

## Recognition of Prior Learning/Recognition of Current Competency Face to Face Courses

- **Certificate of Registration Course**
- **Certificate IV Property Real Estate (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 <sup>rd</sup> Party Verification Y/N

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



### 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 <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	
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 <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	<b>III &amp; IV (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 <b>(Required for Buyer's Agent)</b>	<b>IV</b>	
CPPDSM4004A	Conduct auction	<b>IV</b>	
CPPDSM4005A	Establish and build client- agency relationships <b>(Required for Buyer's Agent and On-Site Management)</b>	<b>IV</b>	
CPPDSM4006A	Establish and manage agency trust accounts <b>(Required for On-Site Management)</b>	<b>IV</b>	
CPPDSM4010A	Lease property <b>(Required for On-Site Management)</b>	<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 <b>(Required for On-Site Management)</b>	<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 <b>(Required for Buyer's Agent)</b>	<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 <b>(Required for On-Site Management)</b>	<b>IV</b>	
BSBSMB406A	Manage small business finances	<b>IV</b>	
BSBLED401A	Develop teams and individuals <b>(Required for Buyer's Agent and On-Site Management)</b>	<b>IV</b>	

CPPDSM4001A	Act as a buyer's agent <i>(Required for Buyer's Agent only)</i>	<b>IV</b>	
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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.

## 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 (Real Estate ) <i>Newcastle</i>	<b>\$490.00</b>	<b>YES</b>	9-5:30pm 2.5 days	
Certificate of Registration Course (Real Estate) <i>Far North Coast Pricing</i>	<b>\$590.00</b>	<b>YES</b>	9-5:30pm 2.5 days	
Certificate IV in Property (Real Estate Licence)	<b>POA</b>	<b>YES</b>	TBA	

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:*

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**

- Certificate of Registration Course (Real Estate) \$490.00 (*Newcastle*)
- Certificate of Registration Course (Real Estate) \$590.00 (*Far North Coast Pricing*)
- Certificate IV Property Real Estate (Licence Course) POA (*Newcastle*)
- Certificate IV Property Real Estate (Licence Course) POA (*Far North Coast Pricing*)

*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: \_\_\_\_\_

*Office use only*

Date received:

Received by:

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