

Real Estate Night Licence

Property Services Training Package CPP07

Course Brochure

We are pleased to announce that the Australian College of Professionals is conducting a full real estate licensing course over a four month period, where you will be required to attend training two (2) evenings per week. By successfully completing this course you will be eligible to apply for a real estate licence through the NSW Office of Fair Trading.

In order to gain a real estate licence in New South Wales, you must be assessed as competent against twenty four (24) nationally recognised Units of Competence. The Australian College of Professionals has designed a training program that is conducted after usual working hours that will enable you to gain competence in each of these twenty four (24) units.



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
CPPDSM4009B	Interpret legislation to complete agency work
CPPDSM4015B	Minimise agency and consumer risk
CPPDSM4080A	Work in the real estate industry
CPPDSM4003A	Appraise property
CPPDSM4005A	Establish and build client-agency relationships
CPPDSM4006A	Establish and manage agency trust accounts
CPPDSM4010A	Lease property
CPPDSM4011A	List property for lease
CPPDSM4012A	List property for sale
CPPDSM4013A	Market property for lease
CPPDSM4014A	Market property for sale
CPPDSM4016A	Monitor and manage lease or tenancy agreement
CPPDSM4017A	Negotiate effectively in property transactions
CPPDSM4019A	Prepare for auction and complete sales
CPPDSM4020A	Present at tribunals
CPPDSM4022A	Sell and finalise the sale of property by private treaty
CPPDSM4049A	Implement maintenance plan for managed properties
CPPDSM4036A	Broker sale of industrial, commercial and retail property
BSBLED401A	Develop teams and individuals
BSBRKG304B	Maintain business records
BSBSBM406A	Manage small business finances
CPPDSM4056A	Manage conflicts and disputes in the property industry

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.

RPL: If you do not need to complete all of the modules because you have received Recognition of Prior Learning (RPL) for one or more of the modules, you can attend the training for the just the specific modules that you are required to complete.

Course Dates:	Module 1 – Property Law	Tues 20 th – Wed 21 st March
	Module 2 – Real Estate Sales	Tues 27 th Mar – Wed 18 th April
	Module 3 – Property Management	Tues 24 th & Thu 26 th Apr*, Tues 1 st – Wed 9 th May
	Module 4 – Trust Accounting	Tues 15 th – Tues 29 th May
	Module 5 – Proper Supervision	Wed 30 th May
	Module 6 – Staff Management	Tues 5 th – Wed 13 th June
	Module 7 – Cash Flow Management	Tues 19 th – Wed 27 th June

Times: 6pm – 9pm * ANZAC Day Wed 25th April

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.

Outcomes:

Each training module incorporates attending the training session, participating in group activities and completing take-home assessment work. At the conclusion of each course, you will have achieved the following:

Module 1 ~ Property Law

This module covers the introductory knowledge required to work compliantly in the property industry. It covers regulatory guidelines, code of conduct, property law and land title. It is best that this module is completed prior to undertaking any of the other modules.

Module 2 ~ Real Estate Sales

Practical skills in relation to undertaking the sales process, from providing the initial market opinion of the property, obtaining the listing, marketing skills, negotiating the deal, the sales process for private treaty and auction, and monitoring the sales process for quality and outcomes.

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:
 - 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

Module 3 ~ Property Management

1. Undertake all administrative duties relating to the leasing of property, including:
 - Screening tenant enquiries and applications.
 - Undertake property inspections.
 - Prepare tenancy documentation.
 - Maintain data-base
2. Undertake all customer services and procedures and practices involved in the management of property under an agency contract, including:
 - operate property management trust account.
 - identify risk management strategies and ensure security of properties.
 - ensure maintenance of managed properties.
 - ensure landlord's rights and obligations are met.
 - provide support to landlord for CTTT matters relating to breaches in contract.

Module 4 ~ Trust Accounting

Understand the legal standards required for the keeping and maintenance of a real estate trust account.

- Understand basic bookkeeping and financial management in order to clarify the distinction between audits of accounts kept for normal agency business practices and audits for trust account management purposes.
- Establish trust account record-keeping systems, including account transactions.
- Secure cash disbursements.
- Maintain records of trust account transactions.

Module 5 ~ Proper Supervision

This module examines the seriousness of holding a licence and address the Supervision Guidelines as issued by NSW Fair Trading and how a licensed agent must work within these guidelines. This module also provides a practical approach to implementing the supervision guidelines within an agency environment.

Module 6 ~ Staff Management

1. Negotiate effectively in property transactions, including:
 - Establishing needs and expectations of clients
 - Negotiating with clients involved in property transactions to reach a desired outcome
 - Managing potential and real disputes with all parties involved
2. Managing conflicts and disputes, including:
 - Assessing the level of conflict or dispute from all sides of the issue
 - Negotiating resolutions
 - Evaluating responses by all parties to the dispute
3. Developing teams and individuals
 - Identifying learning and development needs within an organisation
 - Preparation of learning plans
 - Developing methods for the delivery of learning and identifying learning goals of individuals
 - Monitoring workplace performance in relation to learning goals and objectives
 - Utilising feedback from individuals and teams to identify and implement improvements in learning arrangements

Module 7 ~ Cash Flow Management

1. Undertake the establishment and maintenance of records of agency financial transactions:
 - Establish and maintain financial records from consultation and analysis of financial plans.
 - Prepare format for presentation and delivery of financial reports.
 - Monitor financial transactions.
2. Undertake the establishment of risk management systems for all aspects of agency business, including:
 - Analyse potential risk to agency and clients.
 - Implement agency policies and procedures to minimise risk.
 - Establish ongoing monitoring and reporting systems to minimise risk to agency, clients and properties.

Enrolment Process:

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

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
- 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
- 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:

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:

Module 1 – Property Law	\$300	Module 5 – Proper Supervision	\$150
Module 2 – Real Estate Sales	\$1200	Module 6 – Staff Management	\$600
Module 3 – Property Management	\$900	Module 7 – Cash Flow Management	\$600
Module 4 – Trust Accounting	\$750		
		*Total:	\$4,500

Cost: The total costs cover (as applicable):

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

Please note that this training course is GST exempt.

If you intend to participate as a student in all courses, a discount of just over 10% will be offered, bringing the total course fees to **\$4,000**.

Please Note:

Course 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.

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