Defined Circumstances' may include:

- illness or disability
- the location of the practitioner's practice
- the absence of the practitioner from conveyancing; or
- hardship or other special circumstances.

## **3.5 Records and Evidence**

### ***3.5.1 AICSA***

The Institute shall:

- have a system of recording and monitoring records to ensure points are allocated correctly that shall include the use of the Membes Association Management system
- publish their conference, training and professional courses on the AICSA website
- deliver by webinar and or online where possible, to assist country members to achieve their points targets
- provide Non-Members and other member types (not "Ordinary" members), with an "Accreditation Certificate' in recognition of training and professional development undertaken, if they choose to complete the required number of points.

### **3.5.2 Individual Participants**

Individuals shall keep a record of the CPC activity completed, including date, provider, form of activity, and CPC points. It is recommended that this record be kept in the form of diary notes/receipts. This record may be requested by AICSA to substantiate attendance or participation.

Individuals may self-assess their own compliance against the required criteria if they choose. They may log details of attendance in their “PD tracker” on the AICSA website detailing training completed with another organisation. The Institute shall determine if this activity is approved or not and the applicant may be required to provide evidence of attendance/participation in stated activities.

Evidence of the nature of the activity must be kept. This might take the form of a paper handed out during the activity or retaining the brochure promoting the activity. This evidence may require production in response to a query by the Institute regarding the nature of the CPC activity undertaken.

Records shall be retained for at least 12 months after the end of the CPC year in question.

### **3.6 Regulations and Regulators**

The CPC Scheme is regulated by the Institute which receives relevant documentation from registered conveyancers and determines in the first instance compliance with the Scheme.

The Institute shall:

- determine whether a CPC certificate should be awarded, suspended or cancelled
- determine whether any special conditions should be imposed by reason of non-compliance with the Scheme
- regularly monitor and review the operation and effectiveness of the CPC Scheme.