



CERTIFICATE OF REGISTRATION COURSE

Looking to start a career in real estate?

By enrolling now and completing the Real Coach Certificate of Registration Course you will be on your way to a successful career in property sales, property management, administration and marketing.

Who Should Enrol

Real Coach's Certificate of Registration Course is ideal for anyone interested in working in the real estate industry or current staff within existing agencies who may be ready to take the next step.

Real Coach has no specific entry requirements for enrolling in its Certificate of Registration Course.

Program Information

Our course is delivered as a practical self study folder or as a convenient E-Learning USB. All material and resources are included, allowing you to complete the course in your own time and at your own pace. . Once you have received the course material, it is as simple as completing the assessments and returning your responses for marking.

Benefit from our Experience

Our Certificate of Registration Course has been developed by experienced real estate professionals to ensure you acquire the knowledge and practical concepts needed to start your career.

About Us

Real Coach has been providing the very best in real estate education and training to the industry over the past 7 years. We focus on delivering quality service and pride ourselves on having an experienced team selected from within the real estate industry. Real Coach is a nationally recognised training organisation. RTO No: 91092

"A simple self study course that teaches you the real estate fundamentals"

Course Overview

Throughout the course you will gain a comprehensive understanding of:

- An overview of the property industry
- Your obligations as a real estate professional
- Techniques in sales, marketing, leasing and management
- The legal requirements as a real estate agent
- How to analyse and minimise potential risks to consumers
- How to complete statutory documentation
- How to communicate effectively

Support

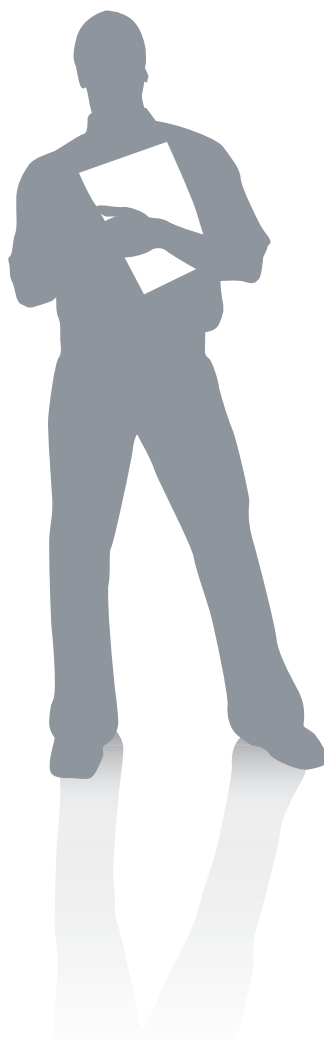
Real Coach offers comprehensive student support to assist you in completing your course. We are available via phone, email or through our website.

Certificate of Registration Course

Self Study Course	\$ 495.00
E-Learning	\$ 450.00
Product code	CORC/CPV3

Order Now!

Complete the attached registration form to order the Certificate of Registration Course today! For further information please contact us on 1300 124 125.





COURSE INFORMATION

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In completing the Real Coach Certificate of Registration Course you must demonstrate competency in the 4 units summarised below.

Module Overview

CPPDSM3019A Communicate with Clients as Part of Agency Operations

This unit of competency specifies the outcomes required to interact and build relationships with clients as part of agency operations. It includes developing rapport with clients, handling initial client enquiries, establishing and maintaining a client database and dealing with client complaints and problems.

CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work

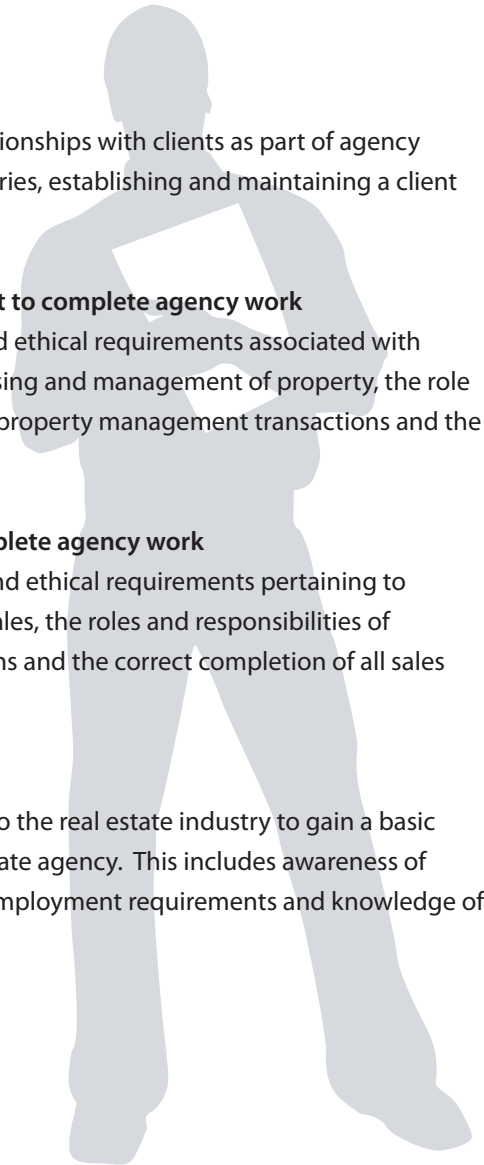
This unit of competency specifies the outcomes required to meet the core legal and ethical requirements associated with property management. This includes awareness of the legislation dealing with leasing and management of property, the role and responsibility of agency personnel in property management, the recording of property management transactions and the completing of property management documentation.

CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work

This unit of competency specifies the outcomes required to satisfy the core legal and ethical requirements pertaining to property sales. This includes awareness of current legislation relating to property sales, the roles and responsibilities of agency personnel involved in property sales, the administration of sales transactions and the correct completion of all sales documentation.

CPPDSM4080A Work in the real estate industry

This unit of competency specifies the outcomes required to enable a new entrant to the real estate industry to gain a basic understanding of the industry in order to work ethically and effectively in a real estate agency. This includes awareness of ethical and conduct standards, basic functions of real estate operations, industry employment requirements and knowledge of current legislation pertaining to the real estate industry.





COURSE INFORMATION

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Assessment

Students will be required to demonstrate their competency by answering a series of questions relating to the material supplied in each module. These questions will require specified types of answers such as short form, point form, multiple choice, true or false, case studies and completion of forms and templates.

Submitting Assessments

When completed, assessments should be submitted to Real Coach for marking. All work submitted must be typed or neatly handwritten. Illegible work will not be accepted. Assessments must be mailed (not faxed or emailed). It is advised that students photocopy all documents prior to posting, as work that has been assessed as competent will not be returned to students.

Students have two options for marking:

- 1) Standard marking – this is included in the course fee. Assessments will be processed within 21 days of receipt;
- 2) Fast marking - an additional fee will be charged for assessments to be processed within 5 days of receipt.

Deadlines & Extensions

All assessments must be completed and submitted within six (6) months from the date of purchase. Students may apply for a three (3) month extension however this will incur an additional fee of \$100.00. Extensions may only be granted once and must be applied for before the deadline for completion, otherwise re-enrolment in the course will be required.

Support

Real Coach offers all students tutorial support via email and phone. If assistance is required with any part of this course students may lodge a support request via the support section of our website www.realcoach.com.au; email support@realcoach.com.au or via our office on 1300 124 125 during business hours.

Terms & Conditions / Student Handbook

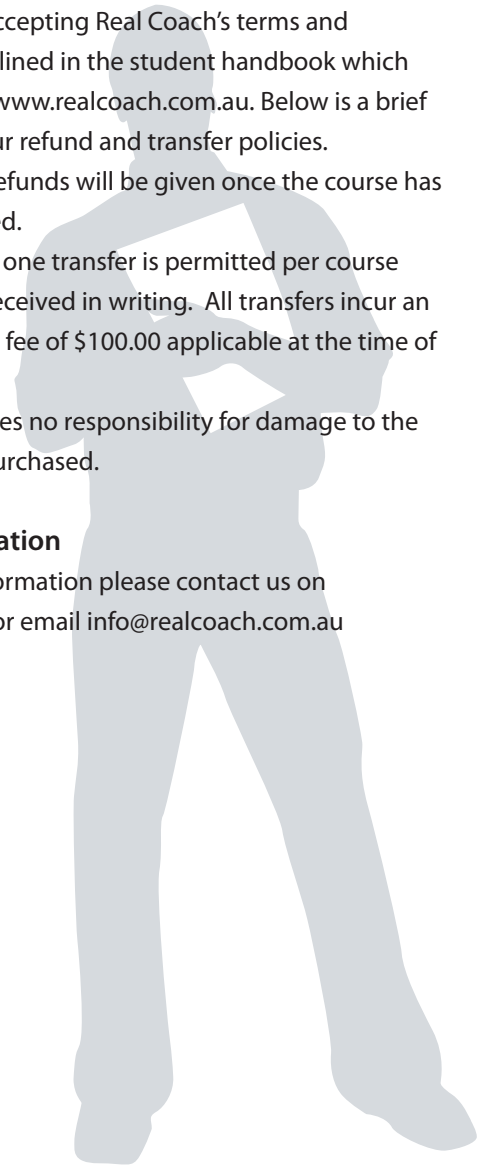
By enrolling in the Certificate of Registration course students are accepting Real Coach's terms and conditions outlined in the student handbook which is available at www.realcoach.com.au. Below is a brief summary of our refund and transfer policies. Refunds - No refunds will be given once the course has been purchased.

Transfer - Only one transfer is permitted per course and must be received in writing. All transfers incur an administration fee of \$100.00 applicable at the time of transfer.

Real Coach takes no responsibility for damage to the course once purchased.

More Information

For further information please contact us on 1300 124 125 or email info@realcoach.com.au





Order Form

Personal Information

Name _____

Mailing Address _____

Suburb _____ State _____ Postcode _____

Telephone / Mobile _____

Email _____

Certificate Licence No. _____ Expiry _____

D.O.B _____ office use student # _____

- Certificate of Registration Course
- NSW Real Estate Licensing Course

Agency Information

Name _____

Mailing Address _____

Suburb _____ State _____ Postcode _____

Telephone _____ Fax _____

Email _____

Correspondence Mailing Address

Please tick your preferred mailing address for all correspondence.

Also please note, the self study course is delivered by courier to a business or residential street address (not a PO Box). Please allow 1-3 business days for delivery and ensure someone is present to receive it, otherwise the courier has authority to leave at the address. Real Coach takes no responsibility for any damage or loss caused if left unattended.

- Personal
- Agency

Choose your Course/Method of Completion

Certificate of Registration Course

<input type="checkbox"/> Self Study	
Item Code	Price
CORC/ CPP/ SS	\$ 495.00
Postage & Handling	\$ 22.00
Total	\$ 517.00

or

<input type="checkbox"/> E-Learning	
Item Code	Price
CORC/ CPP/ USB	\$ 450.00
Postage & Handling	\$ 11.00
Total	\$ 461.00

NSW Real Estate Licensing Course

<input type="checkbox"/> Self Study	
Item Code	Price
LIC/ CPP/ SS	\$ 1995.00
Postage & Handling	\$ 22.00
Total	\$ 2017.00

or

<input type="checkbox"/> E-Learning	
Item Code	Price
LIC/ CPP/ USB	\$ 1899.00
Postage & Handling	\$ 11.00
Total	\$ 1910.00

Payment Information

When submitted with payment this form constitutes a tax invoice.

- VISA
- Mastercard

Card Number

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Expiry Date

□ □ / □ □

Signature _____

Card Holder's Name _____

Date _____

Direct Deposit

Please make payable to Real Coach Pty Ltd
 Account Name: Real Coach Pty Ltd
 BSB: 012-341 Account Number: 491099518 Ref: Your Surname
 Please fax payment confirmation and order form.

Tax Invoice
 Real Coach Pty Ltd
 ABN: 25 106 635 189

Cheque / Money Order

Please make payable to Real Coach Pty Ltd
 & send with completed order form to the address below.

ONCE COMPLETED PLEASE FAX FORM TO

1300 724 089

or mail to PO Box 2532, Taren Point NSW 2229

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Real Coach Courses

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phone
1300 124 125



fax
1300 724 089



online
www.realcoach.com.au