

Recognition of Prior Learning / Recognition of Current Competency 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**

Recognition of Current Competency

To apply for recognition of current competency you will be required to put together a portfolio of evidence aligned to the learning outcomes of the specific units you are applying for. Industry Training Consultants will provide the unit assessment sheets to assist you in this process.

Recognition of Prior Learning

The following information you provide will ascertain as to whether or not you are eligible for Recognition of Prior Learning (RPL). Indicate any education and training you have undertaken relevant to the Units of Competency from the Property Services Training Package CPP07. These will include formal courses, adult education courses, in-house training, and seminar or workshop attendance. *We stress these only be considered if relevant.*

You will be required to supply documentation to support the answers you provide ie. 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.

Third Party Verification of Authenticity of Submitted Evidence.

If currently working in the Property Industry please have your Principal Licensee sign this section.

If not working in the Property Industry, please have your employer or nominated referee sign this section.

Applicants Name: _____ Applicants Signature: _____

Referee: _____ Referee Signature: _____

Date: _____

Personal Information

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

Employment *only required if applicable to your application.**Please provide a copy of your CV and referee's to support the information below.*

Name of Employer	Position	Years Employed	Reason for leaving

Are you currently working in the Property Industry? (please circle) Yes No

Education*Please provide a copy of your CV and Statements/Certificates/Diploma's etc to support the information below if applicable to your application.*

Institution	Title of Course/Qualification	Year's Studied	Year Finished

At what level did you complete Secondary School? (please circle) Year 10 Year 12

Life Experience*Your life experience may have had an influence on your current level of competence in many areas.*

Organisation	Level of Involvement	Time Frame	3 rd Party Verification Y/N

(Please provide third party verification or acknowledgement of your involvement.)

Pre- Assessment Details

Please respond to the following questions. This information will provide background information on your workplace and the industry in which you work.

Note: If you are not currently employed, whenever possible your responses should focus on the area/s in which you seek future employment.

Q1. In what industry area do you work? (Seek employment)

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Q2. Identify the current Industry skills or Competency Standards that you believe you have achieved, relevant to the units of competency from the course you are applying for.

Only answer this section if you are applying for a recognition of current competency, otherwise move to page 4.

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If you are unsure about what Competency Standards have been endorsed, a current list of Training Packages is available from the National Training Information Service site - www.ntis.gov.au.

Units of Competency from Property Services Training Package CPP07			
Please elect the Units of Competency you are nominating for RPL/RCC			
Unit Code	Core Units	Certificate Level	Tick <i>Applicable</i>
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 <i>(Required for On-Site Management)</i>	IV	
CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work <i>(Required for Buyer's Agent)</i>	IV	
CPPDSM4009A	Interpret legislation to complete agency work	IV	
CPPDSM4015A	Minimise agency and consumer risk <i>(Required for Buyer's Agent and On-Site Management)</i>	IV	
CPPDSM4080A	Work in the real estate industry <i>(Required for Buyer's Agent and On-Site Management)</i>	III & IV	
Unit Code	Elective Units	Certificate Level	Tick <i>Applicable</i>
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 <i>(Required for Buyer's Agent and On-Site Management)</i>	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 (core units for cert IV)	

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

Note: It may be the case that in claiming a particular unit, full competency may not be able to be awarded due to

- (a) insufficient evidence
- (b) no actual experience

However, provided you can provide substantial evidence, the RPL Assessor may arrange for you to complete tasks which satisfy the requirements.

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.

Course Details				
Please provide information of the Course you would like to undertake.				
Course <i>By Correspondence</i>	Cost	RPL Available	Completion Timeframe	Tick Applicable
Certificate of Registration Course (On-Site Management)	\$450.00	YES	Min. 48 Hours Max. 3 months	
Certificate of Registration Course (Real Estate)	\$450.00	YES	Min. 72 Hours Max. 4 months	
Certificate III in Property (Real Estate)	\$999.00	YES	Min. 4 months Max. 12 months	
Certificate IV in Property (Real Estate Licence)	\$2000.00	YES	Min. 8 months Max. 24 months	
Buyer's Agent Licence Course	\$1099.00	YES	Min. 2 months Max. 8 months	
On-Site Residential Property Manager's Licence Course	\$1199.00	YES	Min. 3 months Max. 10 months	
<p>Would you like your skills in language, literacy and numeracy to be considered in the review of your application? (please circle) Yes No</p> <p><i>If you answered 'Yes', please comment on any language, literacy or numeracy difficulties we can support you with during your participation with us:</i></p>				

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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

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

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: _____

Office use only

Date received:

Received by:

Please Fax Back On (02) 49 691 355