

UNDERSTANDING YOUR CPD REQUIREMENTS

DON'T BE CAUGHT OUT

**BY LEARNING TOPICS THAT DON'T
COUNT TOWARDS YOUR CPD!**



THE CPD YEAR ENDS MARCH 22ND
Enrol NOW!



Industry Training Consultants
real estate training specialists

CPD REQUIREMENTS FOR ALL LICENCE HOLDERS

All individuals who hold a Class 1 property agent's licence, Class 2 property agent's licence or a Certificate of Registration/Class 3 Assistant Agent must complete the CPD specified for their licence or certificate category each year.

NSW Fair Trading requires **CLASS 1** and **CLASS 2** licence holders to complete each CPD year;

- **3 HOURS OF COMPULSORY TOPICS***

- **3 HOURS OF ELECTIVE TOPICS**

CLASS 1 & 2 AGENTS may choose to complete additional hours from the list of compulsory units, to count towards their elective topics.

CLASS 1 LICENCE HOLDERS must also complete each CPD year;

- **3 HOURS OF BUSINESS SKILLS TOPICS**

* *Note to any CLASS 2 AGENTS studying any BUSINESS SKILLS*

TOPICS - this will not count towards your CPD requirements

BUSINESS SKILLS TOPICS is a requirement for **CLASS 1 LICENCE HOLDERS ONLY**.

CLASS 1 AGENTS - **3 HRS COMPULSORY TOPICS, 3 HRS ELECTIVE TOPICS & 3 HRS BUSINESS SKILLS TOPICS.**

CLASS 2 AGENTS - **3 HRS COMPULSORY TOPICS and 3 HRS ELECTIVE TOPICS**

* If you hold a **CLASS 1 or 2 LICENCE** for both **STRATA MANAGEMENT** and **REAL ESTATE**, you are also required to complete an additional **3 HOURS OF COMPULSORY TOPICS FOR STRATA MANAGEMENT.**

In total, any person who holds a licence in both **STRATA MANAGEMENT** and **REAL ESTATE** must complete **12 HOURS OF CPD** as a **CLASS 1 AGENT** and **9 HOURS OF CPD** as a **CLASS 2 AGENT**.

For CPD obligations as an **ASSISTANT REAL ESTATE AGENT*** you must complete at least **3 UNITS** from the **CPP41419 CERTIFICATE IV IN REAL ESTATE PRACTICE** each year

The three units for 2022 are:

- **CPPREP4101 APPRAISE PROPERTY FOR SALE OR LEASE**

- **CPPREP4122 MANAGE TENANT RELATIONSHIPS**

- **CPPREP4124 END TENANCY.**

After **4 YEARS** of holding a **CERTIFICATE OF REGISTRATION, ASSISTANT AGENTS MUST** complete the

CPP41419 CERTIFICATE IV IN REAL ESTATE PRACTICE with 12 months work experience and become a **CLASS 2 AGENT.**

Assistant Agents can meet their CPD requirements by enrolling in the following courses;

ASSISTANT AGENT CPD COURSE -

This course covers the minimum 3 units each year or

CPP41419 CERTIFICATE IV IN REAL ESTATE PRACTICE -

This will fast track your way to becoming a **CLASS 2 AGENT.**

Note: if you have received your **CLASS 2 LICENCE** before December, you must also complete **3 HOURS COMPULSORY TOPICS** and **3 HOURS ELECTIVE TOPICS.**

*If you have recently completed an **ASSISTANT AGENT COURSE** and received your **CERTIFICATE OF REGISTRATION** before December, you must complete **1 UNIT** from the **CPP41419 CERTIFICATE IV IN REAL ESTATE PRACTICE** to meet your CPD requirements.

PLEASE NOTE: under **Clause 8 of the Secretary's Guidelines for the Proper Supervision of the Business of a Licensee - s32 of the Property and Stock Agents Act 2002** - it is the responsibility of the **LICENSEE IN CHARGE** to ensure all persons working for them have met their CPD requirements for each CPD year.

Failure to comply with your CPD requirements may result in the suspension or cancellation of your licence, with fines of **\$11,000 FOR INDIVIDUALS** and **\$22,000 FOR CORPORATIONS.**

The CPD year for all licence and certificate holders **STARTS ON 23 MARCH** each year and **ENDS ON 22 MARCH** the following year.

CPD TOPICS OFFICIALLY RECOGNISED BY NSW FAIR TRADING

*The new CPD arrangements do not provide for the carry-over of CPD from one year to the next.

CPD COMPULSORY TOPICS CLASS 1 & 2

Topic 1 – COVID-Safe Business
Topic 1B – Supervision Guidelines & Rules of Conduct
Topic 1C – Cyber Security & Fraudulent Activity
Topic 1D – Industry Contacts
Topic 1E – Privacy
Topic 2A – Underquoting
Topic 2B – Disclosure of Material Facts
Topic 3A – Changes to Community Land Management legislation
Topic 3B – Short-term Rental Accommodation Code of Conduct
Topic 4 – Business Asset Sales vs Shares

***CLASS 1 & 2 AGENTS** may choose to complete additional hours from the list of compulsory units, to count towards their elective topics.

***Only CLASS 2 AGENTS** may complete one unit from the **CPP50307 - Diploma of Property Services (Agency Management)** to count towards 3 hours of their elective topics.

CPD ELECTIVE TOPICS CLASS 1 & 2

- Property practice (sales and property management, strata and community management, stock and station agency, business sale or business broking, commercial and industrial property)
- Marketing skills and/or practice
- Communication skills and/or practice
- Property transaction legal requirements
- Ethics and professional responsibility
- Fraud prevention
- Marketing and quality control
- Workplace health and safety
- Legislation and compliance

CLASS 1 & 2 LICENCE HOLDERS MAY ALSO CHOOSE ELECTIVE TOPICS RELATING TO:

- * Risk management
- Industrial relations and human resource management
- Supervision requirements
- Trust accounting principles and audit requirements.

CLASS 1 BUSINESS SKILLS TOPICS

- Trust accounting principles and audit requirements
- Business risk management
- Business practices, management and governance
- Marketing and quality control
- Trust accounting principles and audit requirements
- Industrial relations and human resource management
- Supervision requirements
- Compliance audit and review
- Fraud prevention
- Workplace health and safety

* **Note to CLASS 2 AGENTS** - studying any **Business skills topics** will not count towards your CPD requirements - **this is a requirement for CLASS 1 AGENTS only.**

For further information visit
www.itc.nsw.edu.au or Call (02) 4001 0128