# Staff Training Organiser

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1. It’s easy to make this template your own. Just follow the examples provided below to keep track of your staff’s CPD Training requirements for each CPD year.

**Please Note**: that every CPD year **Starts March 23rd** and **Ends March 22nd** the following year. CPD Training is required every year to keep your real estate license but does not automatically renew your license when it expires.

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| --- | --- | --- | --- | --- | --- |
| Staff Name | Class Level | License Renewal Deadline | CPD Training Needed | Course Dates | CPD Progress |
| Example 1 | Class 1 | 4/05/2025 | CPD Compulsory Topics (3hrs)CPD Elective Topics Class 1 (6hrs) | **CPD COM** In House 04/05/2021**CPD ELEC**Correspondence  | CPD Compulsory Topics **Complete** CPD Elective Topics **In Progress** |
| Example 2 | Class 2 | 25/04/2022 | CPD Compulsory Topics (3hrs)CPD Elective Topics (3hrs) | **CPD COM** ITC Office 04/05/2021**CPD ELEC**Correspondence | CPD Compulsory Topics **Complete** CPD Elective Topics **Complete** |
| Example 3 | Class 3(Assistant Agent) | 01/12/2024 | Assistant Agent CPD | **Assistant Agent CPD**ITC Office 04/05/2021 | Assistant Agent CPD **In Progress** |
| [Full Name] | [Class of license currently held] | [Date] | [Type of training required] | [Course date(s)] | [Status, such as **In Progress** or **Complete**] |
| [Full Name] | [Class of license currently held] | [Date] | [Type of training required] | [Course date(s)] | [Status, such as **In Progress** or **Complete**] |
| [Full Name] | [Class of license currently held] | [Date] | [Type of training required] | [Course date(s)] | [Status, such as **In Progress** or **Complete**] |