

# Government Funded Learning

## Information Pack

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~ Traineeships ~

## Introduction

The Australian College of Professionals Pty Ltd is a Registered Training Organisation accredited since 2003 by the New South Wales Vocational Education and Training Accreditation Board (VETAB). Our registration number with the National Training Information Services (NTIS) is 91513. The College focuses on the provision of high quality training for professionals working in the property, finance and associated industries.

The College was initially established by Leverage Australia Pty Limited, which is a legal and finance company focusing on meeting the needs of professionals and consumers involved in the real estate and finance industry.

The College mainly conducts training throughout New South Wales and also in all other States and Territories upon request. The training provided enables students to gain competence in areas that will provide them with the qualifications to attain the appropriate authority to operate compliantly and practically within the industry. This ranges from entry level Certificates of Registration courses through to full licence courses.

Qualifications can be gained in the following areas:

- ◆ Real Estate;
- ◆ Business Broking;
- ◆ Stock and Station;
- ◆ Strata Management;
- ◆ On-Site Property Management;
- ◆ Buyers Agents;
- ◆ Continuing Professional Development (CPD) for people working in the property industry in all licence categories;
- ◆ Mortgage Broking;
- ◆ Financial Planning;
- ◆ Accounting;
- ◆ Management;
- ◆ Administration.

**Traineeships/Government-funded learning programs** are provided by the College in;

- ◆ Real Estate
- ◆ Stock & Station
- ◆ Operations (Strata Management)
- ◆ Business Broking
- ◆ Mortgage Broking
- ◆ Business Administration
- ◆ Frontline Management
- ◆ Accounting

We look forward to discussing any area related to the delivery of training under the Traineeship Scheme with you.

**Roslyn Sullivan**  
*Director and College Principal*

The Australian College of Professionals can assist you with accredited & nationally recognised traineeship courses in the following areas:

### **Business**

- ◆ BSB30407 – Certificate III in Business Administration
- ◆ BSB40507 – Certificate IV in Business Administration
- ◆ BSB40807 – Certificate IV in Frontline Management

### **Property**

- ◆ CPP30211 – Certificate III in Property Services (Agency)
- ◆ CPP30311 – Certificate III in Property Services (Operations)
- ◆ CPP40307 – Certificate IV in Property Services (Real Estate)
- ◆ CPP40407 – Certificate IV in Property Services (Stock and Station Agency)
- ◆ CPP40507 – Certificate IV in Property Services (Business Broking)
- ◆ CPP40611 – Certificate IV in Property Services (Operations)

### **Finance**

- ◆ FNS40610 – Certificate IV in Accounting
- ◆ FNS40810 – Certificate IV in Finance and Mortgage Broking



**Please call our friendly staff members on  
1300 88 48 10  
for any further information or  
to get the ball rolling.**

# Government Funded Learning

Choosing a traineeship with the Australian College of Professionals allows you to:

- ◆ gain valuable on the job work experience
- ◆ earn an income while you learn
- ◆ gain a Nationally recognised qualification

Traineeships are for ALL ages:

Traineeships are a great way to start your career, advance your career, help with further study or even open your own business.

Traineeships are Government Funded

By signing up an eligible employee into a traineeship with the Australian College of professionals, the employer is entitled to a payment over the life of the traineeship, up to \$4,000 from the Government.

Incentives Payable to Employers (maximum)	
\$ 1,500.00	Upon commencement and registration of the traineeship (this takes approx 3 months)
\$ 2,500.00	Upon successful completion of the traineeship period and training course (transcript issued)
\$ 4,000.00	In total (including GST)

How do you know if your employee is eligible?

- ◆ Is your employee an Australian citizen or permanent resident?
- ◆ Is your employee full or part time?
- ◆ Your employee must not hold any formal qualifications.
- ◆ Trainees cannot be self employed.

Eligibility, and the amount of incentive available, is assessed by an Australian Apprenticeships Centre and will vary depending upon the education background of the employee, the training course that they wish to undertake and their successful completion of the course.

New Employees

A new employee has been employed for under 3 months full time or 6 months part time.

For new employees, the NSW State Government will meet the cost of the College course fee which leaves the employer with the only cost being the mandatory enrolment fee of \$436.00. The employer will also receive the \$4,000 government funding incentive.

Existing Employees

An existing employee is an employee who has been employed for more than 3 months full time or more than 6 months part time.

For existing employees, the NSW State Government does not pay the College course or enrolment fee. However the employer still receives government funding of up to \$4,000 as in the table above.

## Fee Schedule 2012

### College Fees - Traineeship Enrolment

New Worker / Existing Worker Enrolment Fee	\$436 per annum
<i>Payable upon traineeship commencement</i>	

New Worker and Existing Worker Traineeship Enrolment Fees are non-refundable compulsory fees set by the Department of Education and Training and payable by either the Employee or the Employer to the College.



<b>New Worker Traineeship Course Fees*</b>	<b>Fees</b>
Certificate III in Property Services (Agency)	Nil
Certificate III in Property Services (Operations)	Nil
Certificate III in Business Administration	Nil
Certificate IV in Business Administration	Nil
Certificate IV in Frontline Management	Nil
Certificate IV in Property Services (Real Estate)	Nil
Certificate IV in Property Services (Stock and Station Agency)	Nil
Certificate IV in Property Services (Business Broking)	Nil
Certificate IV in Property Services (Operations)	Nil
Certificate IV in Finance and Mortgage Broking	Nil
Certificate IV in Accounting	Nil

N.B.: \*Fees for New Workers attending courses are met by the Department of Education and Training



<b>Existing Worker Traineeship Course Fees</b>	<b>Course Fee</b>
Certificate III in Property Services (Agency)	\$2,250
Certificate III in Property Services (Operations)	\$2,250
Certificate III in Business Administration	\$2,000
Certificate IV in Business Administration	\$2,450
Certificate IV in Frontline Management	\$2,450
Certificate IV in Property Services (Real Estate)	\$2,900
Certificate IV in Property Services (Stock and Station Agency)	\$3,200
Certificate IV in Property Services (Business Broking)	\$3,200
Certificate IV in Property Services (Operations)	\$3,200
Certificate IV in Finance and Mortgage Broking	\$2,700
Certificate IV in Accounting	\$2,700

### Payment Terms

- Course Fees and \$436 annual enrolment fee are 14 day terms
- Payment Plans can be arranged for specific circumstances – upon application and only at the approval of the College Principal.