



CPD COURSES

Sydney
Strata

Wed 20th Aug

Gosford

Sales & Prop Mgmt
Thu 21st Aug

Sydney

Sales or Prop Mgmt
Fri 22nd Aug

Taree

Sales & Prop Mgmt
Mon 25th Aug

Sydney

Commercial & Retail
Sales and Leasing
Wed 27th Aug

Albury

Sales & Prop Mgmt
Tue 2nd Sep

Wagga Wagga

Stock & Station or
Sales & Prop Mgmt
Wed 3rd Sep

Castle Hill

Sales & Prop Mgmt
Fri 5th Sep

CPD....

Have you – or have you not ??

So.....our phone at the College is running hot with agents calling and asking for evidence of their CPD completed last year. Why you ask is everyone wanting these copies? Obvious answer – the Fair Trading Compliance Officers (Investigators) are out doing routine checks in agencies. CPD completion by agents is just one of the issues that they are checking.

As most agents are aware, it is mandatory under the Property, Stock and Business Agents Act that all agents (who hold either a licence or a certificate of registration) complete Continuing Professional Development on an annual basis. You need to complete this education requirement before your licence/certificate renewal date each year.

The Director General's Guidelines for CPD states that NSW Fair Trading may verify compliance with the CPD requirements by conducting an audit of records kept by agents and certificate of registration holders. If it becomes apparent that false claims have been submitted, action will be taken requiring the licensee or certificate of registration holder to show cause why the licence or certificate should not be suspended or cancelled.

Failure to fulfil the continuing professional development requirement may result in the Director General refusing an application for renewal of a licence or certificate of registration. Under section 15(4) of the Property, Stock and Business Agents Act 2002, the Director General may refuse an application if the applicant fails to comply with a condition on the licence relating to continuing professional development.

An application for restoration of the licence may be made in the three months after the expiry of the licence. The application for restoration may be granted once the continuing professional development requirements have been completed and all other requirements satisfied within the three month period.



www.acop.edu.au
enquiries@acop.edu.au

CPD 2 HOUR BREAKFAST SEMINARS

Full 12 points!!

Penrith

Sales & Prop Mgmt
Thu 21st Aug

Parramatta

Sales & Prop Mgmt
Tue 26th Aug

Wollongong

Sales & Prop Mgmt
Wed 17th Sep

Sydney

Business Broking
Fri 19th Sep

Gosford

Sales & Prop Mgmt
Wed 1st Oct

Sydney

Evening Seminar
Sales & Prop Mgmt
Tue 7th Oct

Sydney

Sales & Prop Mgmt
Thu 9th Oct

Sydney

Strata
Fri 10th Oct

Bankstown

Sales & Prop Mgmt
Fri 10th Oct

Windsor

Sales & Prop Mgmt
Fri 17th Oct

It is every agents responsibility to keep a record of their CPD activity whilst they are actively working in the property industry. Fair Trading has provided a CPD diary that agents can use to maintain this information. You can find this diary on the Fair Trading website at the following link:

http://www.fairtrading.nsw.gov.au/ftw/Property_agents_and_managers/Continuing_Professional_Development/Record_keeping_page?

You must keep records for each CPD activity for a period of three (3) years, showing:

- The nature of the training activity that you completed
- Its education value
- The number of CPD points earned

If you are the licensee-in-charge of an agency, it your responsibility to supervise the activities of all agents (licensed and certificated) who are under your licence. As such, you should be keeping a CPD register for all of the agents in your office and ensure not only that their CPD is completed on time, but that their licence or certificate is renewed on time.

If you have been using a Registered Training Organisation for your CPD training, such as our College, you will have been provided with a Statement of Attendance that details all of the requirements to ensure your compliance with the Fair Trading requirements.

Many of you will have read this last week of the agent who was fined by Fair Trading for non-compliance with CPD requirements. Please don't let that be you or your agency.

Good luck with your business this week and looking forward to seeing you in CPD – not only will it ensure your compliance – we will be looking at how to improve your business practices.

Til next time,

Wishing you every success in your business ventures,
Rosy Sullivan



Strata Management Practices

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

Tuesday 2nd to Friday 5th September
Sydney CBD

Ring **1300 88 48 10** to book!

CERTIFICATE OF REGISTRATION COURSES

Sydney

(Dist Ed + 2 day workshop)

Sat 23rd - Sun 24th Aug

Albury

(Dist Ed + 1 day workshop)

Mon 1st Sep

Castle Hill

Mon 1st – Wed 3rd Sep

Wagga Wagga

(Dist Ed + 1 day workshop)

Thu 4th Sep

Port Macquarie

(Dist Ed + 1 day workshop)

Tue 9th Sep

Sydney

Mon 15th – Wed 17th Sep

Gosford

(Dist Ed + 1 day workshop)

Tue 23rd Sep

FINANCE AND MORTGAGE BROKING COURSES

Cert IV in Finance & Mortgage Broking Sydney

Mon 25th - Wed 27th Aug

Dip of Finance & Mort Broking Mgmt

Upgrade for existing Cert IV holders

Sydney

Thu 28th - Fri 29th Aug

News from the Office

This year the College has continued to fill classrooms around NSW and Victoria. We have had to introduce weekend certificate of registration courses and many more CPD seminars to keep up with the demand. On a Corporate front, the College has run in- house experienced agents licence programs, Certificate IV in Finance & Mortgage Broking Management courses and of course many catered topic CPD seminars. Needless to say, the College has another full Certificate of Registration course in the city next week.

Some of the College staff have managed to head away on holidays in the last 2 weeks. George Evangelidis one of our senior trainers has just arrived back from Malaysia where he was visiting his daughter and beautiful baby granddaughter. George has come home looking like he has had a spray tan and with great ideas of how the College should open a Malaysian office so he can work near his granddaughter and in warmer weather. Red John has been down to the snow for a quick two day trip and was very happy to return uninjured as his track record usually says otherwise.

As the demand for training continues to increase at the College, we have had to put two new staff members on. Roanna who will be working part time in our production team and Julia, who will also be working part time assisting with our Traineeship programs and student support. These two staff members have quickly experienced our motto "I only eat cake on days that end with the letter Y". Obviously the College has had a cake for the birthdays of our travelling girls Imogen and Megan and for Kristine. We are also very excited to see Imogen return to Australia and to work next week.

The College would like to wish you all the best with your upcoming business dealings.



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

Social Media



Property Licence Courses

Experienced Agents Property Licence Program Castle Hill

Mon 8th - Fri 12th Sep

Trust Accounting Castle Hill

Mon 8th - Wed 10th Sep

Property Management Castle Hill

Wed 10th - Fri 12th Sep

Business Broking Agency Practices Sydney

Thu 2nd - Fri 3rd Oct

Sales for Real Estate Sydney

Tue 23rd - Fri 26th Sep

Strata Management Agency Practices Sydney

Tue 2nd - Fri 5th Sep

Stock & Station Agency Practices Sydney

Mon 3rd - Fri 7th Nov

Financial Management Sydney

Thu 23rd - Fri 24th Oct

Staff Management Sydney

Wed 15th - Thu 16th Oct

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.

Certificate IV in Finance & Mortgage Broking

Monday 25th - Wednesday 27th August

Diploma of Finance & Mortgage Broking Management (Upgrade Course)

Thursday 28th - Friday 29th August

Why not try online CPD for \$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.

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

