



## CPD COURSES

### Taree

Sales & Prop Mgmt  
**Wed 30th Mar**

### Sydney

Business Broking  
**Thu 31st Mar**

### Orange

Sales & Prop Mgmt  
**Fri 1st Apr**

### Castle Hill

Sales & Prop Mgmt  
**Thu 7th Apr**

### Tamworth

Stock & Station (AM) or  
Sales & Prop Mgmt (PM)  
**Mon 21st Mar**

### Sydney

Sales (AM)  
or Prop Mgmt (PM)  
**Thu 14th Apr**

### Queanbeyan

Sales & Prop Mgmt  
**Mon 18th Apr**

### Sydney

Strata  
**Tue 19th Apr**

### Coffs Harbour

Sales & Prop Mgmt (AM)  
or Strata (PM)  
**Tue 26th Apr**

## Be careful with your marketing.....

Given recent media coverage, once again, on how agents advertise properties for sale, in particular the creative ways in which photographs are "edited", we thought it would be prudent to remind licensees about their requirements under section 32 and the Commissioner's guidelines.

Every Licensee-In-Charge has a duty to properly supervise their agency. Section 32 of the Property, Stock and Business Agents Act 2002 sets out regulations for the proper supervision of any property office. This duty requires a number of measures to be put in place both in the very beginning of the agency's life and throughout its day-to-day business.

The Commissioner of Fair Trading released guidelines in March 2005, setting out the requirements as to what constitutes the proper supervision of the business of a licensee.

This week we are looking at our advertising guidelines, which is only one aspect of the requirements:

A licensee must maintain and be able to demonstrate that all agents employed by the agency use a checklist in either sales or property management process for each matter to ensure that the following requirements are met:

- a. All advertising material **accurately** describes the property concerned and that the information provided complies with the requirements of the relevant agency agreement and with the Act and Regulations;

The completed checklist must be certified in writing by the agent representing the vendor and be retained in the sales file as a record.

### Remember.....

The NSW Government have declared that Saturday 26<sup>th</sup> March 2016 (Easter Saturday) is a "public holiday".

This means that all people who are employees of a company **MUST** be paid at public holiday rates.



## CERTIFICATE OF REGISTRATION COURSES

### Orange

(Dist Ed + 1 day workshop)

**Thu 31st Mar**

### Castle Hill

**Mon 4th – Wed 6th Apr**

### Wollongong

(Dist Ed + 1 day workshop)

**Tue 5th Apr**

### Tamworth

(Dist Ed + 1 day workshop)

**Fri 8th Apr**

### Newcastle

(Dist Ed + 1 day workshop)

**Tue 12th Apr**

### Sydney

(Dist Ed + 2 day workshop)

**Sat 16h – Sun 17th Apr**

### Sydney

**Mon 18th – Wed 20th Apr**

### Coffs Harbour

(Dist Ed + 1 day workshop)

**Wed 27th Apr**

## FINANCE AND MORTGAGE BROKING COURSES

**Cert IV in Finance & Mortgage Broking  
Sydney**

**Wed 30th Mar - Fri 1st Apr**

**Dip of Finance & Mort  
Broking Mgmt**

Upgrade for existing Cert IV holders

**Sydney**

**Thu 7th - Fri 8th Apr**

## News from the Office

The College has had many fresh faces in training over the last fortnight with many new students filling up our Certificate of Registration courses in our CBD office, as well our 1 Day Certificate of Registration workshops in Wagga Wagga and Gosford. We have also had many returning students in our licensing courses, with our Strata Licensing students enjoying a week with our experienced trainers Kristine and George. Many of our previous students also returned for their annual CPD training. It is fantastic to see students return year after year to get all the latest updates in the property industry.

Our newest staff member, Rose Morgan, has had her artwork on display at the Art Gallery of NSW as part of the ARTEXPRESS exhibition, which recognises outstanding student artwork from the 2015 HSC artmaking component. All the staff would like to congratulate Rose on this fantastic achievement and hope that any of our students heading to the exhibit will keep an eye out for her artwork.

The office celebrated Rosy's birthday this week in the only way we know how - cake. Rosy enjoyed her birthday on Saturday with family and friends, however, she insisted that she has an official Birthday Week - so we're sure that there is still plenty of cake to be had.

## Commercial and Retail Sales and Leasing Skills Course

\*This is a skills course, and students will receive 12 CPD points.

### Sydney CBD

Monday 11th to Tuesday 12th April

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

## Social Media



## Property Licence Courses

Experienced Agents  
Property Licence  
Program

Sydney CBD

Tue 26th - Fri 29th Apr

Trust Accounting  
Sydney CBD

Tue 26th - Wed 27th Apr

Property Management  
Sydney CBD

Thu 28th - Fri 29th Apr

Business Broking  
Agency Practices  
Sydney

Thu 28th - Fri 29th Apr

Sales for Real Estate  
Sydney

Tue 5th - Fri 8th Apr

Strata Management  
Agency Practices  
Sydney

Tue 3rd - Fri 6th May

Stock & Station  
Agency Practices  
Sydney

Mon 9th - Fri 13th May

Financial Management  
Sydney

Wed 13th - Thu 14th Apr

Staff Management  
Sydney

Thu 21st - Fri 22nd Apr

Auctioneer  
Accreditation Sydney

Thu 2nd Jun

# Do you want a Real Estate or Strata Management Licence?

- ✓ Are you 15 years old or over?
- ✓ Are you no longer at school?
- ✓ Are you living or working in NSW?
- ✓ Are you an Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen?

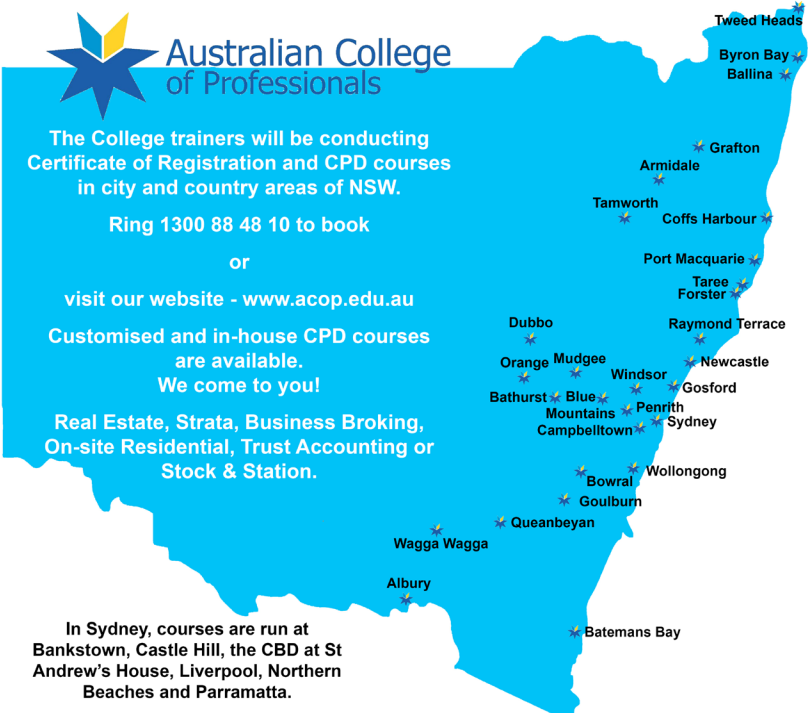
If you answered YES to the above questions, you will be eligible for **government funding**.

## Free Assessment

Send us your resume & copies of any qualification transcripts you may have for a free and confidential preliminary RPL assessment.

Complete the

## Eligibility Survey



**Australian College of Professionals**

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

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, Trust Accounting or Stock & Station.

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

Locations marked on the map: Tweed Heads, Byron Bay, Ballina, Grafton, Armidale, Tamworth, Coffs Harbour, Port Macquarie, Taree, Forster, Raymond Terrace, Newcastle, Gosford, Windsor, Orange, Mudgee, Dubbo, Bathurst, Blue Mountains, Penrith, Campbelltown, Sydney, Wollongong, Bowral, Goulburn, Queanbeyan, Wagga Wagga, Albury, Batemans Bay.