



CPD COURSES

Albury

Sales & Prop Mgmt

Tue 1st Sep

Wagga Wagga

Stock & Station (AM) or
Sales & Prop Mgmt (PM)

Wed 2nd Sep

Castle Hill

Sales & Prop Mgmt

Fri 4th Sep

Port Macquarie

Sales & Prop Mgmt (AM)
or Onsite Residential
Prop Mgmt (PM)

Mon 7th Sep

Dubbo

Stock & Station (AM) or
Sales & Prop Mgmt (PM)

Fri 11th Sep

Taree

Sales & Prop Mgmt

Mon 14th Sep

Sydney

Sales (AM) or
Prop Mgmt (PM)

Thu 17th Sep

Gosford

Sales & Prop Mgmt

Mon 21st Sep

Keeping a record of your CPDfor licence and certificate holders

It is a requirement under the Property, Stock and Business Agents Act 2002 that you complete Continuing Professional Development (CPD) every year. You must complete this training prior to your renewal date for your licence or certificate of registration every year. NSW Fair Trading has the right to request access to records of your CPD at any time. They will make their request either to you personally or to your licensee-in-charge.

To assist you in keeping track of your CPD activities, NSW Fair Trading has developed a CPD diary. They have stated that you must keep records for each CPD activity, showing:

- the nature of the activity
- its educational value
- the number of CPD points earned

The following records are acceptable and must be kept for at least 3 years:

- for 1 point per hour learning:
 - proof of attendance (see below for what it should contain)
 - receipts or other records verifying the claim for points
- for 3 point per hour learning (by a registered training organisation (RTO) or an Australian university):
 - Statement of Attainment
 - Certificate of part completion or qualification issued by a RTO or Australian university.
- for 3 point per hour learning (by an approved industry association or a Government agency):
 - proof of attendance (see below)
 - receipts or other records verifying the claim for points

Proof of attendance

Your training provider must provide you with a statement as "proof of attendance" that includes all the information that NSW Fair Trading requires to confirm your participation in your annual CPD training.

CPD 2 HOUR SEMINARS

(8am - 10am unless otherwise specified)

Full 12 points!!

Wollongong
Sales & Prop Mgmt
Wed 16th Sep

Sydney
Trust Accounting
Fri 18th Sep

Sydney
Strata
Mon 21st Sep

Parramatta
Sales & Prop Mgmt
Thu 24th Sep

Bankstown
Sales & Prop Mgmt
Fri 2nd Oct

Parramatta
Trust Accounting
Fri 2nd Oct

Sydney
Sales & Prop Mgmt
Thu 8th Oct

Windsor
Sales & Prop Mgmt
Fri 9th Oct

Sydney
Business Broking
Thu 15th Oct

Sydney
Strata
Fri 16th Oct

Tamworth
Trust Accounting
Fri 16th Oct

The proof of attendance should contain:

1. Your name, contact details and licence or certificate number
2. Title of the course/event/activity/training and the CPD topic area covered
3. Course code (if any)
4. Date, time and place of the course/event/activity/training
5. Duration of the course/event/activity/training
6. Type of assessment (if applicable)
7. Name of the trainer and organisation
8. CPD points earned

You are not required to send any of these records to Fair Trading. However, if you are audited by Fair Trading you must be able to prove that you complied with CPD requirements, or face the possibility of losing your licence or certificate.

Your licence or certificate may be audited by Fair Trading. Any licensee who knowingly misrepresents their compliance with CPD will be prosecuted.

NSW Fair Trading have provided a proforma that meets their requirements in terms of maintaining a register of your CPD. All Licensees-In-Charge should keep this level of information for every licence and certificate holder that is registered under their licence. You can view the proforma at the following link: http://www.fairtrading.nsw.gov.au/pdfs/Property_agents_and_managers/cpddiaryforproperty.pdf

Make sure that you participate in a CPD activity every year. Our philosophy on CPD is that it ***shouldn't*** be harmful to your health and it ***should*** be useful to your daily role in the property industry. Make sure you join us for an enjoyable and productive learning experience.

Til next time,

Wishing you every success in your business ventures,
Rosy Sullivan

Have you ever thought about being a trainer?

ACOP are working in collaboration with another
Registered Training Organisation to offer the

Cert IV in Training and Assessment - TAE40110.

This is the essential qualification required if you want to be
a trainer in the adult vocational industry.

Why not expand your skills and knowledge and add that
extra string to your bow and enhance your future career
options.

Course Brochure

CERTIFICATE OF REGISTRATION COURSES

Port Macquarie

(Dist Ed + 1 day workshop)

Tue 8th Sep

Sydney

Mon 14th – Wed 16th Sep

Sydney

(Dist Ed + 2 day workshop)

Sat 19th – Sun 20th Sep

Gosford

(Dist Ed + 1 day workshop)

Tue 22nd Sep

Castle Hill

Mon 6th – Wed 8th Oct

Newcastle

(Dist Ed + 1 day workshop)

Thu 8th Oct

Tamworth

(Dist Ed + 1 day workshop)

Thu 15th Oct

FINANCE AND MORTGAGE BROKING COURSES

Cert IV in Finance & Mortgage Broking Sydney

Mon 7th - Wed 9th Sep

Dip of Finance & Mort Broking Mgmt

Upgrade for existing Cert IV holders

Sydney

Thu 10th - Fri 11th Sep

News from the Office

The past fortnight started off with our very popular Certificate of Registration course in the CBD, where we welcomed in a fantastic group of new students who were all extremely excited to start their training and some students commencing their new career! Last week we also held our Victorian Experienced Agents Licence program down in Melbourne where our trainer John Sullivan said he thoroughly enjoyed the cold Melbourne winter and as whenever he ventured out he was blown around, so spent most of his evenings in his heated hotel room. However, he did mention that he had a great bunch of students and was extremely pleased with everyone in the course. On another note we also held our corporate and public CPD training courses all around NSW, from Ballina to Penrith, Parramatta and Gosford. The trainers once again complimented the students in these courses and all were extremely happy with everyone who attended, which is always great to hear in the office. And thanks to our students who continue to pose the curly questions, which naturally become our newsletter topics in the weeks that follow.

These last few weeks we also celebrated a whole bunch of birthdays in the office with Megan, Kristine, Jane, Rachelle and last Friday was Dom who celebrated her very special 21st birthday (and we are all excited about the big team night out for Dom's party next week). The ACoP team are definitely not deprived of cake and we had some great birthday celebrations with a lot of balloons, streamers and singing going around the office, which made it a fantastic and very colourful week. So as we all undo our belts and get ready for the busy weeks ahead, kicking off with our Certificate of Registration in Castle Hill and our CPD training seminars around NSW, not to mention the mortgage broking, financial planning and accounting courses that have become super popular this year. So if you need your 12 CPD points there's still plenty of time to enrol, head onto our website and get those enrolment forms in!

Strata Management Practices

for existing Real Estate, Stock & Station and
Business Broking Licensees

Tuesday 1st to Friday 4th September

Sydney CBD

Social Media



Property Licence Courses

**Experienced Agents
Property Licence
Program
Castle Hill**

Mon 7th - Fri 11th Sep

**Trust Accounting
Castle Hill**

Mon 7th - Wed 9th Sep

**Property Management
Castle Hill**

Wed 9th - Fri 11th Sep

**Business Broking
Agency Practices
Sydney**

Thu 1st - Fri 2nd Oct

**Sales for Real Estate
Sydney**

Tue 22nd - Fri 25th Sep

**Strata Management
Agency Practices
Sydney**

Tue 1st - Fri 4th Sep

**Stock & Station
Agency Practices
Sydney**

Mon 2nd - Fri 6th Nov

**Financial Management
Sydney**

Wed 7th - Thu 8th Oct

**Staff Management
Sydney**

Wed 14th - Thu 15th Oct

**Auctioneer
Accreditation Sydney**
Fri 18th Sep

Is it Time You Upgraded to Your Licence?

ACOP runs an Experienced Agents Property Licence 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.



Online CPD now available for Real Estate Sales, Property Management, Commercial & Retail Sales & Leasing, Business Broking, Strata, Stock and Station and On-site Residential Property Management.

\$99



**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.

