



## CPD COURSES

**Raymond Terrace**  
Sales & Prop Mgmt  
**Wed 6th Jun**

**Mudgee**  
Stock & Station  
**Fri 8th Jun**

**Sydney**  
Real Estate Sales  
**Tue 12th Jun**

**Sydney**  
Property Management  
**Tue 12th Jun**

**Sydney**  
Business Broking  
**Wed 20th Jun**

**Goulburn**  
Stock & Station  
**Mon 2nd Jul**

**Goulburn**  
Sales & Prop Mgmt  
**Mon 2nd Jul**

**Castle Hill**  
Sales & Prop Mgmt  
**Fri 6th Jul**

**Gosford**  
Sales & Prop Mgmt  
**Tue 10th Jul**

**Newcastle**  
Sales & Prop Mgmt  
**Thu 26th Jul**

## What's written on your office window???

Whenever our trainers go out to conduct training within your offices, they are subconsciously "auditing" your business. They cannot help but take note of the items that your office would "pass" if NSW Fair Trading were to walk in your door at any given moment, and what items may cause you to be in breach of the Property, Stock and Business Agents Act and Regulations. Do you have certificates and licences available for inspection? Have you and your staff completed your Continuing Professional Development? Do you have the records to evidence your CPD training?

One of the compliance breaches or successes they notice immediately is the information that is displayed at your front entrance.

Have you listed the name of the business? The type of agency run? All licence holders within the business? Do you have to list all of this information?

Section 29 of the Property, Stock and Business Agents Act 2002 requires certain information to be displayed at the front entrance of the office and it can be a little confusing establishing what you are required to do to comply:

### 29. Display of name at registered office

1. A licensee must display legibly and conspicuously outside the licensee's registered office and any other place at which the licensee's business as a licensee is carried on:
  - a) the licensee's name and description as a licensee, and
  - b) a description of the kind of licence or licences held by the licensee.
  
2. In addition, a licensee that is a corporation must display legibly and conspicuously:
  - a) outside the corporation's registered office, the name of the person in charge of the corporation's registered office, and
  - b) outside any other place at which the business of the corporation is carried on, the name of the person in charge at that place.

**CPD  
2 HOUR  
SEMINARS**

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

**Full 12 points!!**

**Sydney  
Strata**

**Fri 8th Jun**

**Gosford**

Sales & Prop Mgmt

**Wed 13th Jun**

**Parramatta**

Sales & Prop Mgmt

**Thu 14th Jun**

**Bankstown**

Sales & Prop Mgmt

**Wed 20th Jun**

**Newcastle**

Strata

**Thu 5th Jul**

**Liverpool**

Sales & Prop Mgmt

**Fri 13th Jul**

**Castle Hill**

Sales & Prop Mgmt

**Mon 23rd Jul**

**Sydney**

Sales & Prop Mgmt

**Fri 27th Jul**

**Parramatta**

Sales & Prop Mgmt

**Fri 27th Jul**

**Sydney** (5-7pm)

Sales & Prop Mgmt

**Thu 7th Aug**

3. A person must not display or exhibit outside or near the person's office, house or place of business any sign or other matter that indicates or implies that the office, house or place of business is that of a person licensed as a kind of agent under this Act unless the person is licensed as an agent of that kind.

Maximum penalty: 50 penalty units.

The question that regularly gets raised is, as a Licensee-In-Charge, am I required to list all licence holders within the office as per section 29 or just myself? Our answer is yes - you are required to list all licence holders. The reason we say yes is very simple. The Act defines a licensee as the holder of a licence under this Act, not as the person in charge of an office. As such when reading the wording of section 29, it states that a licensee must display their name outside their place of business, not that a Licensee-In-Charge is the only agent to be listed on the door. As such, every person that holds a licence should be displayed at their registered office.

'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.

Commencing in 2018 and will run in February, May, August and November

Check our website for enrolment details

**(Will include 12 CPD points)**

## CERTIFICATE OF REGISTRATION COURSES

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

**Sydney**

**Wed 13th – Fri 15th Jun**

**Sydney**

(Online + Weekend Workshop)

**Sat 16th – Sun 17th Jun**

**Parramatta**

**Mon 2nd – Wed 4th Jul**

**Castle Hill**

**Mon 27th – Wed 29th Aug**

**Port Macquarie**

**Mon 27th – Wed 29th Aug**

## 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 25th - Wed 27th Jun**

**Dip of Finance & Mort  
Broking Mgmt**

Upgrade for existing

Cert IV holders

**Sydney**

**Thu 28th - Fri 29th Jun**

# From the Office

The last fortnight has been buzzing with students wanting to upgrade their Certificate of Registrations to Licences. The College has had large numbers for our Strata Management Agency Practices and Sales for Real Estates courses these past two weeks at our CBD Office. Our College Principal Rosy has also had a very busy week as she travelled to Goulburn and Bowral for the EAC Insights Tour and last week a bit closer to home at North Sydney and Mascot - providing all attendees with necessary and updated information about the Real Estate Industry as well as the upcoming reforms looking to change the industry as we know it.

This week we have also had the opportunity to celebrate (with amazing cakes) not one but two work anniversaries. Starting with Stephanie (Admin. & Compliance Manager) celebrating her 10 year anniversary with the College and Mariana (Marketing Co-ordinator) celebrating her 1 year anniversary. Time flies when you are having fun but we thank them both for all they do. We are certainly looking forward to many more years together (with more cake of course).

To end a great fortnight, Rosy, John and the team attended the Cambodian Children's Fund (CCF) Annual Fundraising Ball, helping support their mission of turning today's impoverished kids into tomorrow's leaders. The night at The Ivy in Sydney, was filled with an abundance of laughs, smiles and dancing alongside 250 others who support this great cause. The College has also funded some new housing projects, so that the children have somewhere safe to live with their families whilst they participate in the education programs offered by CCF.

## Diploma of Leadership and Management

BSB51915

Units taken from nationally accredited training qualifications from the BSB Business Services Training Package.

Every second Wednesday night  
5.30pm - 8.30pm

## Enrol Now

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

## Property Licence Courses

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

**Financial Management  
Sydney CBD  
Mon 23rd - Tue 24th Jul**

**Staff Management  
Sydney CBD  
Wed 6th - Thu 7th Jun**

**Stock & Station  
Agency Practices  
Sydney CBD  
Mon 30th Jul - Fri 3rd Aug**

**Strata Management  
Agency Practices  
Sydney CBD  
Mon 2nd - Thu 5th Jul**

**Sales for Real Estate  
Sydney CBD  
Mon 9th -Thu 12th Jul**

**Auctioneer  
Accreditation  
Sydney CBD  
Fri 13th Jul**

**Trust Accounting +  
Insurance (Strata )  
Sydney CBD  
Fri 6th Jul**

**Trust Accounting  
Sydney CBD  
Mon 18th - Wed 20th Jun  
Parramatta  
Mon 16th - Wed 18th Jul**

**Property Management  
Sydney CBD  
Thu 21st - Fri 22nd Jun  
Parramatta  
Thu 19th - Fri 20th Jul**

## FNS40815 Certificate IV in Finance and Mortgage Broking

**Monday 25th - Wednesday 27th Jun**

## FNS50315 Diploma of Finance and Mortgage Broking Management

**Thursday 28th - Friday 29th Jun**

## MAKE 2018 YOUR YEAR

With proposed reforms coming for the real estate and property industry, make 2018 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

