

Become a Successful Auctioneer “Auctioneer Accreditation”

The Australian College of Professionals is conducts one (1) day training courses that focus on both the theoretical and practical aspects of auctioneering. The course addresses one (1) of the twenty-four (24) competencies required to gain a full real estate licence. The Unit of Competence is:



CPPDSM4004A - Conduct Auction

CPPDSM4019A - Prepare for auction and complete sale

Course Dates: Courses are scheduled on an expression of interest basis. Each class is limited to a maximum of 3 students. Please contact us if you would like to be added to the list to be contacted when the next course is scheduled.

Venue: College Training Rooms Castle Hill
Level 1, 299 Old Northern Road
CASTLE HILL NSW 2154

If using a GPS, enter the address as the corner of Crane Road and Old Northern Road – or you will end up in Wisemans Ferry.

Parking: Free all day parking is available in the Castle Towers Shopping Centre which is across the road from the College. Early morning (pre 9.00am) entry is via Old Castle Hill Road.

Outcomes: At the conclusion of the training course, you will be able to:

1. Prepare for auction sale, including:
 - marketing procedures
 - preparation of accurate documentation
2. Conduct an auction, including:
 - asking appropriate questions
 - obtaining optimum price for property
 - adherence to auction marketing strategies and legislation
3. Conduct auction follow-up, including:
 - compiling auction sales data
 - maintaining accurate records of attendance at the auction
 - expand agency contact list

Most importantly, provided you already hold a Real Estate Licence this course provides you with the necessary accreditation to be recognised by the NSW Office of Fair Trading as an auctioneer.

Mentor Program:

Following the one day of the course, we will provide follow-up support as mentors. During the six months following the course, you will be able to forward two (2) tapes or CDs to the College and have them reviewed and critiqued by experienced auctioneers. This will enable all participants to continue to develop their skills and experience in this area.

Enrolment Process:

Face to Face Courses

1. Complete our enrolment form. If you have any questions regarding the form, please contact us on 9659 4699 or 1300 88 48 10.
2. Return the form to our office at least 1 week prior to course date together with payment for the course.
3. Alternatively, you can enrol online at www.collegeaus.com and follow the link to Training Schedule & Enrolment

Distance Education Courses

1. Complete our enrolment form. If you have any questions regarding the form, please contact us on 9659 4699 or 1300 88 48 10.
2. Return the form to our office together with the payment for the course.
3. Once your enrolment and payment has been received we will post the learning materials to you.
4. Read the materials and complete the assessment(s).
5. Return the assessment(s) to our office.
6. Your assessment(s) will be marked and if successful your Certificate or Transcript will be dispatched within seven (7-10 business) days.

Expectations:

In order to meet the requirements of the course(s), you will need to complete all of the following:

- Attend all sessions of the course (face-to-face courses).
- Complete all competency assessments which will be undertaken throughout the course.
- Complete all take-home assessment tasks and return within thirty (30) days after course completion or by the due date specified in your Distance Education Package letter (30 – 60 days depending on course)
- If these assessments are not returned by the due date, you will be marked as “Not Yet Competent” and may be required to attend the course again or be assessed for Recognition of Prior Learning. Both of these will incur additional fees.
- If you require an extension to your due date, please contact the College to discuss your extension needs.

Special Needs (face to face courses):

If you have any special needs in relation to access, food and beverage or any other issue, please note this on your enrolment form and we will make every effort to meet your needs.

Course Fees:

	Face to Face	Distance Education
Auctioneers	\$895*	\$600*
*All course fees are GST exempt.		

Cost: The total costs cover (as applicable):

- All days of training and phone/email support
- The provision of all learning materials
- Morning and afternoon tea
- Conducting assessments for each participant
- Marking of competency assessments
- Issuing of academic transcripts

Payment

Face to Face Courses

Payment must be received no later than one week prior to the course date. Payments can not be accepted on the day. Tax Invoices/Receipts will be mailed to the address specified on your enrolment form.

Distance Education Courses

Payment must be received prior to the issue of any course materials. Tax Invoices/Receipts will be emailed/mailed to the address specified.

Payment can be made by cheque, money order credit card. We accept MasterCard, Visa and American Express payments. AMEX payments incur a 3% surcharge.

Refund Policy – please note:

Face to Face Courses

- There are no refunds for cancellations less than 24 hours prior to commencement of the training.
- For cancellations less than fourteen (14) days prior to the training course, the College will transfer your enrolment to another date but no refund will apply.
- For cancellations more than fourteen (14) days prior to the training course, an administration fee of 20% of the course fee will apply.
- For course transfers less than 24 hours prior to the commencement of the training, an administration fee of 50% of the course fee will apply.
- ACP reserves the right to cancel courses due to unforeseen circumstances and/or if minimum course numbers are not reached. Students will be offered a full refund for any course fees paid for the cancelled course or have their course fee credited towards another ACP course.

Distance Education Courses

- A full refund will apply for cancellations made prior to course materials being issued.
- No refunds apply after course materials have been issued.

Enquiries:

Australian College of Professionals
Suite 1, Level 1, 299 Old Northern Rd
Castle Hill NSW 2154
PO Box 1778, Castle Hill NSW 1765

Phone: (02) 9659 4699 or 1300 88 48 10
Fax: (02) 9899 4797
Web: www.collegeaus.com
Email: enquiries@collegeaus.com