

## Course Calendar - January to June 2012

### NSW Continuing Professional Development (CPD) Courses

(AM sessions are 8.30am – 12.30pm and PM sessions are 1.30pm – 5.30pm unless specified otherwise)

#### Sydney CBD

Business Broking (9am – 1pm)	Fri 20 <sup>th</sup> Jan	Commercial Leasing (9am to 1pm)	Tue 17 <sup>th</sup> Apr
RE Sales (AM) or Property Mgmt (PM)	Fri 27 <sup>th</sup> Jan	RE Sales (AM) or Property Mgmt (PM)	Thur 19 <sup>th</sup> Apr
RE Sales (AM) or Property Mgmt (PM)	Thur 9 <sup>th</sup> Feb	RE Sales (AM) or Property Mgmt (PM)	Fri 4 <sup>th</sup> May
Commercial Leasing (9am to 1pm)	Fri 10 <sup>th</sup> Feb	RE Sales (AM) or Property Mgmt (PM)	Thur 24 <sup>th</sup> May
Strata (9am – 1pm)	Thur 23 <sup>rd</sup> Feb	Commercial Leasing (9am to 1pm)	Fri 15 <sup>th</sup> Jun
RE Sales (AM) or Property Mgmt (PM)	Fri 23 <sup>rd</sup> Mar	RE Sales (AM) or Property Mgmt (PM)	Fri 22 <sup>nd</sup> Jun

#### Castle Hill

RE Sales (AM) or Property Mgmt (PM)	Thur 2 <sup>nd</sup> Feb	RE Sales (AM) or Property Mgmt (PM)	Thur 5 <sup>th</sup> Apr
RE Sales (AM) or Property Mgmt (PM)	Fri 24 <sup>th</sup> Feb	RE Sales (AM) or Property Mgmt (PM)	Fri 11 <sup>th</sup> May
RE Sales (AM) or Property Mgmt (PM)	Fri 9 <sup>th</sup> Mar	Commercial Leasing (9am to 1pm)	Thur 17 <sup>th</sup> May
Commercial Leasing (9am to 1pm)	Wed 14 <sup>th</sup> Mar	RE Sales (AM) or Property Mgmt (PM)	Thur 7 <sup>th</sup> Jun
Business Broking (9am – 1pm)	Thur 22 <sup>nd</sup> Mar	Strata (9am – 1pm)	Fri 29 <sup>th</sup> Jun

#### Central Coast

Sales & Property Mgmt (9am – 1pm)	Thur 29 <sup>th</sup> Mar	<b>Newcastle</b>	Sales & Property Mgmt (9am – 1pm)	Wed 25 <sup>th</sup> Jan
Sales & Property Mgmt (9am – 1pm)	Wed 11 <sup>th</sup> Apr	Strata (9am – 1pm)		Wed 1 <sup>st</sup> Feb
Sales & Property Mgmt (9am – 1pm)	Fri 25 <sup>th</sup> May	Sales & Property Mgmt (9am – 1pm)		Wed 16 <sup>th</sup> May

#### Blue Mountains

Sales & Property Mgmt (9am – 1pm)	Fri 24 <sup>th</sup> Feb	<b>Freshwater (Nthn Beaches)</b>	RE Sales (AM) or Property Mgmt (PM)	Tue 28 <sup>th</sup> Feb
Sales & Property Mgmt (9am – 1pm)	Tue 1 <sup>st</sup> May	RE Sales (AM) or Property Mgmt (PM)		Thur 3 <sup>rd</sup> May

#### Parramatta

Strata (9am – 1pm)	Thur 26 <sup>th</sup> Apr	<b>Orange</b>	Sales & Property Mgmt (1pm – 5pm)	Mon 2 <sup>nd</sup> Apr
--------------------	---------------------------	---------------	-----------------------------------	-------------------------

#### Port Macquarie

Sales & Property Mgmt (AM)	Mon 26 <sup>th</sup> Mar	<b>Coffs Harbour</b>	Sales & Property Mgmt (AM)	Mon 23 <sup>rd</sup> Apr
Commercial Leasing (PM)	Mon 26 <sup>th</sup> Mar	Strata (PM)		Mon 23 <sup>rd</sup> Apr

#### Ballina

RE Sales (AM) or Property Mgmt (PM)	Mon 20 <sup>th</sup> Feb	<b>Tweed Heads</b>	Strata (AM) or Sales/Prop Mgmt (PM)	Tue 21 <sup>st</sup> Feb
-------------------------------------	--------------------------	--------------------	-------------------------------------	--------------------------

#### Canberra

CPD for ACT agents	Mon 28 <sup>th</sup> – Tue 29 <sup>th</sup> (AM) May	<b>Wagga Wagga</b>	Sales & Property Mgmt (AM)	Mon 25 <sup>th</sup> Jun
CPD for NSW agents	Tue 29 <sup>th</sup> (PM) May	Stock & Station (PM)		Mon 25 <sup>th</sup> Jun

To enquire about any of our courses, please phone us on 1300 884 810, email us at [enquiries@collegeaus.com](mailto:enquiries@collegeaus.com) or enrol online at [www.collegeaus.com](http://www.collegeaus.com)

## CPD Breakfast Seminars\*

(Sessions are 8am to 10am unless specified otherwise – a light breakfast will be available)

### Parramatta CBD

Sales & Property Management	Tues 24 <sup>th</sup> Jan
Business Broking	Thur 23 <sup>rd</sup> Feb
Sales & Property Management	Wed 21 <sup>st</sup> Mar
Strata	Fri 23 <sup>rd</sup> Mar
Sales & Property Management	Tue 15 <sup>th</sup> May
Business Broking	Thur 14 <sup>th</sup> Jun

### Sydney CBD

Strata	Thur 19 <sup>th</sup> Jan
Sales & Property Management	Thur 16 <sup>th</sup> Feb
Sales & Property Management	Wed 28 <sup>th</sup> Mar
Business Broking	Fri 27 <sup>th</sup> Apr
Strata	Fri 25 <sup>th</sup> May
Sales & Property Management	Fri 1 <sup>st</sup> Jun

### Bankstown

Sales & Property Management	Wed 22 <sup>nd</sup> Feb
Sales & Property Management	Tue 24 <sup>th</sup> Apr
Sales & Property Management	Wed 13 <sup>th</sup> Jun

### Newcastle

Sales & Property Management	Tue 13 <sup>th</sup> Mar
Sales & Property Management	Fri 27 <sup>th</sup> Apr

### Eastern Suburbs

Sales & Property Management	Wed 8 <sup>th</sup> Feb
Sales & Property Management	Thur 12 <sup>th</sup> Apr

### Gosford

Sales & Property Management	Tues 7 <sup>th</sup> Feb
Sales & Property Management	Thur 14 <sup>th</sup> Jun

### Penrith

Sales & Property Management	Fri 2 <sup>nd</sup> Mar
Sales & Property Management	Thur 10 <sup>th</sup> May

### Liverpool

Sales & Property Management	Fri 3 <sup>rd</sup> Feb
Sales & Property Management	Wed 30 <sup>th</sup> May

### Campbelltown

Sales & Property Management	Tue 27 <sup>th</sup> Mar
Sales & Property Management	Fri 15 <sup>th</sup> Jun

### Wollongong

Sales & Property Management	Fri 20 <sup>th</sup> Apr
-----------------------------	--------------------------

**\*Pre-reading of course materials is required.**

## In-House CPD Courses

Customised and in-house courses are also available for groups of 6 or more within metro Sydney, Blue Mountains, Central Coast and Hunter\*. Please contact us if you have specific topic needs and our trainers can come to your office to conduct your CPD course at a time that suits you and your staff. Courses are available for employees in the Real Estate, Strata, Business Broking, On-site Residential or Stock & Station sectors.

\* For regions ex-Sydney, please contact us for a prompt quote.

**To enquire about any of our courses, please phone us on 1300 884 810, email us at [enquiries@collegeaus.com](mailto:enquiries@collegeaus.com) or enrol online at [www.collegeaus.com](http://www.collegeaus.com)**

## NSW Certificate of Registration Courses

(9am – 5pm each day unless specified otherwise)

### Sydney CBD

Mon 16<sup>th</sup> – Wed 18<sup>th</sup> Jan  
 Mon 13<sup>th</sup> – Wed 15<sup>th</sup> Feb  
 Mon 19<sup>th</sup> – Wed 21<sup>st</sup> Mar  
 Mon 16<sup>th</sup> – Wed 18<sup>th</sup> Apr  
 Mon 21<sup>st</sup> – Wed 23<sup>rd</sup> May  
 Mon 18<sup>th</sup> – Wed 20<sup>th</sup> Jun

### Central Coast\*

Tue 13<sup>th</sup> Mar (Dist Ed + 1 day tutorial)  
 Tue 15<sup>th</sup> May (Dist Ed + 1 day tutorial)

### Freshwater (Nthn Beaches)

Mon 27<sup>th</sup> Feb (Dist Ed + 1 day tutorial)  
 Fri 4<sup>th</sup> May (Dist Ed + 1 day tutorial)

### Port Macquarie

Tue 27<sup>th</sup> Mar (Dist Ed + 1 day tutorial)

### Wagga Wagga

Tue 26<sup>th</sup> Jun (Dist Ed + 1 day tutorial)

### Castle Hill

Mon 30<sup>th</sup> Jan – Wed 1<sup>st</sup> Feb  
 Mon 5<sup>th</sup> – Wed 7<sup>th</sup> Mar  
 Mon 2<sup>nd</sup> – Wed 4<sup>th</sup> Apr  
 Mon 7<sup>th</sup> – Wed 9<sup>th</sup> May  
 Mon 4<sup>th</sup> – Wed 6<sup>th</sup> Jun

### Newcastle\*

Wed 8<sup>th</sup> Feb (Dist Ed + 1 day tutorial)  
 Wed 11<sup>th</sup> Apr (Dist Ed + 1 day tutorial)  
 Wed 13<sup>th</sup> Jun (Dist Ed + 1 day tutorial)

### Penrith

Thur 1<sup>st</sup> Mar (Dist Ed + 1 day tutorial)  
 Fri 11<sup>th</sup> May (Dist Ed + 1 day tutorial)

### Coffs Harbour

Tue 24<sup>th</sup> Apr (Dist Ed + 1 day tutorial)

### Orange

Tue 3<sup>rd</sup> Apr (Dist Ed + 1 day tutorial)

## NSW Certificate of Registration Weekend Courses\*

(9am – 5pm each day unless specified otherwise)

### Liverpool

Sat 4<sup>th</sup> and Sun 5<sup>th</sup> Feb (Dist Ed + 2 days)  
 Sat 5<sup>th</sup> and Sun 6<sup>th</sup> May (Dist Ed + 2 days)

### Central Coast

Sat 14<sup>th</sup> – Sun 15<sup>th</sup> Apr (Dist Ed + 2 days)

### Castle Hill

Sat 16<sup>th</sup> – Sun 17<sup>th</sup> Jun (Dist Ed + 2 days)

### Newcastle

Sat 3<sup>rd</sup> – Sun 4<sup>th</sup> Mar (Dist Ed + 2 days)

\*Please note that if course numbers are low, the course may be reduced to a 1 day tutorial workshop.

The above courses are Centrelink approved.  
 Approved Institute No: 2R001

### In-House Certificate Courses

In-house courses are also available for groups of 6 or more within metro Sydney, Blue Mountains, Central Coast and Hunter\*. Our trainers can come to your office to conduct your Certificate of Registration course at a time that suits you and your staff. Courses are available for employees in the Real Estate, Strata, Business Broking or Stock & Station sectors.

\* For regions ex-Sydney, please contact us for a prompt quote.

## NSW Real Estate Licensing Fast Track\* Courses

(9am – 5pm unless specified otherwise)

### Castle Hill

Trust Accounting Mon 6<sup>th</sup> – Wed 8<sup>th</sup> Feb  
Property Mgmt Wed 8<sup>th</sup> (PM) – Fri 10<sup>th</sup> Feb

Trust Accounting Mon 16<sup>th</sup> – Wed 18<sup>th</sup> Apr  
Property Mgmt Wed 18<sup>th</sup> (PM) – Fri 20<sup>th</sup> Apr

Trust Accounting Mon 18<sup>th</sup> – Wed 20<sup>th</sup> Jun  
Property Mgmt Wed 20<sup>th</sup> Jun (PM) – Fri 22<sup>nd</sup> Jun

### Tweed Heads

Trust Accounting Mon 20<sup>th</sup> – Wed 22<sup>nd</sup> Feb  
Property Mgmt Wed 22<sup>nd</sup> (PM) – Fri 24<sup>th</sup> Feb

### Sydney CBD

Trust Accounting Mon 12<sup>th</sup> – Wed 14<sup>th</sup> Mar  
Property Mgmt Wed 14<sup>th</sup> (PM) – Fri 16<sup>th</sup> Mar

Trust Accounting Mon 14<sup>th</sup> – Wed 16<sup>th</sup> May  
Property Mgmt Wed 16<sup>th</sup> (PM) – Fri 18<sup>th</sup> May

\* In conjunction with Recognition of Prior Learning (RPL). Please contact us to discuss your eligibility.

## NSW Real Estate Licence Night Course

(6pm – 9pm each evening unless specified otherwise)

### 15 weeks at Castle Hill

Module 1 – Property Law  
Module 2 – Real Estate Sales  
Module 3 – Property Management  
Module 4 – Trust Accounting  
Module 5 – Proper Supervision  
Module 6 – Staff Management  
Module 7 – Cash Flow Management

### Tuesday and Wednesday Evenings

Tue 20<sup>th</sup> – Wed 21<sup>st</sup> March  
Tue 27<sup>th</sup> Mar – Wed 18<sup>th</sup> April  
Tue 24<sup>th</sup> & Thur 26<sup>th</sup> Apr\*, Tue 1<sup>st</sup> – Wed 9<sup>th</sup> May  
Tue 15<sup>th</sup> – Tue 29<sup>th</sup> May  
Wed 30<sup>th</sup> May  
Tue 5<sup>th</sup> – Wed 13<sup>th</sup> Jun  
Tue 19<sup>th</sup> – Wed 27<sup>th</sup> Jun

\*ANZAC Day Wed 25th April

## Diploma of Property Services (Agency Management)

(9am – 5pm unless specified otherwise)

Upgrade course for Cert IV in Property Services (Real Estate) holders and/or current NSW Real Estate Licence holders

### Castle Hill

Tue 27<sup>th</sup> – Fri 30<sup>th</sup> Mar

### Sydney CBD

Tue 26<sup>th</sup> – Fri 29<sup>th</sup> Jun

### Stock & Station Agent

Available on an expression of interest basis. Please contact us to register your expression of interest and you will be contacted promptly when the next course is scheduled. Recognition of Prior Learning (RPL) is also available.

### Auctioneer Accreditation

To enquire about any of our courses, please phone us on 1300 884 810, email us at [enquiries@collegeaus.com](mailto:enquiries@collegeaus.com) or enrol online at [www.collegeaus.com](http://www.collegeaus.com)

## Additional NSW Property Licensing Courses

(9am – 5pm unless specified otherwise)

### Business Broking

#### Sydney CBD

Wed 14<sup>th</sup> (PM) – Fri 16<sup>th</sup> Mar  
Wed 16<sup>th</sup> (PM) – Fri 18<sup>th</sup> May

#### Castle Hill

Wed 8<sup>th</sup> (PM) – Fri 10<sup>th</sup> Feb  
Wed 18<sup>th</sup> (PM) – Fri 20<sup>th</sup> Apr  
Wed 20<sup>th</sup> (PM) – Fri 22<sup>nd</sup> Jun

### Strata Management

#### Castle Hill

Tue 22<sup>nd</sup> – Fri 25<sup>th</sup> May

#### Sydney CBD

Tue 6<sup>th</sup> – Fri 9<sup>th</sup> Mar

### Cash Flow Management

#### Sydney CBD

Mon 27<sup>th</sup> – Tue 28<sup>th</sup> Feb

#### Castle Hill

Mon 30<sup>th</sup> Apr – Tue 1<sup>st</sup> May

### Staff Management

#### Sydney CBD

Wed 29<sup>th</sup> Feb – Thur 1<sup>st</sup> Mar

#### Castle Hill

Wed 2<sup>nd</sup> – Thur 3<sup>rd</sup> May

### Real Estate Sales

#### Sydney CBD

Tue 10<sup>th</sup> – Fri 13<sup>th</sup> Apr

#### Castle Hill

Mon 20<sup>th</sup> – Thur 23<sup>rd</sup> Feb  
Tue 12<sup>th</sup> – Fri 15<sup>th</sup> Jun

### Buyers Agent\*

#### Sydney CBD

Mon 13<sup>th</sup> – Tues 14<sup>th</sup> Feb  
Mon 16<sup>th</sup> – Tue 17<sup>th</sup> Apr  
Mon 18<sup>th</sup> – Tue 19<sup>th</sup> Jun

#### Castle Hill

Mon 30<sup>th</sup> – Tues 31<sup>st</sup> Jan  
Mon 5<sup>th</sup> – Tue 6<sup>th</sup> Mar  
Mon 7<sup>th</sup> – Tue 8<sup>th</sup> May

\* RPL requirements apply for course candidates.

## Victorian Agents Representative Courses

(9am – 6pm unless specified otherwise)

### Melbourne

Thur 16<sup>th</sup> Feb (Dist Ed + 1 day tutorial)  
Thur 22<sup>nd</sup> Mar (Dist Ed + 1 day tutorial)

Thur 3<sup>rd</sup> May (Dist Ed + 1 day tutorial)  
Thur 7<sup>th</sup> Jun (Dist Ed + 1 day tutorial)

## Victorian Estate Agent Licence Courses

(9am – 6.00pm daily unless specified otherwise)

### Melbourne

Trust Accounting  
Property Mgmt  
Auctioneering  
Business Sales

Mon 13<sup>th</sup> – Tues 14<sup>th</sup> Feb  
Wed 15<sup>th</sup> – Thur 16<sup>th</sup> (AM) Feb  
Thur 16<sup>th</sup> (PM) Feb  
Fri 17<sup>th</sup> Feb

Trust Accounting  
Property Mgmt  
Auctioneering  
Business Sales

Mon 30<sup>th</sup> Apr – Tue 1<sup>st</sup> May  
Wed 2<sup>nd</sup> – Thur 3<sup>rd</sup> (AM) May  
Thur 3<sup>rd</sup> (PM) May  
Fri 4<sup>th</sup> May

Trust Accounting  
Property Mgmt  
Auctioneering  
Business Sales

Mon 19<sup>th</sup> – Tues 20<sup>th</sup> Mar  
Wed 21<sup>st</sup> – Thur 22<sup>nd</sup> (AM) Mar  
Thur 22<sup>nd</sup> (PM) Mar  
Fri 23<sup>rd</sup> Mar

Trust Accounting  
Property Mgmt  
Auctioneering  
Business Sales

Mon 4<sup>th</sup> – Tue 5<sup>th</sup> Jun  
Wed 6<sup>th</sup> – Thur 7<sup>th</sup> (AM) Jun  
Thur 7<sup>th</sup> (PM) Jun  
Fri 8<sup>th</sup> Jun

To enquire about any of our courses, please phone us on 1300 884 810, email us at [enquiries@collegeaus.com](mailto:enquiries@collegeaus.com) or enrol online at [www.collegeaus.com](http://www.collegeaus.com)

## Business Administration and Management Courses

(9am – 5pm each day unless specified otherwise)

### Certificate IV in Business Administration

#### Castle Hill – 1 day per month (Feb to Nov)

Tue 28<sup>th</sup> Feb (Mod 1)

Tue 27<sup>th</sup> Mar (Mod 2)

Tue 24<sup>th</sup> Apr (Mod 3)

Tue 22<sup>nd</sup> May (Mod 4)

Tue 26<sup>th</sup> Jun (Mod 5)

Tue 24<sup>th</sup> July (Mod 6)

Tue 28<sup>th</sup> Aug (Mod 7)

Tue 25<sup>th</sup> Sep (Mod 8)

Tue 23<sup>rd</sup> Oct (Mod 9)

Tue 27<sup>th</sup> Nov (Mod 10)

## Financial Services Courses

(9am – 5pm unless specified otherwise)

### Diploma of Financial Planning

#### Sydney CBD

Core Module 1

Core Module 2

Elective Mod 3 - Insurance

Elective Mod 4 - Superannuation

Elective Mod 5 - Managed Investments

Thur 16<sup>th</sup> – Fri 17<sup>th</sup> Feb

Thur 1<sup>st</sup> – Fri 2<sup>nd</sup> Mar

Thur 22<sup>nd</sup> – Fri 23<sup>rd</sup> Mar

Thur 19<sup>th</sup> – Fri 20<sup>th</sup> Apr

Thur 2<sup>nd</sup> – Fri 3<sup>rd</sup> Feb

Thur 10<sup>th</sup> – Fri 11<sup>th</sup> May

#### RG146 Compliance

In order to achieve RG146 compliance only, students must complete both Core Modules 1 & 2 plus any one Elective Module.

## Mortgage Broking Courses

(9am – 5pm unless specified otherwise)

### Certificate IV in Finance & Mortgage Broking

#### Sydney CBD

Mon 30<sup>th</sup> Jan – Wed 1<sup>st</sup> Feb

Wed 7<sup>th</sup> – Fri 9<sup>th</sup> Mar

Mon 30<sup>th</sup> Apr – Wed 2<sup>nd</sup> May

### Diploma of Finance and Mortgage Broking Management Upgrade\*

#### Sydney CBD

Thur 19<sup>th</sup> – 20<sup>th</sup> Jan

Wed 22<sup>nd</sup> – Thur 23<sup>rd</sup> Feb

Thur 29<sup>th</sup> – Fri 30<sup>th</sup> Mar

Mon 23<sup>rd</sup> – Tues 24<sup>th</sup> Apr

Mon 7<sup>th</sup> – Tue 8<sup>th</sup> May

Thur 31<sup>st</sup> May – Fri 1<sup>st</sup> Jun

Mon 25<sup>th</sup> – Tue 26<sup>th</sup> Jun

**\*Existing Certificate IV holders with demonstrated staff & team management experience can upgrade to the Diploma qualification by attending the 2 day Diploma course above.**

**To enquire about any of our courses, please phone us on 1300 884 810, email us at [enquiries@colleageaus.com](mailto:enquiries@colleageaus.com) or enrol online at [www.colleageaus.com](http://www.colleageaus.com)**

## **Government Funded Training Courses**

We offer government funded training programs to new and existing employees which allows them to earn while they learn. Employers may also be entitled to incentive payments via these programs. Please contact us to check your eligibility for these programs obligation free, or you can download our Eligibility Form from our website under Traineeships.

### **Business**

BSB30407 – Certificate III in Business Administration  
BSB40507 – Certificate IV in Business Administration  
BSB40807 – Certificate IV in Frontline Management  
BSB40207 – Certificate IV in Business

### **Property**

CPP30207 – Certificate III in Property Services (Agency)  
CPP30309 – 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)  
CPP40609 – Certificate IV in Property Services (Operations)

Successful completion of ACP's Certificate IV level courses in Property Services will qualify candidates to apply for the relevant licence with NSW Fair Trading  
I.e. Cert IV in Property Services (Operations) = Strata Licence qualification

### **Finance**

FNS40610 – Certificate IV in Accounting  
FNS40804 – Certificate IV in Finance and Mortgage Broking  
FNS50310 – Diploma of Finance and Mortgage Broking Management

**Ask us about our Centrelink approved courses.**

Approved Institute No: 2R001



NATIONALLY RECOGNISED  
TRAINING

**To enquire about Government Funded Training Courses, please phone us on  
1300 884 810 or email us at [enquiries@collegeaus.com](mailto:enquiries@collegeaus.com)**