



UNIQUE
Training Providers

*Assistant Agents
Course*



(CERTIFICATE OF REGISTRATION)



NATIONALLY RECOGNISED
TRAINING

RTO: 91585

Who is this course designed for?

This course is designed for those who are entering the real estate industry as well as those seeking to work in the stock and station agency sector.

Successful completion of five units of competency will allow you to apply for a Certificate of Registration as an **ASSISTANT AGENT** (real estate and/or stock and station) through NSW Fair Trading.

Who can enrol?

This course is open to anyone looking to enter the property or stock and station agent industry including school leavers and those looking for a career change.

We do not have CRICOS registration for this course.

Who are we?

Unique Training Providers is a well-respected Registered Training Organisation, known for our expertise in delivering specialised training and consultation services for the property industry. While our main office is located in the Southern Highlands of NSW, we have trainers based throughout the state, ensuring that we can deliver training to you, wherever you are. We are committed to providing high-impact presentations that draw on extensive knowledge and experience, all while upholding the highest levels of professionalism and integrity. Additionally, we are dedicated to offering the best possible support to students, working closely with you to meet your education and training needs to the highest standard.

What will I learn?

The five units of competency that form this course are taken from the following Nationally Recognised Qualification CPP41419 Certificate IV in Real Estate Practice

CPPREP4001	Prepare for professional practice in real estate
CPPREP4002	Access and interpret ethical practice in real estate
CPPREP4003	Access and interpret legislation in real estate
CPPREP4004	Establish marketing and communication profiles in real estate
CPPREP4005	Prepare to work with real estate trust accounts

Unit of Competency Descriptions

The following units of competency apply to those currently working in or seeking to work in the real estate industry.

CPPREP4001 Prepare for professional practice in real estate	<p>This unit specifies the skills and knowledge required to understand the personal and legislative requirements of professional practice in real estate.</p> <p>It includes expressing a thorough understanding of the business structures, regulatory framework, codes of practice and professional development pathways within real estate.</p>
CPPREP4002 Access and interpret ethical practice in real estate	<p>This unit specifies the skills and knowledge required to work ethically in real estate.</p> <p>It includes expressing a thorough understanding of ethical standards in real estate.</p> <p>This unit supports real estate professionals in reducing financial and reputational risks, in meeting consumer protection standards, and in dealing responsibly with ethical breaches and challenges.</p>
CPPREP4003 Access and interpret legislation in real estate	<p>This unit specifies the skills and knowledge required to identify, access and interpret legislation relevant to work in real estate.</p> <p>It includes developing an understanding of the legislative framework, its structure and the impact of legislation on work in real estate.</p> <p>The unit is particularly relevant when people seek to relocate and resume practice in a different state or territory or to offer different real estate industry services.</p>
CPPREP4004 Establish marketing and communication profiles in real estate	<p>This unit specifies the skills and knowledge required to develop marketing and communication profiles in real estate.</p> <p>It includes understanding methods for marketing and communicating, clarifying type, value and purpose of different communication activities and developing a personal profile for marketing and communication in real estate.</p>
CPPREP4005 Prepare to work with real estate trust accounts	<p>This unit specifies the skills and knowledge required to work with real estate trust accounts within established agency controls.</p>

Foundations Skills

To successfully achieve competency in these units, you must currently possess the following foundation skills:

Skill	In Practice
Reading	Ability to read and interpret legislation such as Acts, licence conditions, trust account rules etc. Must have the ability to comprehend course materials and forms.
Writing	Ability to write clearly in application forms, property forms; prepare legally valid documentation; compose letters, marketing material etc.
Oral Communication	Ability to explain to vendors, buyers or tenants the terms of contracts; negotiating sale/leasing; communicating with clients, Government Agencies or other stakeholders.
Numeracy	Ability to accurately calculate commissions, rental returns; managing/balancing trust accounts; interpreting financial statements; calculating fees, rates, taxes etc.
Technology/Digital Literacy	Ability to use agency software, online portals, email programs, word processing, spreadsheets, access and interact with pdf documents.
Learning/Ability to apply new knowledge	Ability to take in new rules or changes (laws, licensing orders, market conditions), adapt practices, understand and implement updated regulatory or ethical requirements.
Problem Solving/Critical Thinking	Ability to spot potential non-compliance, deciding how to respond to issues in tenancies or sales; making decisions about listing strategies or conflicts of interest. Responding to complaints.
Attention to Detail	Ability to ensure forms are correctly filled, deadlines are met, signatures are present, financial reconciliations are correct; documents comply with regulatory requirements.
Customer Service/ Interpersonal Skills	Ability to listen to client needs; explaining processes; negotiating; handling complaints or conflicts; maintaining good relationships.

Face to Face and Virtual Classroom Training

This course is delivered over 3 full day face to face sessions as shown below*:

Day 1: CPPREP4001 Prepare for professional practice in real estate

CPPREP4004 Establish marketing and communication profiles in real estate

Day 2: CPPREP4002 Access and interpret ethical practice in real estate

CPPREP4003 Access and interpret legislation in real estate

Day 3: CPPREP4005 Prepare to work with real estate trust accounts

You will be required to complete assessments in your own time.

On completion of this course, you will have acquired the skills and knowledge to:

- understand ethical and conduct standards in real estate
- understand how to access and interpret legislation
- establish and develop marketing and communication profiles in real estate
- understand the requirements of trust accounting

* Course format may differ from above. Days are not always consecutive days and may be delivered over several weeks.

Distance Learning

This course is also available through distance learning, as a self-paced program designed for individuals who prefer to study on their own schedule. The online learning portal can be accessed at any time to accommodate different time commitments.

Students are allocated 6 months to complete this course by distance learning and will be given contact details of our office as well as a Trainer/Assessor for support throughout the course.

Course Fees

Face to Face or Virtual Classroom	\$700
Distance Learning	\$399

Resources

Classroom Based Training

Your trainer will provide you with all learning resources and assessments. They will guide you through the course and help you to acquire the knowledge and skills that you need to work in the real estate industry. You will be required to complete assessments in your own time which could include:

- Written Questions
- Scenarios
- Reports
- Workplace projects
- Roleplays

Students will be required to bring a pen, notepad and calculator.

Distance Learning - online

If you wish to complete this course via distance learning, please visit our website to access and submit the online enrolment form or contact your trainer.

The course is delivered through our online portal, where all assessments are conducted electronically. You must have a valid email address in order to log in and receive notifications.

Like to kick it old school?

If you prefer the “old school” method of delivery, we are happy to assist. This method includes course material being delivered via email in pdf format or you can request a hard copy of the course material posted to you at an additional cost. You will require an email address, internet access and access to Adobe and a word processing application in order to complete some projects.

Assessments include:

- Written Questions
- Scenarios
- Reports
- Workplace projects

Virtual Classroom Training

You will be provided with details of the course including trainer details, course dates & times, required links to access the training and the course material which can be accessed through our online portal or we can send by email in PDF format. You can have a hard copy of the course material posted to you at an additional cost.

During the virtual classroom sessions, your trainer will guide you through the course and help you to acquire the knowledge and skills that you need to work in the real estate industry. You will be required to complete assessments in your own time which could include:

- Written Questions
- Scenarios
- Reports
- Workplace projects
- Roleplays

You must have an email address, a digital device with a microphone and camera and reliable internet access. Assessments will be submitted via email.

You will also need access to Adobe and a word processing application in order to complete some projects.

Enrolment Process

To enrol in this course, you will be required to complete an enrolment form which is available on our website or from your trainer.

Students are required to adhere to the requirements set out in our Participant Handbook. Students must read the participant handbook prior to enrolling into any of our courses. The Participant Handbook can be accessed on our website

<https://www.uniquetrainingproviders.com.au/>

Pre-Assessment

To ensure that our learners have every opportunity to succeed in their career we have included as part of our enrolment process a suitability checklist. This has been designed to ensure the chosen course is appropriate and at the right level for their current skills and knowledge abilities.

Trainers use this checklist to determine if additional assessment is needed before accepting individuals into the learning program.

Students who fail to attain a sufficient standard will have their course fees refunded and referred to an appropriate service for Language, Literacy and Numeracy support.

Special Needs

During the enrolment process, we ask that you identify any special needs you may have. This can be in relation to a physical or intellectual disability as well as illness or other medical conditions. We will make every effort to accommodate individual student needs; however, we reserve the right to refuse enrolment where we feel that the student cannot meet training requirements to achieve a successful outcome.

Recognition of Prior Learning

All students are offered the opportunity to apply for RPL, please see our website or the Participant Handbook for more information.

Course Duration

Face to Face / Virtual Classroom Training

You are provided with 24 hours of face-to-face training. You have 3 months from course commencement to submit all completed assessments. This is based on 10 hours per week over 13 weeks.

Distance learning

You have 6 months to complete your training by distance learning. This is based on 7 hours per week over 26 weeks to complete the training.

Completion times indicated are a guide only. Amount of training hours will vary according to each student's abilities and workplace experience.

Payment options

Payment can be made by direct deposit or credit card.

Face to Face or Virtual Classroom method

Payment must be received in full prior to commencement of your course.

A tax Invoice/receipt will be emailed to the email address you provide on your enrolment form.

Distance Learning

Payment must be received prior to the issuance of any course material.

A tax Invoice/receipt will be emailed to the email address on your enrolment form.

Unique Student Identifier (USI)

Any student studying a nationally accredited course will be required to have a Unique Student Identifier (USI).

- A USI is made up of 10 numbers and letters
- Gives you access to your training results from 1st January 2015

For further information go to www.usi.gov.au.

Further information regarding the USI is also provided on our Enrolment Form.

Refund Policy

Our standard cancellation period is 7 days.

If you wish to cancel your course more than 7 days prior to your commencement date, a refund of fees paid minus an administration fee of \$200 will be issued.

If you wish to cancel your course within 7 days of your commencement date, all fees are retained by Unique Training Providers. We will endeavour to re-schedule you in another course where possible at no extra charge.

If a course is cancelled by Unique Training Providers, all course fees will be refunded in full*

No refunds will be given once a student has commenced training

No refunds will be given for students completing any course by virtual classroom or distance learning once course material has been issued.

All cancellation and refund requests must be sent in writing to
E: info@uniquetrainingproviders.com.au

*Unique Training Providers reserves the right to cancel any course due to unforeseen circumstances and/or if minimum course numbers are not met.

Student requirements

Students are required to

- Attend all scheduled classroom / virtual classroom sessions
- Complete and submit all assessments within required timeframes
- Inform head office if you require an extension of your course
- Inform head office if any of your details change such as email, phone, etc.

Complaints and Appeals

Our complaints and appeals policies are included in our participant handbook and can viewed on our website. You can also contact your trainer or our office for further information on how to lodge a complaint.

Outcomes

At the completion of the training course and once competency has been achieved, you will receive a Statement of Attainment for five units of competency required to apply for your Certificate of Registration as an Assistant Agent with NSW Fair Trading.

To apply for your Certificate of Registration as an Assistant Agent with NSW Fair Trading, you must meet the following criteria:

- be 16 years or over
- have the appropriate education requirement (this Statement of Attainment)
- not be a disqualified person
- be a fit and proper person

The cost of this application is NOT included in your course fees.

NSW Fair Trading may perform a police check to confirm that you meet the fit and proper person requirements.

We will provide you with details of how to apply for your Certificate of Registration as an Assistant Agent when we issue your Statement of Attainment.

Continuing Training

Once approved as an assistant agent, you will be required to undertake annual Continuing Professional Development (CPD) training by completing a minimum of 3 units of competency from the CPP41419 Certificate IV in Real Estate Practice Qualification each CPD year (financial year). On completion of all remaining 13 units, you will have completed the qualification required to apply for a class 2 licence.

Pathways

You will be required to upskill to your Class 2 Agents Licence within 4 years of approval of your Assistant Agents Certificate. You must have at least 12 months' work experience as an Assistant Agent to be eligible to apply for your Class 2 Agent's Licence through Services NSW.

~ C4URSELF TRAINING PTY LTD T/A UNIQUE TRAINING PROVIDERS ~

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