



CPD COURSES

Castle Hill
Sales & Prop Mgmt
Fri 8th Dec

Sydney
Strata
Tue 12th Dec

Sydney
Sales
Thu 14th Dec

Sydney
Prop Management
Thu 14th Dec

Sydney
Sales
Thu 18th Jan

Sydney
Prop Management
Thu 18th Jan

Gosford
Sales & Prop Mgmt
Mon 22nd Jan

Ballina
Sales & Prop Mgmt
Mon 19th Feb

Port Macquarie
Sales & Prop Mgmt
Fri 22nd Feb

Dee Why
Sales & Prop Mgmt
Mon 26th Feb

Fraud Prevention Guidelines

Way back in April 2013, NSW Fair Trading issued the "Real Estate Fraud Prevention Guidelines". No-one took a great deal of notice of these guidelines. We talked about them in CPD and noted that they were a great concept and that property management was most likely the area where this would have the greatest impact.

Unfortunately, fraud in all aspects of our lives, is on the rise... and this is definitely one pathway to minimise that risk.

The purpose of these Guidelines was to help real estate agents verify the identification of property owners when dealing with clients in order to prevent real estate fraud.

The Guidelines detail the applicable law being section 37 of the Property, Stock and Business Agents Act 2002 and linked this to the Regulations and the Rules of Conduct that are detailed in Schedule 1 of the Regulations. It is noted that an agent has breached the following Rules of Conduct if they fail to sight evidence of property ownership. The breaches are specifically against:

- Rule of Conduct Two that requires agents to comply with the fiduciary obligations arising as an agent;
- Rule of Conduct Three that requires that an agent must act honestly, fairly and professionally with all parties in a transaction;
- Rule of Conduct Four that requires that an agent must exercise reasonable skill, care and diligence; and
- Rule of Conduct Six that requires that the agent must act in the client's best interest at all times unless it would be contrary to the Act or Regulations under the Act or otherwise unlawful to do so.

The maximum penalty that applies to the above breaches is 100 penalty points, which presently equates to \$11,000.

So, what does this mean in reality. It means that you, as an agent, must ensure that you sight proof of identity and also proof of ownership AND maintain a record that you have sighted these documents. NSW Fair Trading have issued fines to agents in relation to not having a record of these checks on their sales files.

NSW Fair Trading gave a suggested Proof of Identity Checklist as an attachment to the Guidelines. This checklist is very clear about the types of evidence required, namely:

1. Primary Proof of Identity documents (must sight original only)

CPD 2 HOUR SEMINARS

(8am - 10am unless otherwise specified)
Pre-reading required.

Full 12 points!!

Sydney

Sales & Prop Mgmt

Tue 5th Dec

(5.00pm - 7.00pm)

Parramatta

Sales & Prop Mgmt

Wed 6th Dec

(8.30am - 10.30am)

Gosford

Sales & Prop Mgmt

Wed 6th Dec

Sydney

Trust Accounting

Mon 11th Dec

Sydney

Business Broking

Wednesday 13th Dec

Wollongong

Sales & Prop Mgmt

Fri 15th Dec

Castle Hill

Sales & Prop Mgmt

Mon 22nd Jan

Sydney

Sales & Prop Mgmt

Wed 24th Jan

Parramatta

Sales & Prop Mgmt

Mon 29th Jan

- Current Australian photo driver's licence or other current photo card issued by a government agency; OR
 - Current passport (Australian or non-Australian)
2. Secondary Proof of Identity document (must sight original or certified copy)
- Current Medicare Card or current credit card AND
 - Current passbook or account statement from a financial institution up to 1 year old; OR
 - An electoral enrolment card or the evidence of enrolment not more than 2 years old; OR
 - A gas or electricity bill up to 1 year old; OR
 - Water rates up to 1 year old
3. Proof of Ownership of Property (must sight original or certified copy)
- Current rate notice up to 1 year old or land valuation notice up to 1 year old

The listing agent must sign the record as a declaration that they have sighted and confirmed the Proof of Identity documents against original documents provided by the property owner.

We strongly suggest that you print AND READ the Guidelines from the NSW Fair Trading website, or use the link at

http://www.fairtrading.nsw.gov.au/mobile0c9a66/biz_res/ftweb/pdfs/Property_agents_and_managers/Real_estate_fraud_prevention_guidelines.pdf

Remember, this is not just a legislative requirement as an agent it actually does take a step towards preventing or identifying fraud within our industry.

'Til next time,

Wishing you every success in your business ventures,

Rosy

NEW Skills Course for 2018

NCAT (The Reality of Tribunal)

A one (1) day skills workshop facilitated by Lisa Jemmeson, Senior Associate, Litigation, Jemmeson & Fisher and Rosy Sullivan, College Principal, ACOP

The workshop will focus on the practical skills and knowledge required to present matters at the NSW Civil and Administrative Tribunal.

CERTIFICATE OF REGISTRATION COURSES

Units taken from nationally accredited training qualifications from the CPP07 Property Services Training Package.

Castle Hill

Mon 4th – Wed 6th Dec

Newcastle

(Dist Ed + 1 day workshop)

Tue 5th Dec

Sydney

Mon 11th – Wed 13th Dec

Parramatta

Mon 5th – Wed 7th Feb

Port Macquarie

Mon 19th – Wed 21st Feb

Goulburn

(Dist Ed + 1 day workshop)

Thu 22nd Feb

FINANCE AND MORTGAGE BROKING COURSES

Units taken from nationally accredited training qualifications from the FNS Financial Services Training Package.

Cert IV in Finance & Mortgage Broking Sydney

Mon 26th - Wed 28th Feb

Dip of Finance & Mort Broking Mgmt

Upgrade for existing

Cert IV holders

Sydney

Thu 1st - Fri 2nd March

From the Office

As our 2017 courses begin to wrap up for the year, the College still continues to be very busy with our Financial Management, Staff Management and Sales for Real Estate courses being held in our CBD office over the last two weeks, with a large number of students getting themselves ready for a fresh start in the New Year. Our Diploma of Financial Planning students have also been in the office over the past fortnight getting their training and assessment finalised this year. We also had large CPD sessions in Dee Why, Gosford, Newcastle and Castle Hill. On top of all the training happening before the end of the year, our trainers have also been very busy focusing on new topics and getting materials ready for CPD training in 2018. The trainers have assured us that the 2018 topics are sure to be very interesting and exciting (at least in their opinion).

The College was extremely excited by the announcement that our Government Funded Programs Coordinator, Megan Sullivan, is engaged to her partner of nine years, Matt Gravas, after he proposed to her from the top of Mount Kosciuszko. Some of the team took to decorating Megan's desk with balloons, streamers and pictures of the happy couple and of course, when Megan had returned from her holiday we had to celebrate the occasion with cake. We wish Megan and Matt all the best in the many happy years ahead for them.

The 30th of November marked a very special day for the College, being the 14th anniversary of the College. Rosy and John shared memories and funny stories from the past 14 years of business... AND as we have done for every milestone of the last 14 years, we celebrated the event with cake (what else would you expect from ACOP). It has been a wonderful 14 years for the College and we eagerly look forward to many more years of training in the property, finance and business sectors.

I say farewell as the ghost writer for this "From the Office" column in our newsletter (for a while at least), as I take on an internship over the summer with an Engineering Consultancy firm as part of my university studies. If future writers are not up to my standard, please make complaints and let ACOP know how wonderful I have been.

acop.edu.au

Enrol Now

Click on the enrol now button to go to the College online enrolment forms (pdf versions of

Property Licence Courses

Units taken from nationally accredited training qualifications from the CPP07 Property Services Training Package.

Financial Management Sydney CBD

Mon 22nd - Tue 23rd Jan

Staff Management Sydney CBD

Wed 24th - Thu 25th Jan

Stock & Station Agency Practices Sydney CBD

Mon 16th Apr - Fri 20th Apr
2018

Strata Management Agency Practices Sydney CBD

Mon 29th Jan - Thu 1st Feb
2018

Financial Management Sydney CBD

Mon 22nd - Tue 23rd Jan

Sales for Real Estate Sydney CBD

Mon 12th - Thu 15th Feb

Auctioneer Accreditation Sydney CBD

Fri 16th Feb

Trust Accounting + Insurance (Strata) Sydney CBD

Fri 2nd Feb

Trust Accounting Sydney CBD

Mon 5th - Wed 7th Feb

Property Management Sydney CBD

Thu 8th - Fri 9th Feb

FNS40815 Certificate IV in Finance and Mortgage Broking

Monday 26th - Wednesday 28th February

FNS50315 Diploma of Finance and Mortgage Broking Management

Thursday 1st - Friday 2nd March

MAKE 2017 YOUR YEAR

With proposed reforms coming for the real estate and property industry, make 2017 the year that you get the qualification and obtain a full property licence

ACOP provides licensing training programs, and will recognise your prior learning and experience, for the following licence categories:

- ★ real estate agent's licence
- ★ strata manager's licence
- ★ business agent's licence
- ★ stock and station agent's licence
- ★ buyer's agent's licence
- ★ on-site residential property manager's licence

If you are seeking Recognition of Prior Learning (RPL) or Recognition of Current Competence (RCC), talk to us about the types of evidence that you will need to provide to seek these exemptions from training.

Social Media

