

ASTLLCL

Compile and present accurate and comprehensive personal search reports



Overview

This unit is about compiling the information obtained from personal searches and other information. The unit is aimed at those who compile and retail personal searches on a commercial basis.

Who is it for?

This unit is for you if you:

1. Compile personal search reports

There is one element:

1. Compile and present accurate and comprehensive personal search reports

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Performance criteria

You must be able to:

- P1 assemble and collate information from the outcomes of your searches and from other relevant and reliable sources, as required
- P2 prepare necessary documentation that is complete, objective and meets relevant codes of practice and standards, as well as current legislation
- P3 ensure that all information is available legitimately in the public domain, and up to date
- P4 provide all other relevant supporting information required by the client, as appropriate
- P5 recommend any necessary further investigations where information is inconclusive or incomplete
- P6 where necessary, state where and why accurate or complete inspection of records has not been possible and where and how to obtain the missing information
- P7 where necessary, answer any questions from clients about the documentation provided to them when clarification is required
- P8 maintain internal records which are clear, complete and conform to accepted professional and statutory requirements
- P9 keep stored records in a secure and safe environment

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Knowledge and understanding

You need to know and understand:

Communication and information

- K1 how to clarify and confirm the requirements and expectations of the client

Local Land Charges and Property Information

You need to know and understand:

- K2 the implications of legislation relevant to your ability to provide personal searches to clients
- K3 the sources of information required to produce personal search reports
- K4 the prescribed format and content of personal search reports
- K5 where is it necessary to recommend further investigation
- K6 the reasons why it is necessary and important to indicate if, where and why inspection of records was not possible
- K7 the importance of using plain language, and appropriate terms, throughout the personal search report
- K8 the circumstances under which it is permissible to submit incomplete information to a client
- K9 how to respond to questions and requests for clarification from the sellers or their representatives

Organisational context

You need to know and understand:

- K10 the legislation giving rise to personal searches
- K11 regulations under that legislation relating to the job of personal search agents and the undertaking of personal searches
- K12 the limitations and constraints that apply to the conducting of personal searches

Quality Assurance

You need to know and understand:

- K13 the importance of evaluating the completeness, legibility and consistency of local land and property information and how to do so
- K14 appropriate action to take to query inconsistencies in local land and property information
- K15 the importance of checking the personal search report to ensure it is clear, up to date complete and correct
- K16 the technology available for the production of completed documentation
- K17 the reasons for, and methods of, maintaining your own internal records in a clear, complete and acceptable manner
- K18 the minimum period of time for which you must retain records

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Additional Information

Scope/range related to performance criteria

1. **Client**
 - 1.1. seller
 - 1.2. solicitor
 - 1.3. conveyancer
2. **Documentation**
 - 2.1. paper based
 - 2.2. electronic
3. **Further investigation**
 - 3.1. set up appropriate quality control systems
4. **Where information is not included, state**
 - 4.1. state where and how it might be obtained (if at all)
 - 4.2. state what cost will be incurred (if any)
5. **Reporting and record keeping**
 - 5.1. appropriate quality control systems
 - 5.2. comprehensive records of search reports
 - 5.3. appropriate distribution procedures
 - 5.4. maintain appropriate filing and storage systems

Links to other NOS

How does it relate to other units?

LLCL is one of a group of seven units which describe the functions involved in conducting personal searches and compiling information for clients.

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Relevant occupations Business, Administration and Law; Agriculture; Managers and Proprietors in Hospitality and Leisure Services; Urban, rural and regional planning; Administration; Law and legal services; Managers in Farming, Horticulture, Forestry and Fishing; Legal Professionals; Architects, Town Planners and Surveyors; Public Service Professionals; Administration and Secretarial Occupations; Government and Related Organisations; Business and Finance Associate Professionals

Suite Local Land Charges and Property Information 2009

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