

## Correspondence Courses

- **Certificate of Registration Course (On-Site Management)**
- **Certificate of Registration Course (Real Estate)**
- **Certificate III in Property (Real Estate)**
- **Certificate IV in Property Services (Real Estate Licence)**
- **Buyer's Agent Licence Course**
- **On-Site Residential Property Manager's Licence Course**

The information you provide will ascertain as to whether or not you are eligible for study as outlined in the legislative requirements to work in the Property Industry established within the Property, Stock & Business Agents Act 2002, and by Industry Training Consultants Course Policy requirements.

You may be required to supply documentation to support the answers you provide i.e. copies of: Statements of Attainments/Course Completion Certificates/ Diploma's etc.

You will be required to sign this Application Form upon completion. If any of the answers you provide are misleading or false, your application will not be successful.

Personal Information			
Name:	D.O.B:	Sex: M/F	
Address:			
Suburb:	State:	P/C:	
Email:			
Ph:	Mobile:	Work Ph:	Fax:

Employment - <i>You maybe required to provide a copy of your CV and referee's to support the information below. This will only apply if applicable to your application and if requested by the training provider.</i>			
Name of Employer	Position	Years Employed	Reason for leaving
Are you currently working in the Property Industry? <span style="float: right;">(please circle) Yes No</span>			

Education - <i>You maybe required to provide a copy of your CV and referee's to support the information below. This will only apply if applicable to your application and if requested by the training provider.</i>			
Institution	Title of Course/Qualification	Year's Studied	Year Finished
At what level did you complete Secondary School? <span style="float: right;">(please circle) Year 10 Year 12</span>			

**Course Details**

Please provide information of the Course you would like to undertake.

<b>Course</b> <i>By Correspondence</i>	<b>Cost</b>	<b>RPL Available</b>	<b>Completion Timeframe</b>	<b>Tick Applicable</b>
Certificate of Registration Course ( On-Site Management )	<b>\$450.00</b>	<b>YES</b>	Min 48 Hours Max 3 months	
Certificate of Registration Course (Real Estate)	<b>\$450.00</b>	<b>YES</b>	Min. 72 Hours Max. 4 months	
Certificate III in Property (Real Estate)	<b>\$999.00</b>	<b>YES</b>	Min. 4 months Max. 12 months	
Certificate IV in Property (Real Estate Licence)	<b>\$2000.00</b>	<b>YES</b>	Min 8 months Max 24 months	
Buyer's Agent Licence Course	<b>\$1099.00</b>	<b>YES</b>	Min. 2 months Max. 8 months	
On-Site Residential Property Manager's Licence Course	<b>\$1199.00</b>	<b>YES</b>	Min. 3 months Max 10 months	

Would you like your skills in language, literacy and numeracy to be considered in the review of your application?  
(please circle) Yes No

*If you answered 'Yes', please comment on any language, literacy or numeracy difficulties we can support you with during your participation with us:*

<b>Units of Competency from Property Services Training Package CPP07</b>			
Please Choose The Units You Wish To Purchase <b>individual units cost \$200</b> <i>(This section only applies to any person wishing to purchase individual modules)</i>			
<b>Unit Code</b>	<b>Core Units</b>	<b>Certificate Level</b>	<b>Tick Applicable</b>
CPPDSM3009A	Maintain workplace safety in the property industry	III	
CPPDSM3010A	Meet customer needs and expectations in the property industry	III	
CPPDSM3015A	Use and maintain property and client information databases	III	
CPPDSM3018A	Identify risks to agency operations	III	
CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work <b>(Required for On-Site Management)</b>	IV	
CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work <b>(Required for Buyer's Agent)</b>	IV	
CPPDSM4009A	Interpret legislation to complete agency work	IV	
CPPDSM4015A	Minimise agency and consumer risk <b>(Required for Buyer's Agent and On-Site Management)</b>	IV	
CPPDSM4080A	Work in the real estate industry <b>(Required for Buyer's Agent and On-Site Management)</b>	III & IV	
<b>Elective Units</b>			
CPPDSM3001A	Assist in listing properties for lease	III	
CPPDSM3002A	Assist in listing properties for sale	III	
CPPDSM3003A	Assist in marketing properties for lease	III	
CPPDSM3004A	Assist in marketing properties for sale	III	
CPPDSM3019A	Communicate with clients as part of agency operations <b>(Required for Buyer's Agent and On-Site Management)</b>	III	
CPPDSM3006A	Collect and process property information	III	
CPPDSM3013A	Perform and record property management activities and transactions	III	
CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work	III & IV <b>( core units for cert IV)</b>	

CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work	<b>III &amp; IV ( core units for cert IV)</b>	
CPPDSM4003A	Appraise property <i>(Required for Buyer's Agent)</i>	<b>IV</b>	
CPPDSM4004A	Conduct auction	<b>IV</b>	
CPPDSM4005A	Establish and build client- agency relationships <i>(Required for Buyer's Agent and On-Site Management)</i>	<b>IV</b>	
CPPDSM4006A	Establish and manage agency trust accounts <i>(Required for On-Site Management)</i>	<b>IV</b>	
CPPDSM4010A	Lease property <i>(Required for On-Site Management)</i>	<b>IV</b>	
CPPDSM4011A	List property for lease	<b>IV</b>	
CPPDSM4012A	List property for sale	<b>IV</b>	
CPPDSM4013A	Market property for lease	<b>IV</b>	
CPPDSM4014A	Market property for sale	<b>IV</b>	
CPPDSM4016A	Monitor and manage lease or tenancy agreement <i>(Required for On-Site Management )</i>	<b>IV</b>	
CPPDSM4017A	Negotiate effectively in property transactions	<b>IV</b>	
CPPDSM4019A	Prepare for auction and complete sale	<b>IV</b>	
CPPDSM4020A	Present at tribunals	<b>IV</b>	
CPPDSM4022A	Sell and finalise the sale of property by private treaty <i>(Required for Buyer's Agent)</i>	<b>IV</b>	
CPPDSM4049A	Implement maintenance plan for managed properties	<b>IV</b>	
CPPDSM4056A	Manage conflict and disputes in the property industry	<b>IV</b>	
BSBRKG304B	Maintain business records <i>(Required for On-Site Management)</i>	<b>IV</b>	
BSBSMB406A	Manage small business finances	<b>IV</b>	
BSBLED401A	Develop teams and individuals <i>(Required for Buyer's Agent and On-Site Management )</i>	<b>IV</b>	
CPPDSM4001A	Act as a buyer's agent <i>(Required for Buyer's Agent only)</i>	<b>IV</b>	

Industry Training Consultants is a Registered Training Organisation approved by the Vocational Education and Training Advisory Board and therefore has complied with the Essential Standards for Registration which are located at [www.training.com.au](http://www.training.com.au).

### Disclaimer

This disclaimer to be signed by the applicant states that all information provided within this Application Form is correct at the time of writing. All documentation provided by the applicant is authentic and in the applicants true name. The applicant has read and fully understands Industry Training Consultants Course Policy. The applicant will not provide for copies of any of Industry Training Consultants materials be that training materials or resource materials or administration materials etc. The applicant understands the requirements outlined in the;

### Property, Stock and Business Agents Act 2002:

#### Part 2 Licenses and certificate of registration

Division 2 Eligibility, qualifications and disqualification

*14 Eligibility for License or certificate of registration &  
16 Disqualified persons i.e. Previously have not been disqualified*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Payment Options

Training and Assessment materials will be sent out to the successful applicant once payment or a first installment of monies owed has been received.

- Certificate of Registration Course (Onsite Management) \$450.00
- Certificate of Registration Course (Real Estate) \$450.00
- Certificate III in Property (Real Estate) \$999.00
- Certificate IV Property Services (Real Estate Licence) \$2000.00
- Buyer's Agent Course \$1099.00
- On-Site Residential Property Manager's Course \$1199.00

*Instalment payment plan available on some courses*

Payments can be made by either;

**Cheques** made payable to:  
Industry Training Consultants  
PO Box 2035,  
DANGAR NSW 2309

**Direct Deposit Bank:** National Australia Bank  
Account Name: Industry Training Consultants  
(BSB# 082-514 ACCOUNT# 58-642-8468  
(please tag your name with payment for identification)

**For Credit Card payments:** Use our online facility located at [www.itc.nsw.edu.au](http://www.itc.nsw.edu.au).

Or choose

For payments to be automatically debited from your nominated credit card below.

Card Type (please circle):      Visa      Mastercard      Amex      Diners **N/A**      Bankcard **N/A**

Credit Card Number:                          

Name on Credit Card: \_\_\_\_\_

Expiry Date :   /

By signing this request you acknowledge and understand that Industry Training Consultants will debit your credit card in the nominated amount shown above using their online payment facility. A receipt will be sent automatically to your e-mail inbox.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Customer Instalment Plan**

I have requested an instalment plan with Industry Training Consultants. I authorise Industry Training Consultants to direct debit my credit card in the amount shown in the instalment plan using their online payment facility, on the ..... day of each month until payment is complete.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<i>Office use only</i>	
Date received:	Received by:

**Please Fax Back On (02) 49 691 355**