

Certificate of Registration Assistant Agent



Course Outline



RTO Provider Number 91585



Certificate of Registration – Assistant Agent

Who is this course designed for?

This course is designed for those who are entering the property industry. Successful completion of these five units of competency will allow you to apply to for a Certificate of Registration as an **ASSISTANT AGENT** (real estate or stock and station) with NSW Fair Trading.

Who can enrol?

This course is open to everyone. Men, Women, those from a non-English speaking background, and people with special needs are all encouraged to apply, as well as those just out of school, those who have experience in an agency and those looking for a career change.

You must be an Australian Resident to enrol in to any of our courses.

Who are we?

Unique Training Providers is a professional and highly regarded Registered Training Organisation specialising in training and consultation of the property industry. Although we are located in the Southern Highlands of NSW we have trainers based statewide so no matter where you are, we can deliver the training. We deliver high impact presentations based on knowledge and experience whilst maintaining a top standard of professionalism and integrity. Together we will work with you to ensure your education and training needs are met 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

The five components of this course are:

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
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Face to Face or Livestream 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

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.

Course Fees

Face to Face or Livestream training	\$700
Distance Learning	\$500

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

If you are completing this course by distance learning, you will be provided with the course material by email in PDF format or you can have 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 a printer and a scanner should you wish to submit your assessments by email. 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
Reports
Workplace projects

Livestream Training

If you are completing this course by Livestream 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 will be sent by email in PDF format. You can have a hard copy of the course material posted to you at an additional cost.

During the livestream 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 will require an email address, a digital device with a microphone and camera, reliable internet access, a printer and access to a scanner should you wish to submit your assessments by email. Assessments may also be submitted via Post.

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 from our office or from your trainer.

Contact our office for a form to be sent to you:

Phone: 4872 1495

Email: info@uniquetrainingproviders.com.au

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

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 and Numeracy 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 individual students are offered the opportunity to apply for RPL, please see the Student Handbook or enquire at the RTO for the procedure on how to apply.

Course Duration

Face to Face / Livestream training

You are provided with 24 hours of face to face training. You are then given 3 months to submit all completed assessments. This is based on 10 hours per week over 13 weeks to complete assessments.

Distance learning

You are given 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 students abilities and workplace experience.

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
- 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 that 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 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.

Student requirements

Students are required to

- Attend all scheduled classroom / livestream sessions
- Complete and submit all assessments within required timeframes
- Inform our office if you require an extension of your course completion date

Complaints and Appeals

Our complaints and appeals policies are included in our participant handbook. 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 in the 5 units of competency required to apply for your Certificate of Registration as an Assistant Agent with NSW Fair Trading.

In order 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 qualifications (this Statement of Attainment)
- not be a disqualified person
- be a fit and proper person

NSW Fair Trading conducts a police check and will look for any conviction you may have over the last 10 years. Having a conviction does not necessarily disqualify you, it just depends what the conviction was for. If you have a past conviction, we advise that you contact NSW Fair Trading prior to enrolling in this course.

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

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.

Pathways

You will be required to upskill to your Class 2 Agents Licence within 4 years of approval of your Certificate by completing a minimum of 3 units of competency from the CPP41419 training package each year. You must have at least 12 months work experience as an Assistant Agent to be able to apply for your Class 2 Agent's Licence.



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