

Buyers Agent's Licence

CPP30207 – Certificate III in Property Services (Agency) and

CPP40307 – Certificate IV in Property Services (Real Estate)

Course Brochure

We are pleased to announce that the Australian College of Professionals is conducting an intensive training program over eight (8) days for people to undertake an in-depth study of the entire buyers agency process. This is a practical-based course and provides course participants with opportunities to acquire and practice new skills in all areas relating to real estate.

The courses listed here are based on the premise that you have not already completed the introductory Certificate of Registration course.

You may be assessed for Recognition of Prior Learning (RPL) or Recognition of Current Competence (RCC) for one or more modules. This means that you will not need to attend training for that module. Assessment is undertaken on an individual basis and determination of RPL or RCC is based on the evidence of your previous experience and learning.

The successful completion of this full training program will mean that the person gains a Statement of Attainment for the national Units of Competency required by the NSW Office of Fair Trading to make application for a NSW Buyers Agents Licence.

The Certificate of Registration course is required for all persons to work in the real estate industry. It also forms the basis for the licensing course. Please note that if you are completing all of the Buyers Agent licensing courses at the same time, you may be assessed as only needing to complete the first day of the Certificate course. This assessment is undertaken on an individual basis and is at the discretion of the College Principal. This would also mean a reduction in the cost for this module. The four Units of Competence for this training are:

CPPDSM4007A

Identify legal and ethical requirements of property management to complete agency work

CPPDSM4008A

Identify legal and ethical requirements of property sales to complete agency work

CPPDSM4080A

Work in the real estate industry

CPPDSM3019B

Communicate with clients as part of agency operations



Staff Management course (2 days) focuses on both the theoretical and practical aspects of performance management – namely business planning, negotiation skills, conflict management and training and development within an organisation. These Units of Competence are:

BSBLED401A

Develop teams and individuals

CPPDSM4005A

Establish and build client-agency relationships

CPPDSM3019B

Communicate with clients as part of agency operations



Real Estate Sales

1. Have an understanding of the formal and informal relationships involved in acting for an agency client in transactions concerning two or more parties including:
 - Act as a buyers agent
 - Take and act on instructions, maintain a diary system and delegation of responsibility where appropriate
 - Maintain quality transactions and resolve outstanding matters
 - Maintain agency and client records
2. Have an understanding of the importance of frontline management and the importance of supporting the development of a learning organisation including:
 - Creation of learning opportunities
 - Facilitating and promotion learning
 - Monitoring and improving learning effectiveness

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 sixty (60) days after course completion or by the due date specified in your Distance Education Package letter (60-90 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 (3 days)	Distance Education	
Certificate of Registration	\$595	\$350	\$200 (one day option)
Staff Management	\$900	\$600	
Real Estate Sales	\$1200	\$600	
Total:	\$2,695 (\$2,300)	\$1,550	

*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

Please note that these fees do not include the licence/registration application fees payable to the NSW Office of Fair Trading or any other external/government fees payable.

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.

Distance Education Courses

- A full refund will apply for cancellations made prior to course materials being issued.
- No refunds are available once 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