



DO YOU WANT TO WORK IN REAL ESTATE in 2011?



**All the information you need to know to start your career
in REAL ESTATE.**

THINK REAL ESTATE is a Registered Training Organisation
No 402138 NTIS Code: 91262



For those who wish to work in the Real Estate Industry.

If you wish to work in the real estate industry and perform the functions generally associated with those undertaken by a real estate agent, you will need to apply to the Office of Fair Trading for a Certificate of Registration before you can start work in a real estate office.

All applicants for a Certificate of Registration must satisfy the Commissioner for Fair Trading that he/she:

- is at least 16 years of age
- is a fit and proper person to hold a certificate of registration
- has the qualifications required for the class of certificate of registration concerned
- is not a disqualified person.

THINK REAL ESTATE delivers a Certificate of Registration Course that meets the education requirements of the Office of Fair Trading. The course is offered in two ways; face-to-face learning in a classroom environment, or via distance learning.

If you choose to undertake the course by distance learning, we will send you a CD with all the notes and assessments on it. Once you have read the notes and completed the activities and assessments, you return the completed work to us for assessment. If you require assistance at any time, our trainers are available to assist you Monday to Friday during office hours. They can be contacted through the office by telephone or email.

If our assessors judge you to be "competent", you will be issued with a "Statement of Attainment" which will allow you to apply to the Office of Fair Trading for a Certificate of Registration.

COURSE MODULES (NSW Certificate of Registration):

- **CPPDSM3019A** - Communicate with clients as part of agency operations
- **CPPDSM4007A** – Identify legal and ethical requirements of property management to complete agency work
- **CPPDSM4008A** – Identify legal and ethical requirements of property sales to complete agency work
- **CPPDSM4080A** – Work in the real estate industry

Prior to enrolling in the course you should read the **Participants Handbook**, which sets out the rights and responsibilities of students undertaking courses with Think Real Estate. A copy of the Handbook should have come with this application form, or it may be downloaded from our website at www.thinkrealestate.net.au or call 02 9587 5277 to arrange for one to be sent to you."

TOPICS COVERED THROUGHOUT COURSE MATERIAL:

- **Prepare for work in Property Industry**
An overview of the legislation that affects the work you do, including Consumer Protection legislation and the Property, Stock and Business Agent's Act 2002
- **Agency Agreements**
The importance of completing all agreements correctly
- **Sales**
An overview of listing and selling process including statutory requirements
- **Conveyancing**
An overview of the conveyancing process from the initial agreement through to settlement
- **Property Management**
An overview of property management process including the listing of properties, tenant selection, repairs and maintenance, CTTT and statutory requirements
- **Communicate with Property clients**
Dealing with customers in a real estate office, handling difficult customers and an awareness of risks that may affect you on a day to day basis

TRAINERS AND ASSESSORS:

All our trainers are licensed real estate agents and accredited trainers. They have all worked in the real estate industry, which gives you the opportunity to hear from people with actual experience and real life occurrences in the industry. They Include **Brian Cannan, Christopher Wilson, Guy Boardman and Andrew Coulsen**. Our trainers also offer on-going support and can be contacted at 9587 5277 or info@thinkrealestate.net.au Monday to Friday 9.00am to 5.00pm

HOW LONG WILL IT TAKE:

The structure of the course is such that a person who has no understanding of real estate would take a total of approximately 50 hours to complete the course. Experience and previous related training could mean that you complete the course in a shorter period of time.

If you choose to undertake the course in the classroom, it will involve four consecutive days, with you doing some reading before hand and some tasks and assignments in your own time. Our experienced trainers will take you through each module step by step and ensure that you are ready to complete your final assessment on the final afternoon of the course.

If you undertake the course by distance learning the time it takes to complete will depend entirely on how much time you set aside to complete the work. We have a time limit of 3 months in which to return all your assessment material. If something unforeseen happens to you can apply for an extension of time. See our Participant's Handbook for full details.

WHAT HAPPENS IF I AM MARKED "NOT YET COMPETENT"

If for some reason you do not achieve competency, your assessor will contact you and discuss the areas of non-competency with you. The assessor may do one or more of the following: -

- request that you resubmit your assessment,
- issue a new assignment for you to undertake, and/or
- provide you with other means to establish your competency.

If you do not agree with your assessor, **THINK REAL ESTATE** has an appeal mechanism open to you, details of which are included in the Participant Handbook that is included with the CD containing the course material and is also available from our web site

www.thinkrealestate.net.au

HOW DO I REGISTER:

1. All students registering for the Course must provide proof of their identity at the time of registration. A Drivers license, passport, proof of age card or birth certificate showing your legal name details must be provided on the application form. If you are attending course please bring the proof of identity with you. If you wish to do the course by distance learning please provide a certified copy (by a JP) of the proof of identity with your enrolment form.
2. You MUST read the Participant Handbook that has been sent to you as part of this pack, or view and download it off our website at www.thinkrealestate.net.au.
3. Then fill in the Enrolment Form (attached) and email, mail or fax back to us with your payment and a photocopy of your proof of identity.

DISTANCE LEARNING:

You can enrol for distance learning at any time. There are no set enrolment dates. Upon registration and payment, you will receive a CD, which will be sent by express post, containing all course material that you will need to complete your activities and assessment. Distance Learning gives you the option to complete the course in the comfort of your own home or office and your own pace.

IN-ROOM COURSE VENUE:

Courses in the City are held at the York Conference and Function Centre located at the Bowlers Club of New South Wales - Level 2, 99 York Street Sydney. (Close to Town Hall station).

IN-ROOM COURSE DATES FOR 2011 HELD IN THE CITY:

JUNE	14 th June to 17 th June	Tuesday to Friday
JULY	11 th July to 14 th July	Monday to Thursday
AUGUST	22 nd August to 25 th August	Monday to Thursday
SEPTEMBER	19 th September to 22 nd September	Monday to Thursday
OCTOBER	17 th October to 20 th October	Monday to Thursday
NOVEMBER	21 st November to 24 th November	Monday to Thursday

IN-ROOM COURSE DATES FOR 2011 HELD IN AT BATHURST:

23rd August to 26th August Tuesday to Friday Venue to be advised

COURSE COSTS:

IN-ROOMS:

\$695.00 per person. This fee is GST exempt

This fee includes course costs, all training material, morning and afternoon tea.

DISTANCE LEARNING: \$495.00 per person. This fee is GST exempt

This fee includes course costs, all training material and on-going support if required.

PAYMENT METHODS ACCEPTED:

THINK REAL ESTATE accepts personal and bank cheques, money order, cash or credit card (MasterCard or Visa only). Cheques and money orders to be made payable to

"THINK REAL ESTATE".

PROOF OF IDENTITY

The Rules governing the issue of Certificates of Attainment requires a Registered Training Organisation to issue Certificates in the full legal name of the successful student. In accordance with this policy THINK REAL ESTATE requires all first time students to provide proof of their identity. This may be in any one of the following forms:

- A current Driver's License issued by a state or territory in Australia or New Zealand
- A current Passport
- A current proof of age card
- A birth certificate/extract

All students who attend a workshop need to bring the proof of identity to their first session so that it may be sighted during the enrolment process. Students undertaking the course by distance-learning, need to provide a certified copy of their proof of identity. This can be done by photocopying it, and then having a Justice of the Peace certifying that it is a "true and correct copy" of the original certificate. No Certificate of Attainment will be issued until we have sighted the original or certified copy of the proof of identity.

NO PROOF OF IDENTITY - NO CERTIFICATE ISSUED

CANCELLATION FEES DO APPLY

All fees must be paid at the time of booking the course, which is done by completing the enrolment form. Once enrolment is completed paid fees will be refunded as follows:

- If the course is cancelled or postponed a full refund of the course fee will be given
- If the student cannot attend the course and written notice is given more than 7 days of the course taking place, a full refund will be given less an administration fee of \$95.00.

As an alternative, the student may elect to transfer their booking to another course on

another date, if they attend within six months of the course that they had originally enrolled in. No extra charge will be made if the transfer is accepted. If written notice is given less than 7 days 25% of the tuition fee will be refunded.

- If the enrolment is to undertake the course by distance learning (correspondence) a full refund will be available less an administration fee of \$50.00 if cancellation is requested before any learning material is dispatched. Once learning material is dispatched, no refund will be given, however, the booking can be transferred to another person. It will be the responsibility of the person who made the original enrolment to collect any monies from the person they transfer the booking to.

WHAT DO I DO ONCE I AM FOUND 'COMPETENT':

The 'Statement of Attainment' that you will receive upon completion of the course, is the evidence you need to attach to the to the NSW Office of Fair Trading's application form as it certifies that you have met their education requirements for a Certificate of Registration. You will still need to meet the other requirements that the Office has, which are listed on page 2 of this guide. For further information consult the Office of Fair Trading's web site at

[LOOKING FOR EMPLOYMENT??](#)

THINK REAL ESTATE has a large database of clients that receive a list of people looking for employment in the real estate sector after completing our course. Positions are not guaranteed, however, many of our students have gained employment with our clients by using our "Looking for NEW Staff" database.

If you want to be added to this employment database then complete the form which will be included in your learning material

FOR MORE INFORMATION

Read our **Participant Handbook** then call Jessica Dix on **9587 5277**, or email her at jessica@thinkrealestate.net.au or log onto www.thinkrealestate.net.au

The information provided in this document is of general nature and the information is given in good faith but Think Real Estate and its management and staff are not responsible for any actions taken as a result of the dissemination of this information.

Think Real Estate is the trading name of Brian Cannan Auctions Pty Ltd (ABN 59 075 576 788)
And is a Registered Training Organisation No 402138 (NTIS Code 91262)

ENROLMENT FORM - CERTIFICATE OF REGISTRATION COURSE (CPP07)



All questions MUST be answered

NOTE: Please provide your full legal name:

1. Family Name: _____

Given Name(s): _____

Circle Details of Proof of identity: Driver's License, proof of age card, Passport, Birth Certificate or Other . Circle the document you are providing. If Other note the

Type of document _____ No: _____

2. Date of Birth: _____ 3. Male or Female? _____

4. HOME Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone Nos: Day _____ Mobile: _____ Fax: _____

5. POSTAL Address: _____

Suburb: _____ State: _____ Postcode: _____

Email: _____

Name of Employer: _____

Have you ever worked in Real Estate? When _____ Years _____ Months _____

Have you ever held a Certificate of Registration? YES/NO Number _____

6. In which country were your born? AUSTRALIA OTHER*

If other please specify Country _____

7. Do you speak a language other than English at home? (if more than one language then please indicate the one spoken most often)

NO - English only YES, then please specify _____

8. How well do you speak English? Very well Well Not well Not at all

9. Are you of Aboriginal or Torres Strait Islander origin?

For persons of both Aboriginal and Torres Strait Islander origin, mark both "YES" boxes

NO YES, Aboriginal YES, Torres Strait Islander

10. Do you consider yourself to have a disability, impairment or long term condition?

YES - **Answer Question 11**

NO - **Go to Question 12**

11. If you answered question 10 as YES then please indicate the areas of disability, impairment or long term condition: (You may indicate more than one area)

Hearing/Deaf Mental Illness Physical

Learning Acquired Brain Impairment Intellectual

Vision Medical Condition Other

12. What is the highest COMPLETED school level? (Tick one box only)

Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent

Year 9 or equivalent Year 8 or equivalent Never attended school

13. In Which year did you complete that school level? _____

14. Are you still attending secondary school?

YES NO

15. Have you SUCCESSFULLY completed any qualifications listed in question 16?

YES NO **NO go to Question 17.**

16. If YES, then tick ANY applicable boxes.

- | | |
|--|---|
| <input type="checkbox"/> Bachelor Degree or Higher Degree | <input type="checkbox"/> Certificate III (or Trade Certificate) |
| <input type="checkbox"/> Advanced Diploma or Associate Degree | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Diploma (or Associate Degree) | <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> Certificate IV (or advanced Certificate/Technician) | <input type="checkbox"/> Certificates other than the above |

17. Of the following categories, which BEST describes your current employment status?

- | | |
|--|--|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Part-time Employee |
| <input type="checkbox"/> Self-employed - not employing others | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Employed - unpaid work in family business | <input type="checkbox"/> Unemployed - seeking full time work |
| <input type="checkbox"/> Unemployed - seeking part time work | <input type="checkbox"/> Not employed - not seeking employment |

18. Of the following categories, which BEST describes the main reason for undertaking this course/traineeship? Tick ONE box only)

- | | |
|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> It is a requirement of my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> For personal interest/development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons |

19. Do you have any ther special requirements ? NO YES

If YES provide details:

20. How did you hear about us: Website ; Email ; Brochure ; Advertisement ; EAC ; Other
if other, provide details

Please tell us in 25 words or less why you want to work in real estate

STUDENT DECLARATION:

I have read both

- 1. The Participants Handbook and**
- 2. The Certificate of Registration Information Brochure and understand the contents.**

I wish to apply to undertake the NSW Certificate of Registration Course with THINK REAL ESTATE.

Course Date: _____ \$695.00 ; or \$95.00 deposit Balance payable Day 1

Correspondence \$495.00 CD if you want printed workbook a additional fee of \$50.00 applies

I have set out all the pertinent information requested and I hereby declare that all the information contained herein is a true and correct .

MY FULL LEGAL NAME IS: _____

Note this is the name that will go on your certificate

Signed: _____ Date: _____

PAYMENT DETAILS:

STUDENT NAME: _____

METHOD OF PAYMENT: Cheque ; Make cheques payable to
"Think Real Estate" Mail to PO Box 4026, KOGARAH BAY 2217

Credit Card: Visa ; Mastercard :

Cardholder Name: _____ Amount \$ _____ .00

Card No: __/__/__/ __/__/__/ __/__/__/ __/__/__/ Expiry Date: __/__/__/

Signature of cardholder: _____

If you are interested in the minimum rates of pay in the real estate industry then see the following web links:

For Real Estate Selling Agents and Property Managers go to

http://www.industrialrelations.nsw.gov.au/awards/pdf/Rates_0573.pdf.

For Pay rates for real estate clerical staff can be found at

http://www.industrialrelations.nsw.gov.au/awards/pdf/Rates_1609.pdf

Further information as to awards and minimum pay rates can be found at the Industrial Relations website

[\(http://www.industrialrelations.nsw.gov.au/\)](http://www.industrialrelations.nsw.gov.au/)

THINK REAL ESTATE (NTIS No 91262) 02 9587 5277 Fax: 9587 5266

info@thinkrealestate.net.au

www.thinkrealestate.net.au

Providing the support services agents need!



* **CPD** 12 points in 1/2 a day courses (under learning category 3) specific to sales and property management. Held on a regular basis all over Sydney, Central Coast, South Coast, North Coast and Blue Mountains



* **Certificate of Registration** offered in two ways in-rooms or correspondence. In-room classes held over 4 day in the City, Central Coast / Newcastle Region, Wollongong Region and in Carlton



* **Real Estate Licensing** for experienced agents under Recognition of Prior Learning and for the non experienced agent



* **Principals Training** – Motivate you staff to make you more money
* **Sales Training** – Can be tailored to you and your offices needs
* **Property Management Training** – Do you need help? Call us
* **Mentoring Programs** – One on one training specific to your needs



* **Need an Auctioneer** – We have a panel of 5 auctioneers available to you for in-room and on-site auctions



* **Compliance Checks** - Would your office survive an Office of Fair Trading Audit? WE come to your office and check compliance with the OFT requirements.

* And much more

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