



UNIQUE

Training Providers



Continuing Professional Development (CPD)

Course Information for

Assistant Agents

C4URSELF TRAINING PTY LTD T/A UNIQUE TRAINING PROVIDERS

ABN: 56 134 062 285 ~ RTO 91585 ~ P: 0248 721 495

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CPD Year

The CPD year for ALL agents starts on the 1st July and ends on the 30th June the following year in line with the financial year. This means that you can complete your CPD training at any time during this period.

CPD - Assistant Agent

Assistant Agents are registered with NSW Fair Trading for a period of four years. During this period, assistant agents are required to complete a minimum of three units of competency from the current qualification each year. By the fourth year, assistant agents will be required to apply for a class 2 agents' licence.

When you applied for your certificate of registration through NSW Fair Trading, you were provided with a start date for your certificate. Your CPD requirements for the first year will change depending on the time of year you receive your approval. See the table below

CPD Requirements for assistant agents

Approval Start Date Period	CPD Requirements for current year
1 st July to 30 th September the same year	3 units of competency
1 st October to 31 st March the following year	1 unit of competency
1 st April to 30 th June the same year	No CPD training required

Q&A

What do I do if I hold a certificate for several different categories?

If you hold a certificate in several different categories, you will need to complete units of competency that cover each category of your certificate. For example, if you hold a Certificate for both Real Estate and Stock & Station, you will be required to complete units from the Dual Licence Qualification (3 units each year). Both licence categories form part of the CPP41419 Certificate IV in Real Estate Practice Qualification.

If you hold a Certificate in Real Estate and Strata, you will be required to complete units of competency from each Qualification (6 units each CPD year). The real estate and strata licence are from two separate qualifications being:

Real estate – CPP41419 Certificate IV in Real Estate Practice

Strata - CPP40521 Certificate IV in Strata Community Management

What happens if you don't comply?

If you do not complete units of competency each year, you will not be eligible to apply for a class 2 agents' licence. By not applying, you will be excluded from holding a certificate of registration for a period of 12 months. You also risk both yourself and your Licensee in Charge being fined for not complying with annual CPD requirements.

What do I need to do?

To complete your units of competency, you will need to enrol into either the full qualification or enrol to complete three units. Contact us for an enrolment form or contact your local trainer

What will I learn?

You will have the option to choose which units you want to complete; however, you will have to complete different units each year. Use the following link to access our course outlines which list the units required for each qualification

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

How will I learn?

We can deliver this course in the following ways:

Face to Face or Livestream Training - Training can be delivered face to face or by livestream/zoom sessions.

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 will be given contact details of our office as well as a Trainer/Assessor who can assist you during your training.

General Course Information

Enrolment process

To enrol in this course, you will be required to complete an enrolment form which is available from our office or from your trainer. Contact our office for a form to be sent to you:

Phone: 02 4872 1495 or Email: info@uniquetrainingproviders.com.au

Course fees

Face to Face or Livestream Training \$200 per unit

Distance Learning \$150 per unit

Course fees are exempt from GST

Payment options

Payment can be made by direct deposit or credit card using our online payment portal. We may accept cash payments by request.

Face to Face or Livestream courses

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 and gives you access to your training results from 1st January 2015

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

Course Completion

We will accept enrolments for three units of competency at any time; however, all assessments must be submitted to your trainer at least two weeks prior to the end of the CPD year unless you have already completed three units for the current period.

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 \$100.

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 reschedule 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 livestream or distance learning once course material has been issued.

All cancellation and refund requests must be sent in writing to:

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.

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