



## CPD COURSES

### **Tweed Heads**

Strata or  
Sales & Prop Mgmt  
**Tue 18th Feb**

### **Blue Mountains**

Sales & Prop Mgmt  
**Wed 19th Feb**

### **Nothern Beaches**

Sales & Prop Mgmt  
**Tue 25th Feb**

### **Port Macquarie**

Sales & Prop Mgmt or  
Commercial & Retail  
Sales & Leasing  
**Mon 3rd Mar**

### **Castle Hill**

Sales or Prop Mgmt  
**Fri 7th Mar**

### **Castle Hill**

Commercial & Retail  
Sales & Leasing  
**Thu 13th Mar**

### **Sydney**

Sales or Prop Mgmt  
**Fri 14th Mar**

### **Wagga Wagga**

Sales & Prop Mgmt  
**Tue 18th Mar**

## Some Quick Checks.....

This fortnight's newsletter is covering two topics. Firstly, one on NSW Fair Trading investigators and secondly, on the unclaimed moneys trust return.

### ***Fair Trading Investigators***

Have you heard the latest ??? We have had so many phone calls this week from agents throughout greater Sydney, letting us know that the investigators from NSW Fair Trading have been visiting agencies and checking that all people employed in the agency have either a Certificate of Registration or a Licence, that these Certificates and Licences are current and also that each person holding a Certificate or Licence has completed their CPD requirements.

So what are the CPD requirements? You must complete your CPD (gaining 12 points) between your renewal dates, that is, if your renewal date is 14th February 2014, then you must have completed your CPD between 15th February 2013 and 14th February 2014. The Fair Trading Investigators are also being very clear about the need for the Licensee-In-Charge to maintain records of each person's CPD for the past three years and to be able to produce evidence of the completion of CPD points for all employees.

In terms of Continuing Professional Development (CPD), all licence and certificate holders under the NSW Property, Stock and Business Agents Act 2002 are required to complete 12 CPD points every year. Under the revised guidelines issued in October 2013 by the Commissioner of Fair Trading, there are now two (2) categories of CPD training and you are required to gain your 12 points from these categories. The previous Category 2 has been withdrawn and Category 3 has been extended. The new categories are:

**Category 1:** An activity with an identifiable learning outcome. The training must be delivered interactively such as by CD-Rom, workshops, web-based tools, forums or conference presentation. A maximum of 4 points can be achieved this learning category.

**Points: One point per hour**

**Category 3:** Structured learning with an assessed learning outcome linked to either a relevant Australian University qualification or a relevant National Training Package outcome delivered by a Registered Training Organisation.

**OR**

**CPD  
2 HOUR  
BREAKFAST  
SEMINARS**

**Full 12 points!!**

**Parramatta**  
Sales/Prop Mgmt  
**Thu 20th Feb**

**Sydney**  
Evening Course  
Sales/Prop Mgmt  
**Tue 25th Feb**

**Gosford**  
Sales/Prop Mgmt  
**Thu 27th Feb**

**Parramatta**  
Strata  
**Thu 6th Mar**

**Castle Hill**  
Sales/Prop Mgmt  
**Tue 11th Mar**

**Campbelltown**  
Sales/Prop Mgmt  
**Wed 12th Mar**

**Newcastle**  
Sales/Prop Mgmt  
**Tue 25th Mar**

**Sydney**  
Strata  
**Thu 27th Mar**

**Dubbo**  
Stock & Station or  
Sales/Prop Mgmt  
**Fri 28th Mar**

An activity with an identifiable learning outcome delivered by an industry association, or a government agency such as the NSW Department of Industry and Investment or NSW Fair Trading. Courses must be approved by the Director General, NSW Fair Trading, except for courses delivered by Real Estate Institute of NSW, the Estate Agents Co-operative Ltd, the Australian Livestock and Property Association (ALPA), Institute of Strata Title Management, Australian Institute of Business Brokers, the Royal Institute of Chartered Surveyors, the Australian Property Institute and the Property Council of Australia.

**Points: Three points per hour**

So you need to check that the organisation that is issuing your points, has the capacity to do so, and that the points you are gaining fit the above requirements.

Just a reminder that all CPD training offered by the Australian College of Professionals is Category 3 training, as the College is a Registered Training Organisation under the auspices of the national training regulator, the Australian Skills Quality Authority (ASQA) and that all of the facilitators of our CPD training are fully qualified trainers and assessors.

***Unclaimed Trust Money***

Historically and still relevant today, unclaimed trust money has been handled under provisions in the Property, Stock and Business Agents Act 2002. This changed from 1 July 2013.

NSW Fair Trading will no longer handle unclaimed trust money. Responsibility for handling unclaimed trust money will be transferred to the NSW Office of State Revenue. The Unclaimed Money Act 1995 (the Act) is amended so it can apply to unclaimed money held in a trust account under the Property, Stock and Business Agents Act 2002.

The Act provides that:

- money that has been held by a licensee for more than 2 years in a trust account kept by the licensee is unclaimed money for the purposes of the Act.
- a licensee must make reasonable efforts to locate the owner of any money held after more than 2 years, with a maximum penalty provision of 50 penalty units (\$5,500) for an offence.
- amounts of unclaimed money held by a licensee that are under \$100 are unclaimed money for the purposes of the Act and the licensee is required to remit these amounts to the Chief Commissioner of the Office of State Revenue.

Please note that as licensees have already fulfilled their responsibilities in relation to the handling of unclaimed trust money for 2012, the new provisions for handling unclaimed trust money will not commence until 1 July 2014.

## CERTIFICATE OF REGISTRATION COURSES

### Sydney

(Dist Ed + 2 day workshop)  
Sat 22nd – Sun 23rd Feb

### Newcastle

(Dist Ed + 1 day workshop)  
Fri 28th Feb

### Castle Hill

Mon 3rd – Wed 5th Mar

### Port Macquarie

(Dist Ed + 1 day workshop)  
Tue 4th Mar

### Parramatta

Mon 10th – Wed 12th Mar

### Wagga Wagga

(Dist Ed + 1 day workshop)  
Mon 17th Mar

### Sydney

Mon 17th – Wed 19th Mar

## FINANCE AND MORTGAGE BROKING COURSES

**Cert IV in Finance & Mortgage Broking**  
Sydney  
Wed 5th - Fri 7th Mar

**Dip of Finance & Mort Broking Mgmt**

Upgrade for existing Cert IV holders

Sydney  
Wed 12th - Fri 13th Mar

Of most importance to agencies is that Licensees-In-Charge who have unclaimed money in their trust accounts will not be required to lodge their unclaimed trust money statement with the Director-General in January 2014.

The new provisions will apply, and information will be provided to the Industry prior to 1 July 2014 when licensees will observe the requirements of the Unclaimed Money Act 1995.

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

## News from the Office

Over the last two weeks we have had a very busy time in the office. Our trainers have been busy running courses in Sydney, Bathurst, Orange, The Hills, Bankstown and Liverpool. We have run two three day Certificate of Registration courses this year and both have been so full we have had to stop taking enrolments early. Next weeks course has the same positive problem.

Our corporate area has also been growing this year. Thanks to the hard work of John Roberts we have a number of new clients. We welcome them to our College family and look forward to working with them in the future.

Ben, who you may have spoken to on the phone, celebrated his 20th birthday last Friday. By the sounds of things he celebrated well on Friday night!



## Strata Management Practices

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

Tuesday 18th to Friday 21st March at Sydney CBD.  
Ring 1300 88 48 10 to book!

## Social Media



# 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.



# Sir Lernalot is coming soon!



**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](http://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, Northern Beaches and Parramatta.

