



CPD COURSES

Castle Hill
Strata

Wed 9th Jul

Sydney
Sales or Prop Mgmt

Fri 11th Jul

Sydney
Business Broking

Wed 23rd Jul

Blue Mountains
Sales & Prop Mgmt

Fri 1st Aug

Castle Hill
Sales & Prop Mgmt

Thu 7th Aug

Northern Beaches
Sales & Prop Mgmt

Wed 13th Aug

Ballina
Sales & Prop Mgmt or
Strata

Mon 18th Aug

Gosford
Sales & Prop Mgmt

Thu 21st Aug

Balcony Safety Checks

In our CPD workshops for property agents, we have, on many occasions, discussed the importance of ensuring that the homes and properties that we manage are safe and fit for purpose.

As agents, you have a duty to your principals to ensure that the properties they entrust you with are well maintained and are not going to cause problems for them or for their tenants and the guests of tenants.

Property Managers seem to have an ever increasing list of items that require their attention when it comes to ensuring the properties are well taken care of. NSW Fair Trading recently published a new safety guide as a timely reminder that one item that should always be on that list is balconies and decks.

The publication was released after a number of incidents in recent times have caused concern for both home owners and investors. It is important to ensure that all balconies and decks are regularly inspected for any signs of damage and even general wear and tear. There are many reasons why the structures could fail ranging from insect damage to simple weather wear.

The guidance material states that all balconies should be, at the very least, visually inspected once a year, and suggests the following tips when conducting these inspections.

Agents should look out for:

- pooling of water on the deck or balcony surface, which may indicate poor drainage, and can lead to water leaking onto lower levels of the deck.
- loose handrails and balustrades that should be solid and fixed. Be aware of balustrades that are fixed to the balcony's or deck's top surface and not fixed directly to the main supporting structure.
- tops of solid balustrades and fixings at wall junctions which may be loose or not adequately fixed.
- cladding that finishes hard against the balcony or deck. It may contribute to wet rot.



**CPD
2 HOUR
BREAKFAST
SEMINARS**

Full 12 points!!

Parramatta
Sales & Prop Mgmt
Thu 10th Jul

Liverpool
Sales & Prop Mgmt
Fri 18th Jul

Castle Hill
Sales & Prop Mgmt
Mon 21st Jul

Newcastle
Sales & Prop Mgmt
Wed 23rd Jul

Sydney
Sales & Prop Mgmt
Fri 1st Aug

Sydney
Strata
Thu 14th Aug

Bankstown
Sales & Prop Mgmt
Thu 14th Aug

Campbelltown
Sales & Prop Mgmt
Tue 19th Aug

Penrith
Sales & Prop Mgmt
Thu 21st Aug

Wollongong
Sales & Prop Mgmt
Wed 17th Sep

- cladding or lining board that is fixed to the balcony or deck, which can prevent visual inspection of the supporting members and the connections of the structure.
- beams that span long distances without any supporting posts and columns.
- beams that are sagging, cracking or warping.

We suggest that you incorporate the “what to look for” items into a checklist that can be added to your property management periodic inspection documentation to ensure that even inexperienced property managers are aware of what to look for. If any of these signs begin to present themselves, advise your principal that it is in their best interests to hire a qualified inspection of the structure. These can be carried out by licensed builders, building inspectors, structural engineers, architects and building surveyors.

Good luck with all your property dealings this week.

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



Port Macquarie
CPD
Sales & Property Management
or
On-site Residential Property Managers
Monday 8th September
Bookings: **1300 88 48 10**
enquiries@acop.edu.au
acop.edu.au

**Commercial and Retail Sales and
Leasing Skills Course**

*Whilst this is a skills course, students will receive 12 CPD points.

Monday 21st to Tuesday 22nd July

Ring 1300 88 48 10 to book!

CERTIFICATE OF REGISTRATION COURSES

Sydney

Mon 14th – Wed 16th Jul

Sydney

(Dist Ed + 2 day workshop)
Sat 19th - Sun 20th Jul

Gosford

(Dist Ed + 1 day workshop)
Tue 22nd Jul

Castle Hill

Mon 4th – Wed 6th Aug

Penrith

(Dist Ed + 1 day workshop)
Fri 15th Aug

Ballina

(Dist Ed + 1 day workshop)
Tue 19th Aug

Newcastle

(Dist Ed + 1 day workshop)
Fri 22nd Aug

FINANCE AND MORTGAGE BROKING COURSES

Cert IV in Finance & Mortgage Broking
Sydney

Mon 25th - Wed 27th Aug

Dip of Finance & Mort Broking Mgmt

Upgrade for existing Cert IV holders

Sydney

Wed 9th - Thu 10th Jul

News from the Office

Once again the office has experienced a very busy few weeks. We have had full classes for our Experienced Real Estate Agents Licensing courses; Certificate of Registration workshops and our CPD seminars have been overflowing. The newer staff at the College have really stepped up to help accommodate our students through their studies with the College and we are creating quite a positive impact on our students. We have had to find additional training rooms in the CBD to keep up with this demand, and we are very happy with the outcome of these training sessions held on our overflow premises.

As the first semester for University has come to an end, we have our part timer uni students in the office working on quality control of our learning material and the all-important production of our student manuals. Braden has created a production hierarchy, obviously appointing himself as the Executive Head of Production (EHOP) and all other staff in the College are Assistant to the Executive Head of Production. We don't think that Braden's title will make it onto a business card anytime soon!

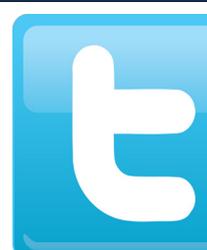
With winter settling in and the snow season under way, our very own snow bunny, Dominique headed down to the snow fields for a long weekend with her friends. She was considering not coming into work after her trip because she had described her sickness as 'chronic goggle burn'. Dominique forgot to put sunscreen on whilst on the slopes! So please, if you are heading down to the snow for this school and university holiday break, travel safely, be cautious, have fun and most importantly put sunscreen on whilst on the slopes.



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



Social Media



Property Licence Courses

Experienced Agents
Property Licence
Program
Castle Hill

Mon 14th - Fri 18th Jul

Trust Accounting
Castle Hill

Mon 14th - Wed 16th Jul

Property Management
Castle Hill

Wed 16th - Fri 18th Jul

Business Broking
Agency Practices
Sydney

Thu 7th - Fri 8th Aug

Sales for Real Estate
Castle Hill

Tue 22nd - Fri 25th Jul

Strata Management
Agency Practices
Sydney

Tue 8th - Fri 11th Jul

Stock & Station
Agency Practices
Sydney

Mon 3rd - Fri 7th Nov

Financial Management
Sydney

Mon 28th - Tue 29th Jul

Staff Management
Sydney

Wed 30th - Thu 31st Jul

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.

Business Broking Agency Practices Course

for existing Real Estate, Strata and Stock & Station Licensees

Thurs 7th to Fri 8th August
at Sydney CBD.

Ring **1300 88 48 10** to book!

Why not try online CPD for \$99?



Australian College
of Professionals

The College trainers will be conducting Certificate of Registration and CPD courses in city and country areas of NSW in 2014.

Ring 1300 88 48 10 to book

or

visit our website - www.acop.edu.au

Customised and in-house CPD courses are available. We come to you!

Real Estate, Strata, Business Broking, On-site Residential or Stock & Station.

In Sydney, courses are run at Bankstown, Castle Hill, the CBD at St Andrew's House, Liverpool, Northern Beaches and Parramatta.

