

## **Certificate of Registration (Strata)**

### **Property Services Training Package CPP07**

### **Course Brochure**

We are pleased to announce that the Australian College of Professionals is conducting a two (2) day training course for people to complete the Statement of Attainment required to obtain a Certificate of Registration (Strata Management) through the NSW Office of Fair Trading. It should be noted that you require a Certificate of Registration if you wish to participate in the strata management sector..

Our courses are developed in conjunction with the law firm, Leverage Australia, and are delivered by current industry professionals and solicitors. This means that students are able to benefit from the analysis of real cases and scenarios and receive the most up to date knowledge of legislation and industry best practices.

The three Units of Competency required to obtain the necessary skill set to make application for a Certificate of Registration (Strata) are taken from the following two Nationally Recognised Qualifications:

CPP30207 ~ Certificate III in Property Services (Operations) and  
CPP40307 ~ Certificate IV in Property Services (Real Estate)



**CPPDSM3017A**

**Work in the strata/community management sector**

**CPPDSM3016A**

**Work in the property industry**

**CPPDSM3019A**

**Communicate with clients as part of agency operations**

#### **Course Dates:**

#### **Option 1:**

Days 1 & 2 of Certificate of Registration (Real Estate)  
plus take home Strata Module to be completed via Distance Education

#### **Option 2:**

Distance Education

#### **Option 3:**

Distance Education plus 1-2 day tutorial

#### **Times:**

9.00am to 5.00pm

#### **Venue:**

Sydney CBD  
Miranda  
Blue Mountains  
Castle Hill  
Dee Why

Mudgee  
Bathurst  
Wagga Wagga  
Gosford  
Newcastle

Port Macquarie  
Coffs Harbour  
Ballina  
Tweed Heads

#### **Outcomes:**

At the conclusion of the training course and the successful completion of all assessment tasks, you will have achieved:

1. Statement of Attainment in the Course in Property Practice
2. The Australian College of Professionals will provide you with the necessary documentation in order to register you with the Office of Fair Trading for a Certificate of Registration (Strata) that gives you the authority to work in the real estate industry as a salesperson. The cost of this registration is not included in your total course fee.

### **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](http://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.

### **Important:**

In order to apply for a Certificate of Registration through the Office of Fair Trading, you must meet all of their criteria. These are:

1. You are over 16 years of age
2. You have the appropriate educational qualifications (this is what you get at the end of this training program)
3. You are not a disqualified person – the Office of Fair Trading conducts a police check and they are looking for any convictions in the past ten (10) years. A conviction does not necessarily disqualify you – it depends on what the conviction was for. If you have a past conviction, it would be advisable to discuss this with us prior to enrolling in the course.
4. You are a fit and proper person of good fame and character.

### **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
Certificate of Registration	<b>\$595</b> (incl. 2 days face to face plus take home Strata Module)	<b>\$350*</b>

\*All course fees are GST exempt.

**Cost:** The total costs cover (as applicable):

- Phone /email support
- The provision of all learning materials
- 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.

#### 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  
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