



## Continuing Conveyancers Education (CCE) Record

Financial Year: \_\_\_\_\_

Name: \_\_\_\_\_

Date	Conducted by (Organisation)	Activity/Topic	Hours	Points
<b>Total</b>				

- Note:**
1. During the course of each year a licensee is required to complete 5 points of continuing education. Full details of continuing education for conveyancers are available in the members section of the AIC NSW web site.
  2. Receipts and or certificates of completion of courses, seminars etc should be kept with this record sheet.
  3. Conveyancers are encouraged to complete more than the minimum continuing education requirements in order to increase their knowledge and competence.
  4. OFT will audit continuing education requirements and records should be kept for several years.
  5. The onus is on the individual conveyancer to provide evidence of their continuing education.
  6. AIC NSW may be able to confirm attendance at AIC activities but this cannot be guaranteed, it is the members responsibility to keep records of their continuing education.

*'Think Property... Think CPC'*

# Conveyancers Continuing Education (CCE)

During the course of each year a licensee is required to complete 5 points of continuing education. This can be done by attending seminars or lectures, by presentation of a lecture (which would be considered of suitable content) or private study of video or audiotapes.

One point is awarded for each one hour of lectures or seminars and also for the presentation of a lecture, one half of a point is awarded for each hour of study with video or audiotapes.

The contents of the lectures or the tapes must be of suitable intellect or practical content and deal with the law related to conveyancing or practice management.

Conveyancers are encouraged to complete more than the minimum of 5 hours of continuing education in order to increase their knowledge and competence.

## **Can anyone be exempt from completing the minimum 5 hours continuing education?**

The Office of Fair Trading may exempt someone from whole or part of the requirement for further education but only in exceptional circumstances.

## **In what period of the year must continuing education be completed?**

The twelve months beginning 1 July and ending 30 June each year or the twelve months following first issue of the licence.

## **What if I have not held a licence for a full 12 months?**

You have twelve months from first issue of your licence to complete 5 hours of continuing education. You do not have to comply on first renewal.

## **What happens if I don't complete the required educational points?**

You should apply to the Office of Fair Trading for an extension of time to complete the course.

## **Do I need to keep a record of lectures etc. attended?**

Yes - When applying for a renewal of licence evidence does not need to be provided, however, the Office of Fair Trading will do spot checks and if you are requested to do so you must provide evidence that you have completed the required continuing education.

## **Do I need to comply with the continuing education requirements if I am overseas or interstate?**

Yes - Any conveyancer holding a current licence must complete the required course of continuing education.

## **What courses are accredited?**

The Office of Fair Trading does not accredit courses. The courses must, however, be presented by someone qualified in the subject covered, must deal with matters related to conveyancing or practice management, must be related to the immediate or long term needs of the conveyancers professional development and the practice of conveyancing. It is the conveyancer's responsibility to ensure the course is relevant and acceptable for continuing education.

## **The following are the guidelines as issued by the Commissioner, Office of Fair Trading.**

### **- CONVEYANCERS LICENSING ACT 2003. - COMMISSIONER'S GUIDELINES FOR FURTHER EDUCATION.**

A licensee with a condition requiring further education to be undertaken must complete 5 points of professional development in the 12 months period following the granting or the renewal of the licence.

The professional development must consist of:

- an education program;
- a seminar, workshop, lecture, conference or discussion group;
- a multimedia or website based program; or
- research and preparation of an article published in a legal publication; or
- any combination of two or more of the above.

The professional development must be of significant intellectual or practical content and must be relevant to conveyancing work.

The professional development must be conducted by persons qualified in the subject matter to be covered.

## **A licensed conveyancer is entitled to one point for each of the following:**

- one hour of participation in a course of education relevant to conveyancing work;
- one hour of participation in a seminar, workshop, lecture, conference or discussion group;
- one hour spent in the preparation of written or oral material forming part of the formal instruction for a course or program relating to conveyancing work;
- for every 1000 words of an article published in a legal publication or other such publication (up to a maximum of 3 points);
- for every two hours spent on a program of private study of audio or video material that has been developed as part of a conveyancing or legal further education program (up to a maximum of 3 points).

## **Timetable of proposed seminars for conveyancers**

The Institute holds evening and day seminars throughout each financial year together with an annual conference to assist conveyancers to comply with their continuing education requirements. The timetable of seminars can be found on the "Seminars" page of the AIC NSW web site. Any other information can be obtained by contacting the AIC NSW Division office on 9633 1355.