

**Conveyancers (Qualifications and Experience)
Amendment Regulations 2025**

S.R. No.

TABLE OF PROVISIONS

<i>Regulation</i>	<i>Page</i>
1 Objectives	2
2 Authorising provision	2
3 Commencement	3
4 Principal Regulations	3
5 Definitions	3
6 New Part 3 inserted	4
7 Schedule 1 inserted	10
Endnotes	11

STATUTORY RULES 2025

S.R. No.

Conveyancers Act 2006

**Conveyancers (Qualifications and Experience)
Amendment Regulations 2025**

The Governor in Council makes the following Regulations:

Dated:

Responsible Minister:

NICK STAIKOS

Minister for Consumer Affairs

Clerk of the Executive Council

1 Objectives

The objectives of these Regulations are to amend the Conveyancers (Qualifications and Experience) Regulations 2018—

- (a) to prescribe continuing professional development requirements for licensed conveyancers for the purposes of section 46(1) of the **Conveyancers Act 2006**; and
- (b) to prescribe records required to be kept under section 46(2) of the **Conveyancers Act 2006**; and
- (c) to prescribe requirements for continuing professional development providers for the purposes of the continuing professional development requirements.

2 Authorising provision

These Regulations are made under section 188 of the **Conveyancers Act 2006**.

3 Commencement

These Regulations come into operation on 1 April 2027.

4 Principal Regulations

In these Regulations, the Conveyancers (Qualifications and Experience) Regulations 2018¹ are called the Principal Regulations.

5 Definitions

In regulation 5 of the Principal Regulations **insert** the following definitions—

"continuing professional development activity"
means an education activity that is—

- (a) undertaken for the purpose of ongoing learning; and
- (b) delivered by a continuing professional development provider to a licensee;

continuing professional development provider
means a person who is—

- (a) a registered training organisation which is approved by the Australian Skills and Qualifications Authority or the Victorian Registration and Qualifications Authority to deliver the qualification entitled BSB60220 Advanced Diploma of Conveyancing from the National Business Services Training Package Version 7.0, or if superseded its equivalent, in Victoria; or
- (b) the Australian Institute of Conveyancers (Victorian Division) Inc; or
- (c) contracted by, or acts as an agent for, a person specified in paragraph (a) or (b) to provide continuing professional development activities;

registered training organisation means—

- (a) an RTO within the meaning of section 4.1.1(1) of the **Education and Training Reform Act 2006**; or
- (b) a training organisation that is registered under a law of the Commonwealth or another State or a Territory by a body that is responsible for the registration under that law of training organisations that provide vocational education and training;".

6 New Part 3 inserted

After regulation 7 of the Principal Regulations
insert—

**"Part 3—Continuing professional
development requirements**

**Division 1—Requirements for
licensees**

**8 Minimum continuing professional
development activities**

- (1) A licensee must complete at least 5 continuing professional development activities in each 12-month period between 1 April in a calendar year and 31 March in the subsequent calendar year.
- (2) A continuing professional development activity which the Authority has determined does not comply with regulation 9(1) must not be included by a licensee for the purposes of meeting the requirements of this regulation.

**9 Content of continuing professional
development activities**

- (1) A continuing professional development activity must—
- (a) involve direct instruction, whether online or in person, from the continuing professional development provider to the person undertaking the activity; and
 - (b) involve at least one hour of instruction; and
 - (c) be relevant to a licensee's occupation; and
 - (d) include, as a primary learning objective, the development of skills or knowledge that improve—
 - (i) outcomes for consumers; or
 - (ii) compliance with legislative or regulatory requirements.
- (2) At least 2 of the continuing professional development activities completed by a licensee for the purposes of regulation 8 must be mandatory activities in Schedule 1.

10 Continuing professional development records to be kept

For the purposes of section 46(2) of the Act, the prescribed record is a certificate for each continuing professional development activity that specifies the following—

- (a) the title of the activity;
 - (b) the name of the licensee;
 - (c) the name of the continuing professional development provider;
-

- (d) the day or days on which the activity was undertaken;
- (e) certification from the continuing professional development provider that the certificate is genuine.

Division 2—Requirements for continuing professional development providers

11 Continuing professional development provider to give certain notices to the Authority

- (1) For the purposes of regulation 8, a continuing professional development provider, as soon as practicable before offering a continuing professional development activity, must give written notice to the Authority that contains the following information—
 - (a) the continuing professional development provider’s trading name;
 - (b) if applicable, evidence of approval from the Australian Skills and Qualifications Authority or the Victorian Registration and Qualifications Authority to deliver in Victoria the qualification entitled BSB60220 Advanced Diploma of Conveyancing from the National Business Services Training Package Version 7.0, or if superseded its equivalent;
 - (c) the title of the continuing professional development activity
-

or activities that the continuing professional development provider will deliver;

- (d) a course outline for each continuing professional development activity that the continuing professional development provider will deliver;
 - (e) the date or dates on which the continuing professional development provider will begin delivering the activity or activities.
- (2) For the purposes of regulation 8, a continuing professional development provider must give written notice to the Authority if it ceases to offer the activity as soon as practicable after the continuing professional development provider ceases to offer the activity.
- (3) For the purposes of regulation 8, if a continuing professional development provider varies the course outline for a continuing professional development activity, the continuing professional development provider, as soon as practicable after varying the course outline, must give written notice to the Authority of the varied course outline.
- (4) A continuing professional development provider must give written notice to the Authority of any change to the continuing professional development provider's—
- (a) trading name; or

- (b) registration or approval status with the Australian Skills and Qualifications Authority or the Victorian Registration and Qualifications Authority—

as soon as reasonably practicable after the change.

12 The Authority may publish information given by continuing professional development provider

For the purposes of regulation 8, the Authority may publish any information provided to the Authority under regulation 11 on the Internet site of the Director.

13 The Authority may determine that continuing professional development activity does not comply with content requirements

- (1) For the purposes of regulation 8, the Authority may determine in writing that a continuing professional development activity does not comply with regulation 9(1).
- (2) The Authority must publish notice of a determination under subregulation (1) on the Internet site of the Director.
- (3) The Authority, as soon as practicable after making a determination under subregulation (1), must give written notice of the determination to—
 - (a) each continuing professional development provider who provides the continuing

professional development activity;
and

(b) all licensees.

- (4) A determination made under this regulation takes effect on a day specified in the written determination."

7 Schedule 1 inserted

After Part 3 of the Principal Regulations **insert—**

"Schedule 1

Regulation 9(2)

A mandatory activity is a continuing professional development activity that relates to one of the following topics—

- 1 Take instructions in relation to a conveyancing transaction;
- 2 Finalise the conveyancing transaction;
- 3 Interpret a legal document and provide advice in a conveyancing transaction;
- 4 Identify and apply legal requirements for a conveyancing transaction;
- 5 Prepare legal documents for a conveyancing transaction;
- 6 Apply principles of trust accounting;
- 7 Interpret search results for a conveyancing transaction;
- 8 Comply with tax obligations in a conveyancing transaction;
- 9 Apply legal principles in contract law matters."

Endnotes

¹ Reg. 4: S.R. No. 60/2018 amended by S.R. No. 118/2021.

DRAFT