



**The deadline
for your
annual CPD
is almost here....**

College Chronicle
Newsletter

February 5



Australian College
of Professionals

RTO 91513



The deadline for your annual CPD is almost here...

For many years (since 2003 in fact) we have reminded agents that they need to get their Continuing Professional Development (CPD) training completed on a yearly basis and that has always been for both certificate of registration holders as well as Licence holders.

Since the property services reforms have come into place in NSW, we now have a CPD “compliance year”, of which the period for 2020/2021 ends on 22 March 2021. If you hold a licence or certificate, you MUST have completed

all compulsory and elective CPD by this date unless you have an exemption.

Whilst most agents have understood what is required by those with a Class 2 or Class 1 licence, for the 2020/21 year to attend a session with compulsory topics set by NSW Fair Trading and a session with elective topics, both equalling 3 hours per session. Unfortunately, many have failed to realise that Assistant Agents (Certificate of Registration holders) also have CPD requirements that need to be met by 22 March 2021.

All Assistant Agents must achieve three (3) units of competency towards their Certificate IV in Real Estate Practice



or Cert IV in Strata and Community Management on a yearly basis. This means that they must have received a Statement of Attainment towards their full qualification in the last twelve months. If this is the first year that a person has been an Assistant Agent, depending on the date that they were granted their Assistant Agent authority, there may be a reduction from 3 Units to 1 Unit (you need to check with us regarding this timeframe issue).

This training for Assistant Agents can only be completed through a Registered Training Organisation, such as ACOP. By gradually completing three (3) units per year (as a minimum) Assistant

Agents will be comfortably able to apply for their Class 2 licence within the maximum required timeframe of four years. In addition to being able to apply for their Class 2 licence within the required timeframe, the Assistant Agent is gaining further knowledge whilst working in the industry, allowing them to become well rounded and skilful agents.

For licensed agents, it is important to keep records of any compulsory or elective skills topics you have completed. You may need to give evidence that you

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have completed the required CPD topics, if and when NSW Fair Trading asks for it.

If you hold a Certificate of Registration, you must also keep the Statement of Attainment for each Certificate IV Unit of Competency that you complete towards your licence qualification. The Registered Training Organisation would have issued this.

It is just as important for the Licensee-In-Charge to have a record of the CPD training that each of their employees have completed. Without this record, the Licensee-In-Charge is in breach of

the Supervision Guidelines and can be reprimanded by NSW Fair Trading.

It is not too late to get the three (3) Units of Competency completed or your compulsory and elective training sessions completed, with six weeks left of the current CPD year, it is a good time to contact the College and be compliant.

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

Rosy Sullivan
Director | College Principal

Supervision Guidelines

Obtain a working document to meet your property agency requirements in NSW

Package includes:

Customisable Word File

Excel spreadsheets

acop.edu.au →

UPCOMING WEBINARS

3 HOUR COMPULSORY CPD

Sales & Leasing	TUE 16TH FEB
Strata Management	TUE 9TH MAR
Strata Management	TUE 6TH APR

3 HOUR ELECTIVE CPD

Property Sales	TUE 9TH FEB
Commercial Sales & Leasing	THU 11TH FEB
Strata Management	TUE 23RD FEB

Please note: All Webinars will be held via Zoom and run from 9am - 12pm unless stated otherwise.

UPCOMING FACE TO FACE COURSES

COMPULSORY SALES & LEASING AND ELECTIVE CPD - NSW

Property Sales Parramatta	THUR 11 TH FEB	Property Sales Tweed Heads	MON 1 ST MAR
Property Sales Liverpool	THU 18 TH FEB	On-site Property Mgmt Ballina	TUE 2 ND MAR
Property Sales Dee Why	THUR 18 TH FEB	Residential Prop Mgmt Ballina	TUE 2 ND & WED 3 RD MAR
Property Sales Sydney CBD	MON 22 ND FEB	Residential Prop Mgmt Sydney CBD	FRI 5 TH MAR
Residential Prop Mgmt Castle Hill	MON 22 ND FEB	Property Sales Sydney CBD	MON 8 TH MAR
Residential Prop Mgmt Terrigal	TUE 23 RD FEB	Property Sales Orange	TUE 9 TH MAR
Property Sales Sydney CBD	FRI 26 TH FEB	Property Sales Dubbo	WED 10 TH MAR

COMPULSORY & ELECTIVE STRATA CPD - NSW

Strata Management Sydney CBD	FRI 17 TH MAR	Strata Management Sydney CBD	FRI 23 RD APR
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Two 3-hour sessions. 9am - 12pm then 1pm - 4pm unless stated otherwise

ASSISTANT AGENT - CERTIFICATE OF REGISTRATION

Real Estate and Stock & Station Sydney CBD	1 ST -4 TH MARCH
Real Estate and Stock & Station Castle Hill	15 TH -18 TH FEBRUARY

Units taken from nationally accredited training qualifications from the CPP41419 Certificate IV in Real Estate Practice.

Strata Management Sydney CBD	15 TH -18 TH FEBRUARY
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Units taken from nationally accredited training qualifications from the CPP40516 Certificate IV in Strata Community Management.



From the office

This year of 2021 seems to be the year of adapt and change. Almost every course that ACOP offers has been tweaked or had major updates over the past few months.

This has meant that lots of writing and re-writing of content, assessments and case studies has been going on at the College. All of this combined with the push for agents to complete their CPD requirements prior to the deadline of 22nd March, has meant that our Trainers and Assessors have been travelling all over the State, both regionally and the greater metropolitan area. The CPD classes and the additional licensing classes for the Assistant Agents has created a real hype around the College with excitement for what this year will bring. We have already conducted three

Certificate of Registration face-to-face programs this year, and the enthusiasm of the students for their new career paths is so reassuring that the property industry is going to flourish in 2021.

We took the opportunity last Monday to close the College and have an extra day off, giving us all a super-long weekend to celebrate Australia Day. The team had the chance to relax, reflect on their plans for the year ahead and return to work on the Wednesday full of energy to take on the world – naturally there were lamingtons to help us celebrate. Our new staff member, Michala has slotted in so easily to the ACOP team and it now feels that she has been with us for such a long time, not just 3 weeks.

UPCOMING FACE TO FACE COURSES

PROPERTY LICENSING

Commercial Sales & Leasing SYDNEY CBD	11 TH - 12 TH MAR
Property Sales SYDNEY CBD	30 TH MAR - 1 ST APR
Stock & Station Agency Practices SYDNEY CBD	8 TH - 10 TH MAR
Strata Management Agency Practices SYDNEY CBD	23 RD - 25 TH FEB
Auctioneering SYDNEY CBD	15 TH - 16 TH APR
Property Mgmt Business Development & NCAT SYDNEY CBD	18 TH - 19 TH MAR

PROPERTY LICENSING

Financial Management (strata) SYDNEY CBD	11 TH - 12 TH MAR
Trust Accounting + Insurance SYDNEY CBD	FRI 26 TH FEB
Trust Accounting SYDNEY CBD	22 ND - 23 RD MAR
Property Management SYDNEY CBD	24 TH - 26 TH MAR
Business Broking SYDNEY CBD	10 TH - 11 TH MAY

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	17 TH - 19 TH MAY
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Diploma of Finance & Mortgage Broking Management <i>(Upgrade Program - Must hold Certificate IV in Finance & Mortgage Broking)</i> SYDNEY CBD	20 TH - 21 ST MAY
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Units taken from nationally accredited training qualifications from the FNS Financial Services Training Package.

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Australian College of Professionals Pty Ltd ABN 32 105 687 910
Registered Training Organisation Number 91513

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Finance Training

Strata Management Training

Management Training

Government Funded Training

Compliance Checks

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