



RTO Provider: 91585



Continuing Professional Development CPD Course Information

for

Assistant Agents

2021 - 2022



CPD Year

The CPD year for ALL agents is from 23rd March to the 22nd March the following 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.

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.

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)

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 may be excluded from the industry for a period of 12 months. You also risk both yourself and your Licensee in Charge being fined.

What do I need to do?

To complete your units of competency, you will need to enrol into the course. 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 in a three day session or arranged over a period of time

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 |

Payment options

Payment can be made by direct deposit, credit card or cheque.

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 until the 14th February 2022.

All assessments must be submitted to your trainer no later than the 14th March 2022.

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 \$100 for Assistant Agent courses 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 livestream 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.



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