



Certificate in Practical Skills for Conveyancing Clerks & Students

Course Outline

AICSA has an enviable record in providing the essential skills & knowledge needed for conveyancing. Whether you are an inexperienced conveyancing clerk, a more experienced clerk or a conveyancing student, this intensely practical introductory course will benefit you!

This course may also be useful for newly admitted legal practitioners.

AICSA conducts an intensely practical introductory course of 11 topics offered either online or as 12 face-to-face Workshops.

These are directed at new and/or inexperienced conveyancing clerks, more experienced clerks and conveyancing students wishing to update their skills and obtain a Certificate of Competency.

The course will benefit:

- Employers - who will have better skilled and trained support staff (from internal and external sources)
- Support staff - who will improve their knowledge and skills and gain a recognised qualification
- Students - improve your knowledge and practical skills and give yourself a better chance of gaining work experience in the conveyancing field
- The conveyancing profession through generally enhanced knowledge and skills.

Online:

The following online subjects can be done at anytime and are available now.

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 7,8,9,12 are only available by workshops and not online)

Registrations:

Please contact the AICSA for information:

Tel:	08 8359 2090
Email:	project@aicsa.com.au
Website:	www.aicsa.com.au

Investment:

Discounted investment rate for booking complete course: \$1056.00 (Incl. GST).

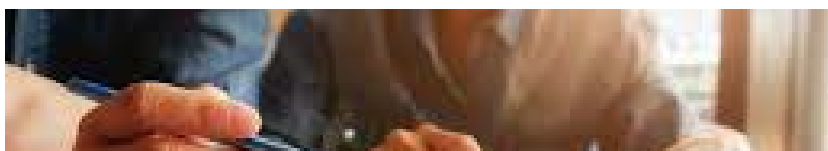
This includes either the online option OR workshop options. The online option comprises 7 online subjects + 4 workshops. The workshop option comprises 12 Workshops.

Individual session investment \$99.00 (Incl. GST) per session - not eligible for certificate.

Online modules \$99.00 (Incl. GST) per module.

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 the AICSA to arrange on tel: 08 8359 2090.



Time commitment:

Workshops are held on Wednesdays or Thursdays from 2pm-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 (2pm-4:45pm). Plus session assignments (each 1-2 hours max).

Each session to comprise of (with some flexibility depending upon nature of subject):

- 2 x 40 minute interactive presentations on subject
- 1 x 45 minute structured tutorial discussion on subject
- afternoon break/tea/coffee for 15 minutes between presentation periods

Assignments to be given at the end of tutorial, should take 1-2 hours (max) to complete (depending upon assignment) and be assessed to determine understanding and/or competency. Assessed assignments to be returned to student to assist in learning. Certificate of Satisfactory Completion to be issued to qualifying students. To qualify for your Certificate in Practical Skills 2020 all assignments must be handed in by the due dates. No assignments will be accepted later than one month after completion of course.

Course Dates 2020:

Subjects

Available online

Workshop date & time

1. Introduction to Interests & Dealings in Land	ONLINE	Wednesday 26 February, 2pm-4.45pm
2. Opening, Managing & Closing a File	ONLINE	Wednesday 4 March, 2pm-4.45pm
3. Contractual Issues for Clerks (Session 1)	ONLINE	Wednesday 18 March, 2pm-4.45pm
4. Contractual Issues for Clerks (Session 2)	ONLINE	Wednesday 25 March, 2pm-4.45pm
5. General Practices & Procedures	ONLINE	Wednesday 8 April, 2pm-4.45pm
6. Opening your own Conveyancing Business	ONLINE	Wednesday 22 April, 2pm-4.45pm
7. Financial & Accounting Issues (Session 1)	n/a	Wednesday 29 April, 2pm-4.45pm
8. Financial & Accounting Issues (Session 2)	n/a	Wednesday 6 May, 2pm-4:45pm
9. Land Services Group (includes tour of LTO)	n/a	Thursday 21 May, 9.30am-12.30pm
10. Risk Management	ONLINE	Thursday 21 May, 2pm-4.45pm
11. Introduction to Form 1	ONLINE	Wednesday 3 June, 2pm-4.45pm
12. Conveyancing IT	n/a	Wednesday 17 June, 2pm-4.5pm

You can enrol and undertake the online subjects ANYTIME.

Subjects 7,8,9 & 12 are only available by workshop.

Subject Outlines:

Subjects will be delivered at an introductory level with a practical focus.

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 & 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:
 - Electronic V Paper
 - 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 LPAAct)
- 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.

Subject Outlines: continued

- 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 & Accounting Issues (2 sessions)

- The deposit – who collects, owns, receives from agent, stakeholders
- Payment of the agent's commissions
- 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. Lands 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 (incl. settlements room).

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

Rebecca Hayes

Chief Executive Officer
ceo@aicsa.com.au

Margaret Barron

Manager, Policy & Training
margaret.barron@aicsa.com.au

Gabriel Melchizedek

Marketing and Comms Coordinator
communications@aicsa.com.au

Rebecca Bennett

Membership Coordinator
membership@aicsa.com.au

Netty Liberopoulos

Events Producer
project@aicsa.com.au

Contact Us

Australian Institute of
Conveyancers South Australian
Division Incorporated
Level 3, 255 Pulteney St
Adelaide SA 5000
Tel: 08 8359 2090
DX 58223 L.T.O.
Email: project@aicsa.com.au
Web: www.aicsa.com.au

Tel: 08 8359 2090

