



Certificate of Registration Course

Looking to start a career in real estate? Get the best start with Real Coach your premium real estate provider.

Certificate of Registration

Enrol in our Certificate of Registration Course and you will be on your way to a successful career in property sales, property management, administration or marketing. Real Coach's Certificate of Registration Course is suitable for anyone as there are no prerequisite requirements Enrol now and take the first step towards your new career.

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.

Course Overview

This course satisfies the statutory requirements needed to gain entry into the real estate industry. By completing our course you will gain a comprehensive understanding of:

- ✓ The property industry
- ✓ Agent's obligations
- ✓ Sales and marketing techniques
- ✓ Leasing and management strategies
- ✓ Legislative requirements
- ✓ Risk management
- ✓ Agency documentation
- ✓ Effective communication

Course Information

Our course is delivered as a practical self study folder or as a convenient E-Learning option. Both methods allow you to complete the course in your own time and at your own pace. Everything you need is provided, including all industry forms, checklists, practical examples and a simple explanation of key legislation.

Student Support

Real Coach offers comprehensive support to assist in completion of the course. We are available via phone, email or through our website.


Have You Previously Worked in Real Estate?

You may be able to gain Recognition of Prior Learning (RPL) for some of the units required in this course. RPL acknowledges your previous experience and qualifications.

Enrol Now!

Complete the enclosed enrolment form or enrol online to start the Certificate of Registration Course. For further information please contact us on 1300 124 125 or visit our website www.realcoach.com.au

Self Study




Complete in your own time

All resources provided

Printed version

\$495

E Learning / USB




Complete in your own time

All resources provided

Electronic version / USB

\$450

RPL Option



Recognise your experience

Save time and money

Reduce your assessment

\$350

Enrol Now



Call us on
1300 124 125



visit our website:
www.realcoach.com.au

Certificate of Registration Course

Course Information

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

Unit Overview:

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.

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.

CPPDSM3019B 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.

Assessment

Students will be required to demonstrate their competency by answering a series of questions relating to the material supplied in each unit. 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 or emailed (not faxed). 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 available at www.realcoach.com.au. Below is a brief summary of our policies: Refunds: No refunds will be given once the course has been purchased. Real Coach takes no responsibility for damage to the course once purchased.

About Us

Real Coach is a nationally recognised training organisation (RTO No:91092) and has been providing the very best in Real Estate education and training to the industry since 2003.

More Information

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

Enrol Now



Call us on
1300 124 125



visit our website:
www.realcoach.com.au

Enrolment Form

Personal Information

Title Mr Mrs Miss Ms Gender Male Female Date of Birth / /

Given Names Family Name (surname)

Telephone / Mobile Email Address

Residential Address Suburb

State Postcode Correspondence Mailing Address Please tick preferred mailing address:
 Personal Postal Agency

Postal Address: same as residential address, otherwise complete below

Postal Address/PO Box Office Use Student #

Suburb State Postcode Photo ID Supplied

Agency Information

Agency Name Mailing Address

Suburb State Postcode

Telephone Fax

Email

Choose Your Course & Preferred Learning Option

Certificate of Registration Course

<input type="checkbox"/> E-Learning		<input type="checkbox"/> Self Study	
Item Code	Price	Item Code	Price
CORC/USB	\$	CORC/SS	\$
CORC/RPL	\$	Postage & Handling	\$ 22.00
Postage & Handling	\$ 11.00	Total	\$
Total	\$		

OR

NSW Real Estate Licensing Course

<input type="checkbox"/> E-Learning		<input type="checkbox"/> Self Study	
Item Code	Price	Item Code	Price
LIC/USB	\$	LIC/SS	\$
Postage & Handling	\$ 11.00	Postage & Handling	\$ 22.00
Total	\$	Total	\$

Select Delivery Address for course material:

Residential Agency Other please specify below

Alternate Address:

Please Note - Self Study material is delivered via courier to a street address only (not a PO Box). Please allow 1 - 3 business days for delivery. Courier has authority to leave at address if premises is unattended at time of delivery. Real Coach takes no responsibility for any damage to the course once purchased or loss caused if unattended.

Real Coach - Terms and Conditions

By completing this form you are accepting Real Coach's terms and conditions outlined in student handbook which is available at www.realcoach.com.au/student. Below is a brief summary of our key terms and conditions, for a full explanation of the terms and conditions please refer to the student handbook. **E-Learning/Self Study** - No refunds or transfers will be given once the course has been purchased.

Accelerated Licensing course - No refunds or transfers will be granted within 5 business days of course being held. Prior to this, refunds/transfers will only be given if received in writing and will incur administration fees.

Payment Information

Visa Mastercard American Express (AMEX incurs 3% surcharge)

Card Number

Expiry Date

/

CVN

The 3 digit code on the back of your card or the 4 digit code on the front of your Amex

Card Holder's Name

Signature

Date

Cheque / Money Order
Please make payable to Real Coach Pty Ltd

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

131022_CORC/LIC_EF
Tax Invoice
Real Coach Pty Ltd
ABN: 25 106 635 189
When submitted with payment this form constitutes a tax invoice.

All payments must be accompanied by a completed Enrolment Form. Please send via:

Email: info@realcoach.com.au
Fax: 1300 724 089
Post: PO Box 2532, Taren Point NSW 2229

Language, Literacy and Cultural Diversity

- In which country were you born? Australia Other, please specify
- Do you speak a language at home OTHER than English? No - English only Yes, please specify
- Are you of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander
- How well do you speak English? Very well Well Not well Not at all
- How do you rate your ability to read English? Very well Well Not well Not at all
- How do you rate your ability to work with numbers? Very well Well Not well Not at all

The course requires a certain level of reading and numeracy skills to obtain this qualification. Real Estate as an industry requires a minimum understanding of English as all forms and contracts must be completed in English. Due to this our course material is only provided in English and all assessments are to be completed in English.

Disability

- Do you consider yourself to have a disability, impairment or long-term condition? Yes No
- If YES then please indicate the areas of disability, impairment or long-term condition Hearing/Deafness Physical Intellectual
- Acquired brain impairment Learning Vision Mental illness Medical Condition Other
- Other, please specify

Education

- Are you still attending Secondary School? Yes No If not in which year did you complete that level of schooling?
- What is the highest level of school completed? Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent
- Year 9 or equivalent Year 8 or equivalent Never attended school
- Have you successfully completed any of the following qualifications? Bachelor / High school degree Advanced Diploma / Associate Degree
- Diploma (or associate diploma) Certificate IV (or Advanced Certificate) Certificate III (or trade certificate) Certificate I Certificate other than above

Employment

- Which category best describes your current employment status? Full time (F/T) Part Time (P/T) Employer
- Self Employed (not employing others) Unemployed (seeking F/T work) Unemployed (seeking P/T work) Unemployed (not seeking employment)

Real Estate Experience

- Are you currently working in Real Estate? Yes No
- Do you hold or have you held a Certificate of Registration Real Estate Licence Previously held
- Current Office of Fair Trading Certificate/Licence Number Expiry Date / /
- Are you wishing to apply for Recognition of prior learning (RPL) ? Yes No Unsure - Please contact
- Indicate number of years experience 0-6 months 1-2 years 2-5 years 5+ years

Identification

As per a government requirement, you will need to supply photo identification (Drivers Licence/Passport) as a part of your enrolment. We are unable to issue Qualifications/Certification until we receive your identification.

You can submit your identification simply by visiting and uploading an image at www.realcoach.com.au/identification or email to info@realcoach.com.au Files accepted (png, jpg, jpeg, tif or gif). Please refer to our website for further instructions or contact our office on 1300 124 125.

Study Reason

- Which category best describes the main reason for undertaking this education and training? To get a job To develop my existing business
- To start my own business To try for a different career To get a better job promotion It was a requirement of my job
- I wanted extra skills for my job To get into another course of study For personal interest or self development
- Other, please specify

How Did You Hear About Us?

- Existing Client Employer Email Marketing Mail Marketing Newsletter Fax
- Phone Facebook Referral Friend Google Search Other

Terms and Conditions

student handbook is located at www.realcoach.com.au/student or call 1300 124 125 to obtain a copy

The information provided will remain private and confidential. The student handbook includes information relating to your rights and obligations as a student with Real Coach, and also the training, assessment & support services provided by Real Coach. I have read and accepted the terms and conditions of the fees and refund policy and the information described in the student handbook. I give permission for Real Coach to discuss my training progress and result with my employer (if applicable), ASQA, Department of Education and other relevant parties if deemed necessary by Real Coach. I acknowledge that I have read the above and understand the information provided. I confirm that this information that I have supplied is true and correct.

Signature

Date