

NSW Certificate of Registration Program

Overview

This program is suited to those looking to gain employment in the Real Estate Industry as a Salesperson, Property Manager and Receptionist or in an administrative or support role.

This program **MUST** be completed and a certificate obtained before commencing work in the real estate industry in NSW.

Important; Completion of this program does not entitle the participant to a certificate of registration, this is merely the educational component of the process for applying for a certificate of registration with the Office of Fair Trading NSW.

Vocational outcomes

Completion of this course fulfils the educational requirements for a Real Estate Salesperson's Certificate of Registration (NSW) as issued by the NSW Office of Fair Trading. Application for a Certificate of Registration or a Licence is made to the NSW Office of Fair Trading. Full details: www.fairtrading.nsw.gov.au

On successful completion of this course, students will have an overview of the workings of the real estate industry, and the necessary skills and academic requirement to be able to function as operatives in the selling and management areas within the industry. Students will be able to explain basic concepts and legal requirements related to the sale and management of property, and understand the requirements of customer protection legislation as it affects the operation of real estate agents and related transactions.

Pathways

In addition to leading to a certificate of registration this program contributes to partial completion of CPP40307 Certificate IV in Property Services (Real Estate). Completion of this Australian Qualification Framework based qualification can then lead to a diploma or other further learning at university level.

Enrolment

Prior to being offered a position a student must complete an online enrolment form and acknowledge their suitability to complete the

program. Once the enrolment has been approved an email with a course offering can be accepted by paying the prescribed fee or rejected by ignoring.

If an enrolment is not accepted we will be in touch to discuss the reasons and how we might be able to help provide an appropriate program for you.

Suitability

A number of suitability requirements exist for this programs including eligibility for the participant to hold a certificate of registration, more information regarding the eligibility can be found at Fair Trading - www.fairtrading.nsw.gov.au

In addition all participants should check our website before commencing training to ensure they meet the minimum computer literacy and posses the required hardware/software.

Hardware and software required

As this program is delivered online you will need a PC, Laptop or other internet accessible device with up to date virus protection to complete this course and;

- Access to broadband internet connection (preferable) or 56k dial up internet
- Email access
- Adobe Acrobat Reader (can be downloaded from our website)
- Software such as Microsoft Office or Open Office that can read and write .doc and .xls files. (can downloaded from our website)

Refunds

Refunds are only granted in exceptional circumstances, refer to the Real E-training website or student handbook for more information.

Fees

The cost of the course is **\$399**. There are no fee exemptions or concessions.

Other associated costs

You will not need to buy additional textbooks. There are additional reference materials as listed in your learning materials, most are web references.

Recognition of prior learning

Real E-training provides a means of assessing and recognising your previous learning and current work experience relevant to the course you wish to study.

Please note: Recognition of Prior Learning (RPL) should be applied for at the time of your enrolment to allow the correct units to be sent to you.

Applying for RPL is free of charge provided that the applicant has enrolled in the appropriate program and paid the full course fee.

Assessment

Assessment will be done over a period of time with assessments to be submitted in sections for each unit of competence,

Assessment for this qualification is by:

- Online quizzes
- Short answer questions
- Role play/third party observations
- Assignment work which can be uploaded
- Exams
- Case studies

Benchmarks for competency

Each unit of competency will provide a guide of what benchmarks are expected to achieve competency, these benchmarks are based on a minimum passing grade and the weighting of each assessment type.

Structure

This program is delivered online. On successful completion of this program competency in the following units will be granted.

CPPDSM3019A Communicate as part of agency operations

CPPDSM4007A Identify the legal and ethical requirements of property management to complete agency work

CPPDSM4008A Identify the legal and ethical requirements of property sales to complete agency work

CPPDSM4080A Work in the real estate sector

Duration

We allow up to 1 year for completion of this program from the date of initial enrolment however each subject has nominal hours as a guide for completion for new entrants. A total of between 70 and 90 nominal hours is suggested for this program.

Learning materials

Real E-training will provide learning materials for this qualification electronically (online).

Student support

Student support is very important to us to ensure we provide the highest level of service possible we have a support program including a toll free tutorial line, email support and ongoing monitoring. For more information see the student handbook.