The Australian College of Professionals has been approved by the Director of Consumer Affairs Victoria under Section 10a of the Estate Agents Act 1980 to conduct courses of instruction or examination prescribed for the purposes of sections 14 and 16 of the Estate Agents Act 1980.

ACOP conducts training courses for people to complete the Statement of Attainment required to enable students to be employed as an Agent’s Representative under section 16(1)(b) of the Estate Agents Act 1980. This course provides students with the competencies required for the award of a Statement of Attainment for the Units of Competency listed below from the Property Services Training Package CPP07.

ACOP’s courses are developed and delivered by current industry professionals and solicitors. This means that students are able to benefit from the analysis of real cases and scenarios and receive the most up to date knowledge of legislation and industry best practices.

The four Units of Competency required to obtain the necessary skill set to become employed as an Agent’s Representative in Victoria are taken from the following Nationally Recognised Qualification:

CPP40307 ~ Certificate IV in Property Services (Real Estate)

The required Units of competency are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>CPPDSM4007A</td>
<td>Identify legal and ethical requirements of property management to complete agency work</td>
</tr>
<tr>
<td>CPPDSM4008A</td>
<td>Identify legal and ethical requirements of property sales to complete agency work</td>
</tr>
<tr>
<td>CPPDSM4009B</td>
<td>Interpret legislation to complete agency work</td>
</tr>
<tr>
<td>CPPDSM4080A</td>
<td>Work in the real estate industry</td>
</tr>
</tbody>
</table>
Enrolment Process:

**Face to Face Courses**
1. Complete our enrolment form. If you have any questions, contact the College on 1300 88 48 10.
2. Return the form to our office at least 1 week prior to course date together with payment for the course.
3. Alternatively, you can enrol online at [www.acop.edu.au](http://www.acop.edu.au) and click on Enrol Now.

**Distance Education Courses**
1. Complete our enrolment form. If you have any questions regarding the form, please contact us on 1300 88 48 10.
2. Return the form to our office together with the payment for the course.
3. Once your enrolment and payment has been received we will post the learning materials to you.
4. Read the materials and complete the assessment(s).
5. Return the assessment(s) to our office.
6. Your assessment(s) will be marked and if successful your Certificate and Statement of Attainment will be dispatched within 7-10 business days.

**Resources:**
Students will require a calculator and access to the internet in order to undertake additional research for the completion of this training program.

If you have a problem with gaining access to the above, please contact the College to discuss options.

**Expectations:**
In order to meet the requirements of the course(s), you will need to complete all of the following:

- Attend all sessions of the course (face-to-face courses).
- Complete all competency assessments.
- Complete all take-home assessment tasks and return within thirty (30) days after course completion or by the due date specified in your Distance Education Package letter (30 – 60 days depending on course)
- If these assessments are not returned by the due date, you will be marked as “Not Yet Competent” and may be required to attend the course again or be assessed for Recognition of Prior Learning. Both of these will incur additional fees.
- If you require an extension to your due date, please contact the College to discuss your extension needs.

**In-House Agents Representative Courses:**
In-house courses are also available for groups of 6 or more throughout Victoria. Our trainers will come to your office to conduct your Agents Representative course at a time that suits you and your staff. Courses are conducted in a Self-Study plus one (1) day tutorial format whereby students receive their course materials and assessment workbooks for pre-reading ahead of the one (1) day tutorial with our trainer. Phone and email support is provided throughout the course.
Important:
To be eligible to be employed as an Agent’s Representative you must:

- be 18 years of age or over
- have a registered address in Victoria
- have successfully completed the Units of Competency prescribed for Agent’s Representatives under the Estate Agents (Education) Regulations 2008.
- within the last 10 years, not have been convicted or found guilty of any offence involving fraud, dishonesty, drug trafficking or violence which is punishable by imprisonment for three months or more (whether or not a sentence of imprisonment was imposed)
- not be the cause of a claim being made against the Victorian Property Fund
- not be insolvent under administration (a bankrupt or in administrative arrangement)
- not be a represented person under the Guardianship and Administrative Act 1986
- not be presently subject to a declaration by the Victorian Civil and Administrative Tribunal that you are ineligible to act as an Agent’s Representative

Special Needs:
If you have any special needs in relation to language, literacy or numeracy support, physical access, food and beverage or any other issue, please note this on your enrolment form and we will make every effort to meet your needs.

Course Fees:

<table>
<thead>
<tr>
<th>Distance Education</th>
<th>$595</th>
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</thead>
<tbody>
<tr>
<td>Self Study + 1 day workshop</td>
<td>$425</td>
</tr>
<tr>
<td>Online</td>
<td>$400</td>
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</tbody>
</table>

*All course fees are GST exempt.

Cost:
The total costs cover (as applicable):

- All days of training and phone/email support
- The provision of all learning materials
- Conducting assessments for each participant
- Morning and afternoon tea
- Marking of competency assessments
- Issuing of Statement of Attainment and Certificate

Payment

Face to Face Courses
Payment must be received no later than one week prior to the course date. Payments can not be accepted on the day. A Tax Invoice/Receipt will be emailed to the address specified on your enrolment form.

Distance Education Courses
Payment must be received prior to the issue of any course materials. A Tax Invoice/Receipt will be emailed to the address specified on your enrolment form.

Payment can be made by cheque, money order credit card. We accept MasterCard, Visa and American Express payments. AMEX payments incur a 3% surcharge.

Refund Policy – please note:

Face to Face Courses
- There are no refunds for cancellations less than 24 hours prior to commencement of the training.
- For cancellations less than fourteen (14) days prior to the training course, the College will transfer your enrolment to another date but no refund will apply. If you cancel the transferred course, no refund will apply.
- For cancellations more than fourteen (14) days prior to the training course, an administration fee of 20% of the course fee will apply.
- For course transfers less than 24 hours prior to the commencement of the training, an administration fee of 50% of the course fee will apply.
- ACOP reserves the right to cancel courses due to unforeseen circumstances and/or if minimum course numbers are not reached. Students will be offered a full refund for any course fees paid for the cancelled course or have their course fee credited towards another ACOP course.

Distance Education Courses
- A full refund will apply for cancellations made prior to course materials being issued.
- No refunds apply after course materials have been issued.

Online Courses
- A full refund will apply for cancellations made prior to logins and passwords being issued.
- No refunds apply after logins and passwords have been issued.
Centrelink Candidates

The course required to enter the property industry is the Certificate of Registration. The College provides Centrelink-approved courses that job-seekers looking to enter the property industry may complete as part of their Employment Pathway Plan (EPP). Your Job Services Provider will determine whether you are eligible for funding to complete this course.

To check your eligibility:
1. Take this course brochure to Centrelink or your Job Services Provider (JSP)
2. Please quote the College’s Approved Provider Number: 2R001

To Enrol:
1. Select the Certificate of Registration course you would like to attend
2. You or your JSP will need to complete and return the Enrolment Form (a tax invoice will be emailed on receipt of the Enrolment Form)
3. Your JSP will need to provide a Purchase Order or full payment prior to the course
4. Once payment has been received you and your JSP will receive confirmation of your enrolment via email.

Unique Student Identifier (USI)

If you are a student studying nationally-recognised training at a Registered Training Organisation like the Australian College of Professionals (ACOP) you are required to have a Unique Student Identifier from 1st January 2015. The USI will give you ongoing access to your records and results, so they are always available if you choose to enrol in further training or need to show a future employer.

A USI:
• is made up of 10 numbers and letters, and
• gives you access to an account that contains your training records and results from 1st January 2015 onwards, and
• will help you provide evidence of your studies when you apply for a job or further study.

Results from 2015 will be available in your USI account from 2016.

For further information please see the following fact sheet:

For further information please view the following student video:
https://www.youtube.com/watch?v=HRYaaFB7Ho&list=UU4Phc0oSN6fRwzrl-gVfxHw&index=2