Have you considered the Work Health and Safety Act ??

Part of the aim with our College Chronicle is to remind you of things you may already know but assume are the responsibility of someone else, or even items that you do not consider at all in your daily work life but take for granted as being in place when they are needed. One of these really important, and at times lifesaving, items, are our Workplace Health and Safety systems and First Aid Kits. The Work Health and Safety Act 2011 sets out an Employer’s responsibilities for ensuring that their employees are not exposed to risk within their workplace, and where that exposure to risk is unavoidable, an employer must ensure that there are measures in place to manage and minimise the risks to employees. Safe Work Australia have released a set of guidelines for employers to make understanding the Act a little easier, and they clearly state an employer has the following obligations to:

- Provide first aid equipment and ensure each worker at the workplace has access to the equipment.
- Ensure access to facilities for the administration of first aid
- Ensure that an adequate number of workers are trained to administer first aid at the workplace or that workers have access to an adequate number of other people who have been trained to administer first aid.

The obligation to have first aid equipment within the office is an easy one to understand, however the first obligation states that an employer must provide first aid equipment and ensure each employee has access to that equipment. Agents need to consider what the workplace actually consists of. The majority of you, both salespersons and property managers are probably listing in your head right now that your workplace consists of:

- the office
- the car
- open homes

So, if you can list at least the above three places you consider to make up your workplace environments, how are you and your employer ensuring that your workplace is compliant with the WHS laws?

www.acop.edu.au
Business owners ensure that their companies have insurance to protect them from losses if a customer hurts themselves in their workplace. We expect our insurance to cover the same injuries they should occur at an open home viewing, and we insure our cars so that we do not suffer loss if we have an accident between leaving the office and arriving at that open home viewing. But have you ensured that you have a mobile first aid kit in your car in case there is an accident either on the road or at your open homes? These places are considered, for a Real Estate Agent, to make up part of their workplace, and as such are considered to fall within the same rules for WHS, so, do you have a first aid kit in your car?

Just for a quick reference, you can purchase mobile first aid kits, specifically designed to keep in your car, from Amada-Amavic who are a leading Manufacturer and Wholesaler in the First Aid and Occupational Health industry. They provide quality First Aid Kits. Amada-Amavic has been assembling First Aid Kits and manufacturing First Aid products for over 65 years and is 100% Australian owned.

Amada-Amavic were a Platinum Sponsor of the Premier Auctioneers Competition, and as such are making a special offer to real estate agents. The kit usually retails for $145 + GST. The special offer to our students for a first aid kit that is suitable for up to 10 people is $99 incl GST. This is an offer not only too good to be true from the discount applicable to our students, but also from a safety perspective for yourself, your colleagues and your customers. Be safe.

Til next time,
Wishing you every success in your business ventures,
Rosy Sullivan

Is it Time You Upgraded to Your Licence?

ACoP runs a Fast Track program which, in conjunction with Recognition of Prior Learning (RPL) assessment, will enable you to complete your Real Estate Licence qualification in 5 days with take home assessments.

We will also assist you with completion and submission of your licence application to NSW Fair Trading free of charge.

Free Assessment
Send us your resume & copies of any qualification transcripts you may have for a free and confidential preliminary RPL assessment.
CERTIFICATE OF REGISTRATION COURSES

Campbelltown  
( Dist Ed + 1 day workshop)  
Wed 13th Nov

Orange  
( Dist Ed + 1 day workshop)  
Tue 19th Nov

Sydney  
Mon 18th – Wed 20th Nov

Baulkham Hills  
( Dist Ed + 2 day workshop)  
Sat 23rd - Sun 24th Nov

Newcastle  
( Dist Ed + 1 day workshop)  
Fri 29th Nov

Parramatta  
Mon 9th – Wed 11th Dec

Our 2014 Calendar is available on our website.

FINANCE AND MORTGAGE BROKING COURSES

Cert IV in Finance & Mortgage Broking  
Sydney  
Mon 18th - Wed 20th Nov

Dip of Finance & Mort Broking Mgmt  
Upgrade for existing Cert IV holders  
Sydney  
Thu 21st - Fri 22nd Nov

News from the Office

The past week has seen almost everyone in the office involved in either the planning, running and attendance at the Premier Auctioneers Competition. It was a great night, supporting a fantastic cause of raising funds for research into cancer and rare diseases through the Westmead Medical Research Foundation. In collaboration with Edwin Almeida from Just Think Property and Anthony Carroll from Yellow Sneakers, the organizing process was hectic and the debrief this weekend should be a little more lighthearted.

Other news from the office is that George has been in Melbourne running training and has survived the flight back where they forgot to shut the plane door fully until they were 35 minutes into the flight - welcome home George !!!

The College is now also advertising on Nova 96.9 as well as smoothfm, so tune in to hear our new ads on both stations. Everyone in the College is very excited about the Christmas decorations that are now popping up throughout the city, and in particular in the Town Hall Arcade under our building. Our decorations will be coming out very soon – watch out for the reindeer in our windows.

Most excitement now at the end of the week is that some of the girls in the office are going to the Beyonce concert on Sunday night as guests of smoothfm – and can’t wait to enjoy the delights and views from the corporate box.

Evening CPD
Sydney CBD  
Tuesday 26th November  
5.00pm - 7.00pm

Ring 1300 88 48 10 to book

www.acop.edu.au
Watch this space......

Sir Learnalot is coming

Australian College of Professionals

The College trainers will be conducting Certificate of Registration and CPD courses in city and country areas of NSW in 2014.

Ring 1300 88 48 10 to book

or

visit our website - www.acop.edu.au

Customised and in-house CPD courses are available.

We come to you!

Real Estate, Strata, Business Broking, On-site Residential or Stock & Station.

In Sydney, courses are run at Bankstown, Castle Hill, the CBD at St Andrew’s House, Hurstville, Liverpool and the Northern Beaches.