

BROCHURE



VICTORIA

Agents' Representation Course

GROWING OUR PEOPLE



NATIONALLY RECOGNISED
TRAINING

Harcourts Academy

RTO Provider Number: 31139

Agents' Representative Course.

THE TRAINING PROGRAMME

- Will provide participants with the knowledge, skills and attitudes to build a successful career in real estate sales
- Incorporates the 3 core units of competency required for an agents' representative from the CPP40307 Certificate IV in Property Services (Real Estate).
- Combines 'what to know' education with practical 'how to do' instruction
- Is delivered by certified professional trainers qualified in accelerated learning techniques to enhance learning retention and student engagement
- Provides a path to ongoing opportunities in real estate
- It is recognised nationally throughout Victoria
- Harcourts - The Academy RTO 31139, offers mutual recognition and credit transfer, plus recognition of prior learning.

FOR ALL COURSE ENQUIRIES CONTACT

Telephone:	1300 856 773	Harcourts Academy Training Centre
Internet:	www.harcourtsacademy.com	3/95 Coventry Street
Email:	victoria@harcourts.net	Southbank, VIC, 3006

WHO SHOULD DO THIS PROGRAMME

1. Those who wish to become agents' representatives in Victoria. Usually this group will have had little or no experience in the industry.
2. Existing real estate salespeople moving interstate or from another country wishing to register as an agents' representative.
3. People from other sectors of the real estate industry wishing to further develop their knowledge or skills in specific areas.
4. Manager wishing to have a clearer understanding of what their new recruits are learning.

DURATION OF THE PROGRAMME

A three-day programme consisting of three full days of in-class training at our Head Office, and approximately five to six hours of reading and computer-assessed online tasks to be completed before the three days in-class.

THE PATHWAY TO A SUCCESSFUL CAREER IN REAL ESTATE

Based on articulation and credit transfer arrangements, the potential exists for candidates to enter a programme to obtain their full CPP40307 Certificate IV in Property Services (Real Estate) with advanced standing, as well as into the CPP50307 Diploma of Property Services (Agency Management).

SPECIFIC UNITS FROM THE CPP40307 CERTIFICATE IV IN PROPERTY SERVICES (REAL ESTATE)

CPPDSM4007A Identify Legal and Ethical Requirements of Property Management to Complete Agency Work

Knowledge of the core legal and ethical requirements associated with property management. This includes awareness of legislation roles and responsibility, plus the recording and completion of property management documentation.

CPPDSM4008A Identify Legal and Ethical Requirements of Property Sales to Complete Agency Work

Knowledge of the core legal and ethical requirements associated with property sales. This includes awareness of legislation roles and responsibility, plus the administration and completion of sales documentation.

CPPDSM4080A Work in the Real Estate Industry

A basic understanding of the industry and how to work ethically and effectively in a real estate agency. This includes ethical and conduct standards, core functions of an agency, plus regulatory framework and industry requirements.

WHAT THIS GIVES YOU

Successful completion enables you to become registered as an agents' representative in Victoria

Candidates completing the required units of competency from the CPP40307 Certificate IV in Property Services (Real Estate) will be able to submit their statement of attainment to their local governing body in application to become registered as an agents' representative.

AGENTS' REPRESENTATIVE COURSE. (VIC)

Date:		Attendee Name:	
Supplier:	Harcourts Victoria Pty Ltd ABN 37 108 874 979	Attendee home Address:	
Contact:	Harcourts Victoria	Postcode:	
Phone:	1300 856 773	Attendee Mobile:	
Email:	victoria@harcourts.net	Attendee Email:	
Where did you hear about our us?		Dates of Programme:	19th, 20th, 21st February 2018
<input type="checkbox"/> Harcourts Victoria Website <input type="checkbox"/> Social Media <input type="checkbox"/> Harcourts Office <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper			

COURSE		PRICE
AGENTS' REPRESENTATIVE COURSE. STATEMENT OF ATTAINMENT (SOA) The following three units will be delivered during the programme. Please select those for which you wish to receive national recognition by way of a statement of attainment.		\$700
SELECT	CORE UNITS REQUIRED FOR SALESPERSON REGISTRATION	
✓	CPPDSM4007A – Identify legal and ethical requirements of property management to complete work	
✓	CPPDSM4008A – Identify legal and ethical requirements of property sales to complete work	
✓	CPPDSM4080A – Work in the real estate industry	
TOTAL PAYABLE (GST exempt)		\$700.00

My 10 digit USI (Unique Student Identifier)

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Not sure what a USI is or how to get yours, information can be found here <https://www.usi.gov.au/>

AGENTS' REPRESENTATIVE COURSE. REGISTRATION FORM (VIC)

PAYMENT DETAILS

REGISTRANT PAYING

I authorise Harcourts Victoria to debit my credit card, details as below.

Please debit my: Visa MasterCard

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Name shown on card:

Expiry Date:

CW:

Signature:

REFUND POLICY

This policy is to ensure that a full refund of enrolment fees will be made if Harcourts cancels a course for any reason. An application for refund of course fees under any circumstances must be made in writing to Harcourts Victoria. A \$100 administration fee will be incurred for all cancelled registrations outside of (10) working days prior to the commencement of the course. The remainder of the course fee will be reimbursed.

No refund is available where a cancellation is made less than (10) working days prior to the commencement of a course, or to participants who leave before finishing the course.

Refunds will be considered on a pro-rata basis for students who fall ill or are injured to the extent that they can no longer undertake the course providing a Medical Certificate is supplied to Harcourts Victoria. However, should participants wish to finalise incomplete units of competency in a future course the original fee can be used as a credit toward that course within six months of initial payment.

In all other cases, refunds are at the discretion of Harcourts Victoria and may be negotiated on an individual case-by-case basis.

I _____ have read and accept this policy of Harcourts Victoria

Signature: _____

Date: _____

Please return this completed Registration Form via email to victoria@harcourts.net at Harcourts Victoria.

COURSE PLACEMENT WILL NOT BE CONFIRMED UNTIL FULL PAYMENT IS COMPLETE

Once the payment has been processed, a student information pack required to commence this course will be emailed to you. Please specify your preferred email address:

My email address (provide):

Disclaimer: Harcourts are always looking for great people to join our team, however successful completion of the sales programme does not guarantee employment with Harcourts. For more information about careers with Harcourts please contact the Harcourts State Office.



Harcourts Academy

www.harcourtsacademy.com

academy@harcourts.net

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