NSW Fair Trading issued new CPD Guidelines as of the 14th October 2013. These Guidelines state that 12 points of professional development need to be acquired in the 12 month period immediately prior to the renewal due date of the licence or certificate regardless of the number of licences held. NSW Fair Trading has set a number of Compulsory Learning Areas and also some Priority Learning Areas. All licensed and certificated persons must complete their CPD from the Compulsory Learning Areas and this content may be supplemented from the Priority Learning Areas.

ACOP’s courses are developed and delivered by current industry professionals and solicitors. This means that students are able to benefit from the analysis of real cases and scenarios and receive the most up to date knowledge of legislation and industry best practices.

College courses also provide an opportunity to network with other agents and agencies and to share ideas within our best practice framework.

The content of all CPD training conducted by the Australian College of Professionals targets topics selected from both the Compulsory and the Priority Learning Areas.

We currently offer the following CPD Topics online:

**Real Estate Sales**

**2017 Topic -**

Components from the following national Units of Competency are addressed in this training. The Unit is:

CPPDSM3016 Work in the property industry

**2016 Topic - “Working Smarter Not Harder”**

This course will be covering contracts, underquoting, off-the-plan sales and business strategies.

Components from the following national Units of Competency are addressed in this training. This Unit is:

CPPDSM4009B Interpret legislation to complete agency work
Property  | Commercial and Retail Sales and Leasing

2015 Topic - “Making Compliance Useful”
This course deals with being a compliant agent – incorporating the new Property, Stock and Business Agents Regulation 2014 released in September 2014; compliant advertising; Buyers Agency opportunities for salespeople; and Foreign Investment Review Board (FIRB) Regulations.

Components from the following national Units of Competency are addressed in this training. These Units are:

- CPPDSM4009B Interpret legislation to complete agency work
- CPPDSM4001A Act as a buyer’s agent

Property Management
Topic 2017

Components from the following national Units of Competency are addressed in this training. The Unit is:

- CPPDSM3016 Work in the property industry

Topic 2016 - “Working Smarter not Harder”
This course will be covering business expansion, working with your Strata Manager, and Balcony safety checks, smoke alarms and selecting the right tradesmen; and Review of the Residential Tenancies Act 2010.

The national Units of Competency from the CPP07 Property Services Training Package, which are partially addressed in this training program are:

- CPPDSM4009B Interpret legislation to complete agency work
- CPPDSM3013A Perform and record property management activities and transactions

Topic 2015 - “Making Compliance Useful”
“Property Management ~ Making Compliance Useful” covers tenancy databases, being a compliant agent – focusing on avoiding fraudulent actions; repairs and maintenance – focusing on mould; dealing with client money (a refresh); water usage; and price substantiation.

The national Units of Competency from the CPP07 Property Services Training Package, which are partially addressed in this training program are:

- CPPDSM4009B Interpret legislation to complete agency work
- CPPDSM3013A Perform and record property management activities and transactions

Strata Management
Topic 2017

Components from the following national Units of Competency are addressed in this training. The Unit is:

- CPPDSM3016 Work in the property industry

Topic 2016 - “Working Smarter not Harder”
This course focuses on the new Strata legislation.

The national Units of Competency from the CPP07 Property Services Training Package, which are partially addressed in this training program are:

- CPPDSM4009B Interpret legislation to complete agency work
- CPPDSM3017A Work in the strata/community management sector

Topic 2015 - “Improved Services”
“Strata Management ~ Improved Service” deals with Customer service, Subdivision of lots and Retirement Villages vs Strata.

The national Units of Competency from the CPP07 Property Services Training Package, which are partially addressed in this training program are:
Component from the following national Units of Competency are addressed in this training. The Unit is:
CPPDSM3016   Work in the property industry

**2016 Topic - “Working Smarter not Harder”**

This course will cover water contracts, substantiation, and business strategies.

Completion of this course gives you credit towards the following national Units of Competency:
CPPDSM4009B Interpret legislation to complete agency work

**2015 Topic - “Making Compliance Useful”**

Stock and Station ~ Making Compliance Useful” deals with being a compliant agent – incorporating the new Property, Stock and Business Agents Regulation 2014 released in September 2014; customer service, compliant advertising; and Foreign Investment Review Board (FIRB) Regulations.

Completion of this course gives you credit towards the following national Units of Competency:
CPPDSM4018A Prepare and present property reports

**Commercial and Retail Leasing**

**Topic 2017**

Components from the following national Units of Competency are addressed in this training. The Unit is:
CPPDSM3016 Work in the property industry

**Topic 2016 - “Working Smarter not Harder”**

This course will cover the Retail Leases Act and WHS for places of mass gathering.

The national Units of Competency from the CPP07 Property Services Training Package, which are partially addressed in this training program are:
CPPDSM4009B Interpret legislation to complete agency work
CPPDSM4079A Work in the business broking sector

**Topic 2015 - “Making Compliance Useful”**

“Commercial and Retail Sales and Leasing” ~ Making Compliance Useful” has three sections:
1. being a compliant agent – incorporating the new Property, Stock and Business Agents Regulation 2014 released in September 2014;
3. Protecting the Agency from Within;
The national Unit of Competency from the CPP07 Property Services Training Package, which is partially addressed in this training program is:
CPPDSM4036A Broker sale of industrial, commercial and retail property

Onsite Residential Property Management

2017 Topic -

Components from the following national Units of Competency are addressed in this training. The Unit is:
CPPDSM3016 Work in the property industry

2016 Topic - “Working Smarter not Harder”

This course will be covering holiday rentals and the new Strata laws and how they will affect management rights.

Completion of the course gives you credit towards the following national Units of Competency:
CPPDSM4009B Interpret legislation to complete agency work

2015 Topic - “Making Compliance Useful”

This topic looks at being a compliant agent – incorporating the new Property, Stock and Business Agents Regulation 2014 released in September 2014; dealing with by-laws; dealing with fraud; repairs and maintenance – mould; customer service; and Foreign Investment Review Board (FIRB) Regulations.

Completion of the course gives you credit towards the following national Unit of Competency:
CPPDSM4009B Interpret legislation to complete agency work

Enrolment Process:

1. Complete our enrolment form. If you have any questions regarding the form, please contact us on 1300 88 48 10.
2. Return the form to our office together with the payment for the course.
3. Once your enrolment and payment has been received we will email you your login and password
4. Read the materials and complete the assessment(s).
5. When finished you will be prompted to email the College to inform us that you have completed your CPD.
6. When you have successfully completed the course, your Certificate of Completion will be dispatched within 7-10 business days.

Expectations:

In order to meet the requirements of the course(s), you will need to complete all of the following:

- Complete all competency assessments.
- If you require an extension to your due date, please contact the College to discuss your extension needs.

Course Fees:

| Online | $99 |

*All course fees are GST exempt.

What’s Included:

The total costs cover (as applicable):

- The provision of all learning materials
- Phone/email support
- Issuing of Certificate of Completion

Payment

The payment must be received prior to the issue of any login or password. A Tax Invoice/Receipt will be emailed to the address specified.

Payment can be made by cheque, money order credit card. We accept MasterCard, Visa and American Express payments. AMEX payments incur a 3% surcharge.

Refund Policy – please note:

- A full refund will apply for cancellations made prior to course materials being issued.
- No refunds apply after course materials have been issued.
Unique Student Identifier (USI)

If you are a student studying nationally-recognised training at a Registered Training Organisation like the Australian College of Professionals (ACOP) you are required to have a Unique Student Identifier from 1st January 2015. The USI will give you ongoing access to your records and results, so they are always available if you choose to enrol in further training or need to show a future employer.

A USI:
• is made up of 10 numbers and letters, and
• gives you access to an account that contains your training records and results from 1st January 2015 onwards, and
• will help you provide evidence of your studies when you apply for a job or further study.

Results from 2015 will be available in your USI account from 2016.

For further information please see the following fact Sheet:

For further information please view the following student video:
https://www.youtube.com/watch?v=HRYaaF-B7Ho&list=UU4PhcooSNGfRWzrl-gVfxHw&index=2