### Keeping a record of your CPD

#### …for licence and certificate holders

It is a requirement under the Property, Stock and Business Agents Act 2002 that you complete Continuing Professional Development (CPD) every year. You must complete this training prior to your renewal date for your licence or certificate of registration every year. NSW Fair Trading has the right to request access to records of your CPD at any time. They will make their request either to you personally or to your licensee-in-charge.

To assist you in keeping track of your CPD activities, NSW Fair Trading has developed a CPD diary. They have stated that you must keep records for each CPD activity, showing:

- the nature of the activity
- its educational value
- the number of CPD points earned

The following records are acceptable and must be kept for at least 3 years:

- for 1 point per hour learning:
  - proof of attendance (see below for what it should contain)
  - receipts or other records verifying the claim for points

- for 3 point per hour learning (by a registered training organisation (RTO) or an Australian university):
  - Statement of Attainment
  - Certificate of part completion or qualification issued by a RTO or Australian university.

- for 3 point per hour learning (by an approved industry association or a Government agency):
  - proof of attendance (see below)
  - receipts or other records verifying the claim for points

#### Proof of attendance

Your training provider must provide you with a statement as “proof of attendance” that includes all the information that NSW Fair Trading requires to confirm your participation in your annual CPD training.

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### CPD COURSES

<table>
<thead>
<tr>
<th>Location</th>
<th>Course Details</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Albury</td>
<td>Sales &amp; Prop Mgmt</td>
<td>Tue 1st Sep</td>
</tr>
<tr>
<td>Wagga Wagga</td>
<td>Stock &amp; Station (AM) or Sales &amp; Prop Mgmt (PM)</td>
<td>Wed 2nd Sep</td>
</tr>
<tr>
<td>Castle Hill</td>
<td>Sales &amp; Prop Mgmt</td>
<td>Fri 4th Sep</td>
</tr>
<tr>
<td>Port Macquarie</td>
<td>Sales &amp; Prop Mgmt or Onsite Residential Prop Mgmt (PM)</td>
<td>Mon 7th Sep</td>
</tr>
<tr>
<td>Dubbo</td>
<td>Stock &amp; Station (AM) or Sales &amp; Prop Mgmt (PM)</td>
<td>Fri 11th Sep</td>
</tr>
<tr>
<td>Taree</td>
<td>Sales &amp; Prop Mgmt</td>
<td>Mon 14th Sep</td>
</tr>
<tr>
<td>Sydney</td>
<td>Sales (AM) or Prop Mgmt</td>
<td>Thu 17th Sep</td>
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<tr>
<td>Gosford</td>
<td>Sales &amp; Prop Mgmt</td>
<td>Mon 21st Sep</td>
</tr>
</tbody>
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[www.acop.edu.au](http://www.acop.edu.au)
The proof of attendance should contain:

1. Your name, contact details and licence or certificate number
2. Title of the course/event/activity/training and the CPD topic area covered
3. Course code (if any)
4. Date, time and place of the course/event/activity/training
5. Duration of the course/event/activity/training
6. Type of assessment (if applicable)
7. Name of the trainer and organisation
8. CPD points earned

You are not required to send any of these records to Fair Trading. However, if you are audited by Fair Trading you must be able to prove that you complied with CPD requirements, or face the possibility of losing your licence or certificate.

Your licence or certificate may be audited by Fair Trading. Any licensee who knowingly misrepresents their compliance with CPD will be prosecuted.

NSW Fair Trading have provided a proforma that meets their requirements in terms of maintaining a register of your CPD. All Licensees-In-Charge should keep this level of information for every licence and certificate holder that is registered under their licence. You can view the proforma at the following link: [http://www.fairtrading.nsw.gov.au/pdfs/Property_agents_and_managers/cpddiaryforproperty.pdf](http://www.fairtrading.nsw.gov.au/pdfs/Property_agents_and_managers/cpddiaryforproperty.pdf)

Make sure that you participate in a CPD activity every year. Our philosophy on CPD is that it shouldn’t be harmful to your health and it should be useful to your daily role in the property industry. Make sure you join us for an enjoyable and productive learning experience.

Til next time,
Wishing you every success in your business ventures,
Rosy Sullivan

Have you ever thought about being a trainer?

ACOP are working in collaboration with another Registered Training Organisation to offer the

Cert IV in Training and Assessment - TAE40110.

This is the essential qualification required if you want to be a trainer in the adult vocational industry. Why not expand your skills and knowledge and add that extra string to your bow and enhance your future career options.

Course Brochure
The past fortnight started off with our very popular Certificate of Registration course in the CBD, where we welcomed in a fantastic group of new students who were all extremely excited to start their training and some students commencing their new career! Last week we also held our Victorian Experienced Agents Licence program down in Melbourne where our trainer John Sullivan said he thoroughly enjoyed the cold Melbourne winter and as whenever he ventured out he was blown around, so spent most of his evenings in his heated hotel room. However, he did mention that he had a great bunch of students and was extremely pleased with everyone in the course. On another note we also held our corporate and public CPD training courses all around NSW, from Ballina to Penrith, Parramatta and Gosford. The trainers once again complimented the students in these courses and all were extremely happy with everyone who attended, which is always great to hear in the office. And thanks to our students who continue to pose the curly questions, which naturally become our newsletter topics in the weeks that follow.

These last few weeks we also celebrated a whole bunch of birthdays in the office with Megan, Kristine, Jane, Rachelle and last Friday was Dom who celebrated her very special 21st birthday (and we are all excited about the big team night out for Dom’s party next week). The ACoP team are definitely not deprived of cake and we had some great birthday celebrations with a lot of balloons, streamers and singing going around the office, which made it a fantastic and very colourful week. So as we all undo our belts and get ready for the busy weeks ahead, kicking off with our Certificate of Registration in Castle Hill and our CPD training seminars around NSW, not to mention the mortgage broking, financial planning and accounting courses that have become super popular this year. So if you need your 12 CPD points there’s still plenty of time to enrol, head onto our website and get those enrolment forms in!

Strata Management Practices
for existing Real Estate, Stock & Station and Business Broking Licensees

*Tuesday 1st to Friday 4th September*

*Sydney CBD*
Is it Time You Upgraded to Your Licence?

ACOP runs an Experienced Agents Property Licence Program which, in conjunction with Recognition of Prior Learning (RPL) assessment, will enable you to complete your Real Estate Licence qualification in 5 days with take home assessments.

We will also assist you with completion and submission of your licence application to NSW Fair Trading free of charge.

Free Assessment
Send us your resume & copies of any qualification transcripts you may have for a free and confidential preliminary RPL assessment.

Online CPD now available for Real Estate Sales, Property Management, Commercial & Retail Sales & Leasing, Business Broking, Strata, Stock and Station and On-site Residential Property Management.

$99