



UNIQUE
Training Providers

AUCTIONEER ACCREDITATION

**COURSE
OUTLINE**



NATIONALLY RECOGNISED
TRAINING

RTO 91585

Who can enrol?

This course may be undertaken for those seeking auctioneer accreditation or for personal interest. These units are included as part of the real estate licence course and may be undertaken by assistant agents who are working towards obtaining their class 2 licence.

To be accredited as an auctioneer in NSW, you must hold a class 1 or class 2 property agents licence in either real estate or stock and station or both and make application through NSW Fair Trading.

What will I learn?

This course includes three units of competency from the Nationally Recognised Qualification CPP41419 Certificate IV in Real Estate Practice.

These three units are:

CPPREP4161	Undertake pre-auction processes
CPPREP4162	Conduct and complete sale by auction
CPPREP4163	Complete-post auction process and contract execution

Who are we?

Unique Training Providers is a well-respected Registered Training Organisation, known for its 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 makes us Unique?

we know that real learning happens when people feel comfortable, respected, and supported. That's why we take the time to get to know each learner – not just where they're at, but where they want to go.

From the very beginning, each student is matched with a dedicated trainer who supports them throughout their course. This consistency helps build real connection – our trainers take the time to understand how their learners work best, what support they need, and how to help them succeed. And while that one-on-one relationship is important, students are never on their own. Our whole team is here to back them, and we're always just a phone call or email away – ready to answer questions, offer guidance, or simply check in when it's needed.

We don't define people by what they don't know. We start with what they do know – their strengths, their experience, their story – and we build from there. Our learning spaces are inclusive and welcoming, and shaped by the people in them. We're always listening, always adapting, and always focused on helping learners feel confident and capable.

For us, education isn't just about completing a course – it's about helping people move forward, in their own way, with the right support behind them.

Face to Face and Virtual Classroom Training

This course is delivered over 1 full day face to face session*: Pre-reading is required and assessments to be completed in students own time. Learner guides and assessments are provided prior to the session date.

Trainers will provide training throughout the session and are also available for consultation throughout the course.

* Course format may differ from above depending on trainer requirements and class numbers

Distance Learning

We also offer this course by distance learning – a self-paced program which will suit people who like to learn in their own time.

You are given 6 months to complete this course by distance learning. You will be given contact details of our office as well as a Trainer/Assessor who will support you during your training.

Learning Outcomes

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

- preparing a strategy for auctions, including liaising with the vendor or sales agent, confirming the details of the contract and confirming the details of the property
- understand how to access and interpret legislation
- accessing, interpreting and applying written instructions for the auction, calling an auction and completing the auction process, including when a property is sold and when a property is passed in.
- identifying successful bidder and confirming their legal entity, completing contract details, ensuring that all required signatures are obtained and completing and maintaining records of the auction.

Course Fees

Face to Face or Virtual Classroom	\$600
Distance Learning	\$450

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
- Demonstrations
- Scenarios
- Reports
- Workplace projects
- Roleplays

Students will be required to bring a pen and notepad.

Distance Learning

If you are interested in completing this course by distance learning, you can go to our website and complete the online enrolment form.

This course is delivered through our online portal where students create an account to access their course material. All assessments are completed online, and students will require a valid email address to login 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 to you via email in pdf format or you can request a hard copy of the course material posted to you at an additional cost of \$50. You will require an email address and internet. Access to a printer and a scanner will be required should you wish to handwrite your answers. Assessments can also be submitted by post.

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

Assessments include:

- Written Questions
- Scenarios
- Demonstrations
- 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 the course material by email in PDF format. Hard copies of the course material may be posted 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 as an auctioneer. You will be required to complete assessments in your own time which could include:

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

You must have an email address, a digital device with a microphone and camera, and reliable internet. You will also need access to Adobe and a word processing application in order to complete some projects, demonstrations and roleplays.

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/>

Language Literacy and Numeracy requirements

To ensure that our learners have every opportunity to succeed in their career we have included as part of our enrolment process a Language, Literacy, Numeracy and Digital Skills assessment. This will be assessed prior to acceptance into any of our courses.

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 language, literacy and numeracy, physical access or any other issue. 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.

Email & Phone support is also available for all students.

Recognition of Prior Learning

All students have 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

Students are provided with 8 hours of face to face training. They are then given a maximum 3 months to submit all completed assessments.

Distance learning

Students are given a maximum of 6 months to complete 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 students abilities and workplace experience. Extensions may be requested in writing to info@uniquetrainingproviders.com.au. Extensions may be granted for a period of one month.

Payment options

Payment can be made by direct deposit or credit card.

We may accept cash payments by request.

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.

Invoices are issued once a completed enrolment form has been submitted and accepted.

Unique Student Identifier (USI)

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

- Is made up of 10 numbers and letters
- Gives you access to your training results since 1st January 2015

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

Further information regarding the USI is also provided on the 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 less 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 provided.

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
- Apply in writing for an extension of the course completion date if required

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.

Course Outcome



At the completion of the training course and once competency has been achieved, students will receive a Statement of Attainment for the three (3) units of competency required to apply for their auctioneer accreditation through NSW Fair Trading.

Requirements for this application must meet the following criteria:

- hold a class 1 or class 2 real estate and/or stock and station agents licence with NSW Fair Trading.
- have the appropriate education qualifications (Statement of Attainment from this course)
- not be a disqualified person
- be a fit and proper person

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

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

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