

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 Real Estate industry. Successful completion of these five units of competency will allow you to apply to for a Certificate of Registration as an **ASSISTANT AGENT** from NSW Fair Trading.

Who can enrol?

This course is open to everyone. Men, women, those from a non-English speaking background, 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 any of our courses.

Who are we?

Unique Training Providers is a professional Registered Training Organisation specialising in training and consultation of the property industry. Although we are located in the Southern Highlands of NSW we deliver training state wide. 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

This is able to be changed to suit students' needs

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 can assist you during your training.

Course fees

Face to Face or Livestream training	\$700
Distance Learning	\$550

Resources

Your trainer will provide you with all learning resources and assessment plans. 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. If you are completing this course by distance learning or livestream, you will be provided with the course material by email or you can have a hard copy of the course material posted to you at an additional cost.

Completed assessments can be submitted via email, fax or post.

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

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 and 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.

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 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 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

Outcomes

At the completion of the training course, you will have achieved 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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