

Recognition of Prior Learning/ Recognition of Current Competency

For The Accelerated Licence Course in Real Estate

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 <i>only required if applicable to your application.</i> <i>Please provide a copy of your CV and referee's to support the information below.</i> | | | |
|---|----------|----------------|--------------------|
| Name of Employer | Position | Years Employed | Reason for leaving |
| | | | |
| | | | |
| | | | |
| Are you currently working in the Property Industry? (please circle) Yes No | | | |

| Education <i>Please provide a copy of your CV and Statements/Certificates/Diploma's etc to support the information below if applicable to your application.</i> | | | |
|--|-------------------------------|----------------|---------------|
| 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 <i>Your life experience may have had an influence on your current level of competence in many areas.</i> | | | |
|---|----------------------|------------|--|
| Organisation | Level of Involvement | Time Frame | 3 rd Party Verification Y/N |
| | | | |
| | | | |
| | | | |
| <i>(Please provide third party verification or acknowledgement of your involvement.)</i> | | | |

| 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 Applicable |
| 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 | |
| Elective Units | | | |
| 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 | III & IV (core units for cert IV) | |
| CPPDSM4003A | Appraise property (Required for Buyer's Agent) | IV | |
| CPPDSM4004A | Conduct auction | IV | |
| CPPDSM4005A | Establish and build client- agency relationships (Required for Buyer's Agent and On-Site Management) | IV | |
| CPPDSM4006A | Establish and manage agency trust accounts (Required for On-Site Management) | IV | |
| CPPDSM4010A | Lease property (Required for On-Site Management) | 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 (Required for On-Site Management) | 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 (Required for Buyer's Agent) | IV | |
| CPPDSM4049A | Implement maintenance plan for managed properties | IV | |
| CPPDSM4056A | Manage conflict and disputes in the property industry | IV | |
| BSBRKG304B | Maintain business records (Required for On-Site Management) | IV | |
| BSBSMB406A | Manage small business finances | IV | |
| BSBLED401A | Develop teams and individuals (Required for Buyer's Agent and On-Site Management) | IV | |
| CPPDSM4001A | Act as a buyer's agent (Required for Buyer's Agent only) | 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 or
- (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.

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

Once your application has been assessed for recognition of prior learning, our trainer will contact you to confirm the results of your application and price of course.

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: _____

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

Please Fax Back On (02) 49 691 355