

4. Continuing Education

Commissioners Guidelines

CONVEYANCERS LICENSING ACT 2003

COMMISSIONER'S GUIDELINES FOR FURTHER EDUCATION

1. It is a condition of a licence that a licensee undertake 5* points of continuing professional development in each 12 month period following the granting or renewal of the licence. Surplus continuing professional development points from one year may be carried forward for twelve months.

2. 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
- any combination of two or more of the above,

3. The professional development must be relevant to conveyancing work.

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

5. A licensed conveyancer is entitled to one point for each of the following:

- one hour of participation either online or face to face in a seminar, workshop, lecture, conference, webinar 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 continuing professional development program (up to a maximum of 3 points).

6. In exceptional circumstances a licensee may be exempted from completing part or all of the requirement for continuing professional development. Circumstances for granting an exemption are limited and may relate to serious illness or misadventure.

7. A licensed conveyancer must certify that he or she has undertaken 5* points of professional development in each 12 month period immediately prior to applying for renewal or restoration of a licence.

8. Failure to fulfil the continuing professional development requirement may result in the Commissioner refusing an application for renewal or restoration of a licence.