



THE NSW
real estate
TRAINING COLLEGE

NSW Courses

- Real Estate Salesperson
- Real Estate Licence - CPP40307 Certificate IV in Property Services (Real Estate)
- Stock and Station Salesperson
- Stock and Station Agents Licence - CPP40407 Certificate IV in Property Services (Stock & Station Agency)
- Business Salesperson
- Business Agents Licence - CPP40507 Certificate IV in Property Services (Business Broking)
- Buyers Agent Licence
- Auctioneer Accreditation
- Registered on-site Residential Property Manager
- On-site Residential Property Manager's Licence
- NSW Continuing Professional Development (CPD) Programmes

NSW Courses

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NSW Student Handbook

The NSW Real Estate Training College

Welcome

Welcome to Macdonald Education Pty Ltd trading as the NSW Real Estate Training College (The College). We offer a variety of real estate registration and licensing programmes through on line learning and assessment. Some of the programmes offered are:

- Real Estate Salesperson
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- Stock and Station Salesperson
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- NSW Continuing Professional Development Programmes

In addition to the courses provided in New South Wales, we also offer licensing and registration programmes for Queensland and other States. Please see the relevant handbooks available on the website for more information.

Courses are also offered from the BSB07 training package through Macdonald Education Pty Ltd - www.macdonaleducation.com.au .

All programmes offered are comprised of units from the CPP07 Property Services Training Package and provide the educational qualifications required by the relevant State regulatory and statutory body. In NSW this body is NSW Fair Trading.

All courses offered by the College are competency based and as such, students are required to submit a portfolio of completed tasks and activities for assessment. The on-line learning component provides guidance and resources enabling students to gather information and research tasks.

The College is a Registered Training Organisation and as such is bound by the standards contained in the VET Quality Framework which provides the nationally agreed quality training framework for the Australian vocational education and training system. The College is audited against these standards and these provide the basis of quality in the administration and delivery of training for all students.

RTO's in NSW are administered by the Australian Skills Quality Authority (ASQA). ASQA can be contacted by accessing their website www.asqa.gov.au or by phoning: 1300 701 801.

About this Handbook

This Student Handbook provides details of policies and procedures relevant to your studies. If you are unclear about any matters contained in this handbook, or on the site, please contact the College CEO.

The College updates this handbook to reflect both external and internal changes. Changes and updates to the handbook will occur on line and these are identified by changes to the version

number at the footer of each page. Details outlining organisation policies and procedures are outlined in the Code of Practice – which is accessible on the College website.

Information checklist

Once you have read the student handbook, you should be able to complete the following checklist – ensuring that you can fully maximise the successful completion of your programme. If you are unable to confidently check each of the items, or if you feel you need further information or explanation, please do not hesitate to contact the College on (02) 9987 2322 or studentsupport@realestatetraining.com.au

Items	Yes/No
I am aware of the courses offered and am able to confidently select the programme most suitable to my needs	
I understand the course outline and the credential that I will receive on completion of my selected programme	
I recognise that pathways between programmes exist, and that I can access further career development information from the College	
Completing the enrolment form in full enables the College to form a student profile that will assist in maximising my learning. I understand that all information provided is subject to the Federal Privacy legislation and is confidential	
I understand how payment occurs, how fees are protected and the College refund policy	
I understand that all learning materials are provided online through resource material, reading and research guidelines.	
I am aware that should I require tutorial support, mentoring or assistance with sourcing research material that the College can provide this assistance 24 hours a day, 7 days a week.	
I understand how assessment occurs and that I will be assessed either competent or Not Yet competent	
I understand how to submit assessments, and the number of times I can resubmit assessments before being charged an extra marking fee	
I understand that all work I submit must be my own work and that I am required to agree to the terms and conditions of submission. Should I submit work that is not my own, I realise I will be unenrolled from the programme without refund.	
I am aware that Recognition of Prior Learning is available and I understand how the process works	
I am aware that I am able to appeal any assessment result and that an appeals process is in place for me to do this in a confidential and transparent manner.	
I understand that the College has a student contact strategy in place, in order to monitor and assist my learning	
I understand that I have complete access to my records at all times and I am aware of the process in place to enable this access	
I am aware that the College implements access and equity strategies and is able to provide reasonable adjustment to my learning processes should I feel that I am being disadvantaged	
I am aware that the College operates within the guidelines of anti-discrimination legislation	
If I require any support with my learning, or if I am having any difficulties I understand that the College has strategies in place to either assist me, or guide me to the most appropriate avenue for assistance. I recognise that I have a responsibility to alert the College to any potential support I may require, prior to enrolment.	
I understand there is a complaints process in place and that I can utilise this at any stage of enrolment. I am aware that all complaints must be in writing and that The College will follow up in a timely manner to ensure the most appropriate action.	

Course Information

NSW Certificate of Registration Courses

Real Estate Salesperson

In order to work in the NSW real estate industry and undertake the functions of a salesperson or property manager, a person must hold a Certificate of Registration.

This course provides an understanding of how the industry operates and develops knowledge of the basic legal principles relating to property sales and property management, along with skills in the completion of various documents required for the sale and leasing of property and client communications.

The units required to complete this program are:

- CPPDSM4080A Work in the real estate industry
- CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM3019 Communicate with clients in the property industry

Participants who successfully complete this programme will receive a Statement of Attainment listing these nationally accredited units.

Participants need to undertake further training if they wish to gain the full Certificate IV in Property Services (Real Estate).

Stock and Station Salesperson

In order to work in the NSW **stock and station** industry and undertake the functions of a salesperson or property manager, a person must hold a Certificate of Registration. Access to a workplace may assist in the learning process.

This course provides an understanding of how the industry operates and develops knowledge of the basic legal principles relating to rural property and livestock sales and rural property management, along with skills in the completion of various documents required for the sale and leasing of property and client communications

The following units meet NSW Fair Trading requirements for Stock and Station Salesperson.

- CPPDSM4081A Work in the stock and station agency sector
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM3019 Communicate with clients in the property industry

Participants who successfully complete this programme will receive a Statement of Attainment listing these nationally accredited units.

Participants need to undertake further training if they wish to gain the full Certificate IV in Property Services (Stock and Station Agency).

Business Salesperson

In order to work in the NSW **business broking** industry and undertake the functions of a salesperson, a person must hold a Certificate of Registration. Access to a workplace may assist in the learning process.

This course provides an understanding of how the industry operates and develops knowledge of the basic legal principles relating to business broking, along with skills in the completion of various documents required for the sale and leasing of property and client communications

The following meet NSW Fair Trading requirements for Business Salesperson.

- CPPDSM4079A Work in the business broking sector
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM3019 Communicate with clients in the property industry

Participants who successfully complete this programme will receive a Statement of Attainment listing these nationally accredited units.

Participants need to undertake further training if they wish to gain the full Certificate IV in Property Services (Business Broking).

Registered on-site Residential Property Manager

A person has the qualifications required for the issue of a certificate of registration as a registered on-site residential property manager if a registered training organisation has issued the person with a statement of attainment or qualification demonstrating competency in all of the following units of competency:

- CPPDSM3019 Communicate with clients in the property industry
- CPPDSM4080A Work in the real estate industry
- CPPDSM4007A Identify legal and ethical requirements of property management

Participants who successfully complete this programme will receive a Statement of Attainment listing these nationally accredited units.

Participants need to undertake further training if they wish to gain On-site Residential Property Manager's Licence or the full Certificate IV in Property Services (Real Estate).

NSW Licensing Courses

Real Estate Agent

If a person wishes to own or operate their own real estate agency, or work as a commission only Salesperson or be employed as a Licensee, they must hold a real estate licence.

The Certificate IV in Property Services (Real Estate) is made up of 5 core units, plus 19 electives making a total of 24 units.

The units as listed below **must** be completed for licensing purposes.

Core units

- CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM4009 Interpret legislation to complete work in the property industry
- CPPDSM4015B Minimise agency and consumer risk
- CPPDSM4080A Work in the real estate industry

Elective units

- CPPDSM4005A Establish and build client/agency relationships
- CPPDSM4056 Manage conflicts and disputes in the property industry
- CPPDSM4017A Negotiate effectively in property transactions
- CPPDSM4011A List property for lease
- CPPDSM4013A Market property for lease
- CPPDSM4010A Lease property
- CPPDSM4016A Monitor and manage lease or tenancy agreement
- CPPDSM4049 Implement maintenance plan for managed properties
- CPPDSM4003A Appraise property
- CPPDSM4012A List property for sale
- CPPDSM4014A Market property for sale
- CPPDSM4022A Sell and finalise the sale of property by private treaty
- CPPDSM4019A Prepare for auction and complete sale
- CPPDSM4004A Conduct auction **OR** CPPDSM4020A Present at tribunals
- BSBLED401 Develop teams and individuals
- BSBRKG304 Maintain business records
- BSBSBM406 Manage small business finances
- CPPDSM4006A Establish and manage agency trust accounts
- CPPDSM4001A Act as buyer's agent

Participants who successfully complete this programme will receive a Certificate IV in Property Services (Real Estate), an Academic Transcript listing the nationally accredited units.

Stock and Station Agents Licence

The qualification requirements for attainment of the CPP40407 Certificate IV in Property Services (Stock and Station Agency) requires the successful completion of 21 units of competency, consisting of 12 core units, 6 units from rural property sales and management stream and 3 common units.

Access to a workplace may assist in the learning process.

For NSW licensing purposes the following units must be completed:

Core units

- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM4009 Interpret legislation to complete work in the property industry
- CPPDSM4015B Minimise agency and consumer risk
- CPPDSM4021A Sell and finalise sale of rural property by private treaty
- CPPDSM4024A Advise clients on livestock sale and purchase options
- CPPDSM4039A Conduct livestock sale by auction ¹
- CPPDSM4052A List and market rural property for sale or lease
- CPPDSM4067A Plan for and complete sale of rural property by auction
- CPPDSM4068A Prepare livestock for sale at saleyards
- CPPDSM4075A Select livestock for sale
- CPPDSM4077A Sell livestock by private sale ²
- CPPDSM4081A Work in the stock and station agency sector

Elective units

- CPPDSM4052A List and market rural property for sale or lease
- CPPDSM4037A Conduction auction of rural property
- CPPDSM4030A Appraise rural property
- CPPDSM4005A Establish and build client/agency relationships
- CPPDSM4006A Establish and manage agency trust accounts
- CPPDSM4051A Lease rural property
- BSBLED401 Develop teams and individuals
- BSBSMB406 Manage small business finances
- CPPDSM4056 Manage conflicts and disputes in the property industry
- CPPDSM4073A Provide rural property management services

Participants who successfully complete this programme will receive a Certificate IV in Property Services (Stock & Station Agency), and an Academic Transcript listing the nationally accredited units.

¹ The unit **CPPDSM4075A Select livestock for sale** is a prerequisite requirement for this unit.

² The unit **CPPDSM4075A Select livestock for sale** is a prerequisite requirement for this unit.

Business Agents Licence

The qualification requirement for attainment of the CPP40407 Certificate IV in Property Services (Business Broking) requires the successful completion of 12 units of competency consisting of 8 core units and 4 elective units.

Access to a workplace may assist in the learning process.

For **NSW Business Agents** licensing purposes the following units must be completed.

Core units

- CPPDSM4006A Establish and manage agency trust accounts
- CPPDSM4015B Minimise agency and consumer risk
- CPPDSM4029A Appraise business
- CPPDSM4053A List business for sale
- CPPDSM4060A Negotiate sale and manage sale to completion or settlement
- CPPDSM4061A Obtain prospects for listing
- CPPDSM4069A Promote and market listed business
- CPPDSM4079A Work in the business broking sector

Elective units

- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- BSBLED401 Develop teams and individuals
- BSBCUS401 Coordinate implementation of customer service strategies
- BSBSBM406 Manage small business finances

Participants who successfully complete this programme will receive a Certificate IV in Property Services (Business Broking) and an Academic Transcript listing the nationally accredited units.

Buyers Agent Licence

A person has the qualifications required for the issue of a real estate agent's licence subject to the condition that the holder of the licence act only as a buyer's agent if a registered training organisation has issued the person with a statement of attainment or a qualification demonstrating competency in all of the following units of competency:

- CPPDSM4001A Act as a buyer's agent
- CPPDSM4003A Appraise Property
- CPPDSM4005A Establish and build client-agency relationships
- CPPDSM4015B Minimise agency and consumer risk
- CPPDSM4022A Sell and finalise the sale of property by private treaty
- CPPDSM4080A Work in the real estate industry
- BSBLED401 Develop teams and individuals
- CPPDSM3019 Communicate with clients in the property industry
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work

Participants who successfully complete this programme will receive a Statement of Attainment listing these nationally accredited units.

Participants need to undertake further training if they wish to gain the full Certificate IV in Property Services (Real Estate).

On-Site Residential Property Manager's Licence

A person has the qualifications required for the issue of an on-site residential property manager's licence if a registered training organisation has issued the person with a statement of attainment or a qualification demonstrating competency in all the following units of competency:

- CPPDSM4005A Establish and build client-agency relationships
- CPPDSM4006A Establish and manage agency trust account
- CPPDSM4007A Identify legal and ethical requirements of property management
- CPPDSM4010A Lease Property
- CPPDSM4015B Minimise agency and consumer risk
- CPPDSM4016A Monitor and manage lease or tenancy agreement
- CPPDSM4080A Work in the real estate industry
- CPPDSM3019 Communicate with clients in the property industry
- BSBRKG304B Maintain business records
- BSBLED401A Develop teams and individuals

Participants who successfully complete this programme will receive a Statement of Attainment listing these nationally accredited units.

Participants need to undertake further training if they wish to gain the full Certificate IV in Property Services (Real Estate).

Real Estate Auctioneer

For the purposes of section 21 of the Act, the holder of a real estate agent's licence has approved qualifications for accreditation as an auctioneer if a registered training organisation has issued the person with a statement of attainment or a qualification demonstrating competency in both of the following units of competency:

- CPPDSM4004A Conduct Auction
- CPPDSM4019A Prepare for auction and complete sale

Participants who successfully complete this programme will receive a Statement of Attainment listing these nationally accredited units.

Stock & Station Auctioneer

For the purposes of section 21 of the Act, the holder of a Stock and Station agent's licence has approved qualifications for accreditation as an auctioneer if a registered training organisation has issued the person with a statement of attainment or a qualification demonstrating competency in both of the following units of competency:

- CPPDSM4039A Conduct livestock sale by auction ³
- CPPDSM4037A Conduct auction of rural property ⁴

Participants who successfully complete this programme will receive a Statement of Attainment listing these nationally accredited units.

Diploma qualification

Diploma of Property Services (Agency Management) CPP50307 – upgrade course

Diploma is not required for licensing purposes and is offered for those wanting a higher qualification. Diploma may be a requirement for Real Estate licencing in NSW in the future.

The Diploma Property Services (Agency Management) CPP50307 is made up of 6 core units, plus 20 electives making a total of 26 units.

On completion of the Certificate IV in Property Services (Real Estate) CPP40307 there are 3 Diploma elective units to complete to satisfy Diploma training requirements:

Elective units:

- BSBHRM405 Support the recruitment, selection and induction of staff
- CPPDSM5012A Develop a strategic business plan in the real estate industry
- CPPDSM5032A Market the agency

³ The unit **CPPDSM4075A Select livestock for sale** is a prerequisite requirement for this unit

⁴ The unit **CPPDSM4075A Select livestock for sale** is a prerequisite requirement for this unit.

Articulation and Credit Transfer Pathways

Successful completion of the Real Estate Licence qualification will enable the learner to gain credit transfer and articulation into other licensing programs as indicated in the table below. Other pathways for direct entry and recognition also include Diploma level courses in property development, sales and management.

College staff can assist you in determining the pathways that are most appropriate for your career plan.

QUALIFICATION	PATHWAY THROUGH CREDIT TRANSFER AND ARTICULATION INTO OTHER PROPERTY, SALES AND MANAGEMENT QUALIFICATIONS
Real Estate Licence Certificate IV in Property Services (Real Estate)	Certificate IV In Property Services (Stock and Station Agency) 7 units Credit Transfer plus 13 units to be completed Certificate IV in Property Services (Business Broking) 5 units Credit Transfer plus 7 units to be completed Diploma in Property Services (Agency Management) 21 units Credit Transfer plus 3 units to be completed
Real Estate Salesperson	Certificate IV in Property Services (Real Estate) 3 units Credit Transfer plus 21 units to be completed.
Registered on-site residential manager	Certificate IV in Property Services (Real Estate) 2 units Credit Transfer plus 22 units to be completed.
On-Site Residential Property Manager's Licence	Certificate IV in Property Services (Real Estate) 9 units Credit Transfer plus 15 units to be completed.
Stock and Station Agents Licence Certificate IV in Property Services (Stock & Station Agency)	Certificate IV in Property Services (Real Estate) 8 units Credit Transfer plus 16 units to be completed. Certificate IV in Property Services (Business Broking) 5 units Credit Transfer plus 7 units to be completed
Stock and Station Salesperson	Certificate IV In Property Services (Stock & Station Agency) 2 units Credit Transfer plus 19 units to be completed.
Business Agents Licence Certificate IV in Property Services (Business Broking)	Certificate IV in Property Services (Real Estate) 9 units Credit Transfer plus 15 units to be completed. Certificate IV in Property Services (Stock & Station Agency) 4 units Credit Transfer plus 17 units to be completed.
Business Salesperson	Certificate IV in Property Services (Business Broking) 2 units Credit Transfer plus 10 units to be completed. Certificate IV in Property Services (Real Estate) 2 units Credit Transfer plus 19 units to be completed.

NSW Continuing Professional Development

Each person who holds either a Certificate of Registration or a Real Estate Licence must undertake 12 points of Continuing Professional Development (CPD) annually in order to renew their Certificate of Licence. Please refer to the main menu of The College website at www.realestatetraining.com.au for a full list of CPD options.

Continuing Professional Development programmes are required to be drawn from the Units of Competency that make up the CPP07 Property Services Training Package.