



COVID-19 Safety Plans

College Chronicle
Newsletter

October 2



Australian College
of Professionals

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COVID-19 Safety Plans

We all want the world to go back to normal, where we can hug a friend or sit next to a neighbour on the bus, but while COVID-19 is still a threat to our community everyone needs to do their part to keep each other safe.

NSW Fair Trading have released information and then released further clarifying information in relation to how your agency can comply with the Public Health Orders and complete a COVID-19 Safety Plan. It is now MANDATORY for agents to complete a plan for all auctions, open homes or other inspections, or viewings, of a property.

Agents should have either a digital or printed copy of the plan available at the premises, or place of auction, to present to NSW Fair Trading or other authorised officers conducting inspections under the Public Health Order.

HOW TO COMPLETE THE COVID-19 SAFETY PLAN

Record the action/s you will put in place under all the Safety Plan sections:

- » wellbeing of staff and customers
- » physical distancing
- » hygiene and cleaning
- » record keeping.

Each requirement must be addressed in each section. If a requirement does



not apply to your premises, briefly describe why it does not apply.

To complete the plan online it should take approximately 45 minutes and must be completed in one session, so give yourself time to complete the plan.

Furthermore, NSW Fair trading announced this week:

“Licensees who do not have an active COVID-19 Safety Plan can face a fine of up to \$5,000”.

NSW Fair Trading have been conducting inspections and they have focused on providing further education about these requirements.

This has allowed time for property professionals to adjust and develop their COVID Safety Plans.

However, from **Saturday, 26 September 2020**, Fair Trading inspections will focus on compliance and enforcement of the public health order.

Authorised Officers of NSW Fair Trading, are making inspections of businesses to check compliance with Safety Plans and are able to issue on-the-spot fines.

Penalties for breaching Public Health Orders range up to \$55,000, with

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a further \$27,500 penalty possible for each day an offence continues. For repeated non-compliance, businesses may be shut down for periods of up to a month.

So NOW is the time to set aside that hour and get your COVID Safety Plan completed and printed and ready for distribution as necessary. As a minimum standard, have one ready for every open home and every auction that you are conducting, and make it available to anyone who wishes to see it. Even better, laminate

your plan and then have it “on-show” to demonstrate your absolute compliance with the Public Health Orders.

Good luck with your plans and remaining safe during these changed times.

‘Til next time, wishing you every success in your business ventures,

Rosy Sullivan
Director | College Principal

UPCOMING WEBINARS

3 HOUR COMPULSORY CPD

Strata Management	TUE 13TH OCT
Sales & Leasing	TUE 27TH OCT
Sales & Leasing	TUE 10TH NOV

3 HOUR ELECTIVE CPD

Residential Property Management	TUE 6TH OCT
Property Sales	TUE 20TH OCT
Residential Property Management	TUE 17TH NOV

DIPLOMA OF LEADERSHIP & MANAGEMENT - EVENING WEBINARS

Ensure a safe workplace for work area	TUE 13TH OCT
Facilitate continuous improvement	TUE 27TH OCT

Manage intellectual property to protect and grow business	TUE 10TH NOV
Manage quality customer service	TUE 24TH NOV

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UPCOMING FACE TO FACE COURSES

COMBINED CPD (COMPULSORY & ELECTIVE) - REGIONAL NSW

Stock & Station Score	WED 14TH OCT	Stock & Station Tamworth	TUE 20TH OCT
Property Sales Castle Hill	THU 15TH OCT	Property Sales Gosford	WED 21ST OCT
Stock & Station Armindale	MON 19TH OCT	Stock & Station Gunnedah	THU 22ND OCT

Two 3-hour sessions. 9am - 4pm unless stated otherwise

3 HOUR COMPULSORY CPD

Sales & Leasing	FRI 6TH NOV
Strata Management	FRI 20TH NOV
Sales & Leasing	FRI 4TH DEC

3 HOUR ELECTIVE CPD

Residential Property Management	FRI 6TH NOV
Strata Management	FRI 20TH NOV
Property Sales	FRI 4TH DEC

ASSISTANT AGENT - CERTIFICATE OF REGISTRATION

Real Estate and Stock & Station	7TH - 10TH DECEMBER
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Units taken from nationally accredited training qualifications from the CPP41419 Certificate IV in Real Estate Practice.

Strata Management	16TH - 19TH NOVEMBER
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Units taken from nationally accredited training qualifications from the CPP40516 Certificate IV in Strata Community Management.

Please note: All face to face courses will be held at our Town Hall premises in the Sydney CBD with the exception of combined regional CPD



From the office

And another fortnight leads us into the last quarter of this shocker of a year. Not that anyone wants to wish away their lives, but bring on 2021, surely it has got to be better for everyone.

So with training being conducted in a reduced, hygiene protocolled environment in our Sydney CBD training rooms for the Strata Certificate of Registration program, the Property Sales licensing module and various CPD classes, not to mention the CPD webinars for compulsory, sales electives, property management elective, and stock & station elective; in addition to our training in some agencies with our clients in Pyrmont, Castle Hill, Wollongong and Neutral Bay. Our trainers are loving the opportunity to be working face-to-face with some of our clients again – it makes life feel a little more real.

And of course here at ACOP, there's been a few celebrations over the past fortnight. Following from her celebration for being at ACOP for one year, Michelle then celebrated her birthday with an amazing chocolate cake topped with wagon wheels (YUM) and

then we celebrated John's birthday – which John you ask – “Grumpy John” our Financial Controller of course, and at his request, carrot cake it was – an amazing carrot cake it was too. We tried to get John to part with some extra cash to celebrate his birthday, but surprisingly he said NO. Oh well – cake was probably enough. But we all laughed when we heard that on the weekend he jointly shared his birthday celebrations with a beautiful little 8 year old Mya, and they shared a cake with both their names on it, teddy bears, butterflies and gorgeous purple frosting on a red velvet cake – mind you, we only saw photos and he didn't bring any leftovers in for the team.

And now it is October and it's mental health month, we here at ACOP are taking this seriously and talking about how we can support our colleagues, our students, our families and very importantly, ourselves in making sure that we and those around us are OK. We will be sharing tips from the mental health initiatives website throughout the month and encourage all our readers to start the discussion in your workplaces and in your families. It's time to be kind.

UPCOMING FACE TO FACE COURSES

PROPERTY LICENSING

Commercial Sales & Leasing SYDNEY CBD	2021 DATES TBA
Property Sales SYDNEY CBD	25 TH - 27 TH NOV
Stock & Station Agency Practices SYDNEY CBD	26 TH - 28 TH OCT
Strata Management Agency Practices SYDNEY CBD	19 TH - 21 ST OCT
Auctioneering SYDNEY CBD	29 TH - 30 TH OCT
Property Mgmt Business Development & NCAT SYDNEY CBD	29 TH - 30 TH OCT

PROPERTY LICENSING

Financial Management SYDNEY CBD	30 TH NOV - 1 ST DEC
Trust Accounting + Insurance SYDNEY CBD	THU 22 ND OCT
Trust Accounting SYDNEY CBD	9 TH - 10 TH NOV
Property Management SYDNEY CBD	11 TH - 13 TH NOV
Business Broking Agency Practices SYDNEY CBD	3 RD - 4 TH DEC

Units taken from nationally accredited training qualifications from the CPP41419 Certificate IV Real Estate Practice and CPP40516 Certificate IV in Strata Community Management.

FINANCE & MORTGAGE BROKING COURSES

Certificate IV in Finance & Mortgage Broking SYDNEY CBD	12 TH - 14 TH OCT
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Diploma of Finance & Mortgage Broking Management <i>(Upgrade Program - Must hold Certificate IV in Finance & Mortgage Broking)</i> SYDNEY CBD	12 TH - 16 TH OCT
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Units taken from nationally accredited training qualifications from the FNS Financial Services Training Package.

PROPERTY SERVICES

CONSUMER GUIDES

THESE 9 GUIDES WERE CREATED TO HELP AGENTS AND CONSUMERS WORK MORE EFFECTIVELY WITH EACH OTHER

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