

ASTLLCO

Design and compile accurate and comprehensive personal search reports



Overview

This unit is about compiling the information obtained from personal searches and other information in a format that meets the client's requirements. 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. Are responsible for the designing of documentation and compilation of personal search reports

There are two elements:

1. Design a format for presenting a personal search report
2. Compile land and property information into a personal search report

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Performance criteria

You must be able to:

Design a format for presenting a personal search report

- P1 identify the legal and organisational requirements for presenting personal search reports and the information they must contain
- P2 develop a format for presenting personal search reports that complies with identified requirements, including client needs
- P3 test the format with relevant stakeholders and seek their feedback on the design
- P4 apply a standard format and style for presenting all personal search reports to clients

Compile land and property information into a personal search report

You must be able to:

- P5 assemble and collate information from the outcomes of personal searches of the local land charges register and other documentation, as required
- P6 prepare personal search reports that are complete, objective and meets relevant codes of practice and standards, as well as current legislation
- P7 ensure that all information is available legitimately in the public domain, and up to date
- P8 provide all other relevant supporting information required by the client, as appropriate
- P9 recommend any necessary further investigations where information is inconclusive or incomplete
- P10 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
- P11 where necessary, answer any questions from clients about the documentation provided to them when required is clarification
- P12 ensure that all internal records of completed reports and documentation are kept up to date are clear, complete and conform to accepted professional and statutory requirements

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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
- K2 how to identify the information needs of client and the legal requirements for presenting such information
- K3 how to reflect the company brand and identify in organisational literature, including personal search reports and other documentation
- K4 how to communicate clearly and accurately in written text and how to layout page formats appropriately

Local Land Charges and Property Information

You need to know and understand:

- K5 the implications of legislation relevant to your ability to provide to personal searches to clients
- K6 the sources of information required to produce a personal search reports
- K7 the prescribed format and content of personal search reports
- K8 where is it necessary to recommend further investigation
- K9 the reasons why it is necessary and important to indicate if, where and why inspection of records was not possible
- K10 the importance of using plain language, and appropriate terms, throughout the personal search report
- K11 the circumstances under which it is permissible to submit incomplete information to a client
- K12 how to respond to questions and requests for clarification from the sellers or their representatives

Organisational context

You need to know and understand:

- K13 the legislation giving rise to personal searches
- K14 regulations under that legislation relating to the job of personal search agents and the undertaking of personal searches
- K15 the limitations and constraints that apply to the conducting of personal searches

Quality Assurance

You need to know and understand:

- K16 the importance of evaluating the completeness, legibility and consistency of local land and property information and how to do so
- K17 appropriate action to take to query inconsistencies in local land and property information
- K18 the importance of checking the personal search report to ensure it is

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clear, up to date complete and correct

K19 the technology available for the production of completed documentation

K20 the reasons for, and methods of, maintaining your own internal records in a clear, complete and acceptable manner

K21 the minimum period of time for which records must be maintained

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Additional Information

Scope/range related to performance criteria

1. **Client**
 - 1.1. seller
 - 1.2. solicitor
 - 1.3. conveyance
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?

LLCO 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

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