



Assistant Agents MUST obtain their full Class 2 Licence

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Australian College
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Assistant Agents **MUST** obtain their full Class 2 Licence



NSW Fair Trading has requested that the message about Assistant Agents obtaining their Class 2 licence by March 2024 be shared far and wide.

We here at ACOP have been talking about this since the commencement of the reforms on 23 March 2020. These reforms in 2020 introduced a new professional pathway for assistant agents. The change meant that property professionals would have access to improved training and qualifications. The aim was also to assist in raising the standards and building consumer trust across the industry.

All assistant agents in real estate, stock and station, or strata management must progress to a class 2 licence within four years of the certificate start date – to keep working in the industry.

After the past fortnight, NSW Fair Trading has directly emailed over 15,000 certificate holders who transitioned with the property reforms in 2020, reminding them of these requirements.

So what does this mean for you??

If you are a property business owner working with assistant agents, it is important that

you share this information with your staff. As part of this, you may need to identify dedicated administrative staff, who are not performing licensed functions as they can continue working in your business beyond March 2024 without a licence. Those who held a certificate of registration in March 2020 and want to continue working in the industry after 22 March 2024, must complete their licensing qualifications and training requirements and obtain a class 2 licence by **22 March 2024**.

If certificate of registration holders do not progress to a class 2 licence by the set date, they must stop working as an assistant agent and cannot apply for a new certificate of registration for 12 months after their certificate expires. Both the agent and their employer could be fined for unlicensed conduct, which has a maximum penalty of \$11,000.

It is important that all certificate of registration holders are aware of these requirements and that they are working towards getting licensed before the deadline.

It is also important to note that the CPD requirements for Assistant Agents is different from those for licensed agents. Assistant Agents must complete 3 Units of Competency towards their licence qualification each CPD year (23 March to 22

March the next year).

Continue your training and work experience - what Assistant Agents MUST do?

Assistant agents who want to work as a class 2 licence holder by 2024, will need to make sure that they are on track to completing their training and experience by the deadline.

- Continue with and complete the Certificate IV qualification in your category of work (real estate, stock and station, or strata) with a Registered Training Organisation. As noted above, this is a requirement of your Continuing Professional Development each year.
- Continue working and gaining experience. As part of your application for a Class 2 licence, your Licensee-In-Charge will need to complete your Work Experience Logbook which must cover a minimum of 12-months work experience.
- Make your application to NSW Fair Trading for a class 2 licence.

Some Assistant Agents may be eligible for government funding to assist them in completing their training requirements. ACOP is an approved government funded provider and has been awarded the level of “High Performance Provider” which means that we have access to additional funding sources to support students. Contact us on 1300 88 48 10 or enquiries@acop.edu.au to further discuss the opportunity and your eligibility for government funding.

Rosy Sullivan

Director | College Principal

From the office

The days are getting longer and we have seen a few days of sun – how good is that. It makes for everyone feeling better about the world in general. Let’s all hope we have some time to enjoy the lovely spring weather.

Our trainers have been on the road again this fortnight, with training running in Scone, Port Macquarie, Dubbo, Orange and all around the Sydney metropolitan area and of course in our head office at Town Hall. The trainers are enjoying the travel and spending time with the regional agents and hearing their stories since their previous training sessions – some good, some bad and some hilarious. The lamb that is living in an agency’s office in Dubbo is one of my favourites – he needed extra care and was welcomed in as the new office mascot. Now that something you don’t see in the big city.

We celebrated in true ACOP style (yes, that means cake) for the one year work anniversary for both Abi and Monique. The memories created interesting discussion as Monique joined the team during Covid lockdown last year and received her induction training via zoom, and Abi joined us the week everyone returned to the office in late October. The changes that have occurred in the work environment over the past two years, and not just at ACOP, are huge in terms of how we are now all using technology in such different ways.



NSW Tour Dates

| Date | Location |
|---------------|-----------------|
| 25th November | Sydney CBD |

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