



UNIQUE

Training Providers

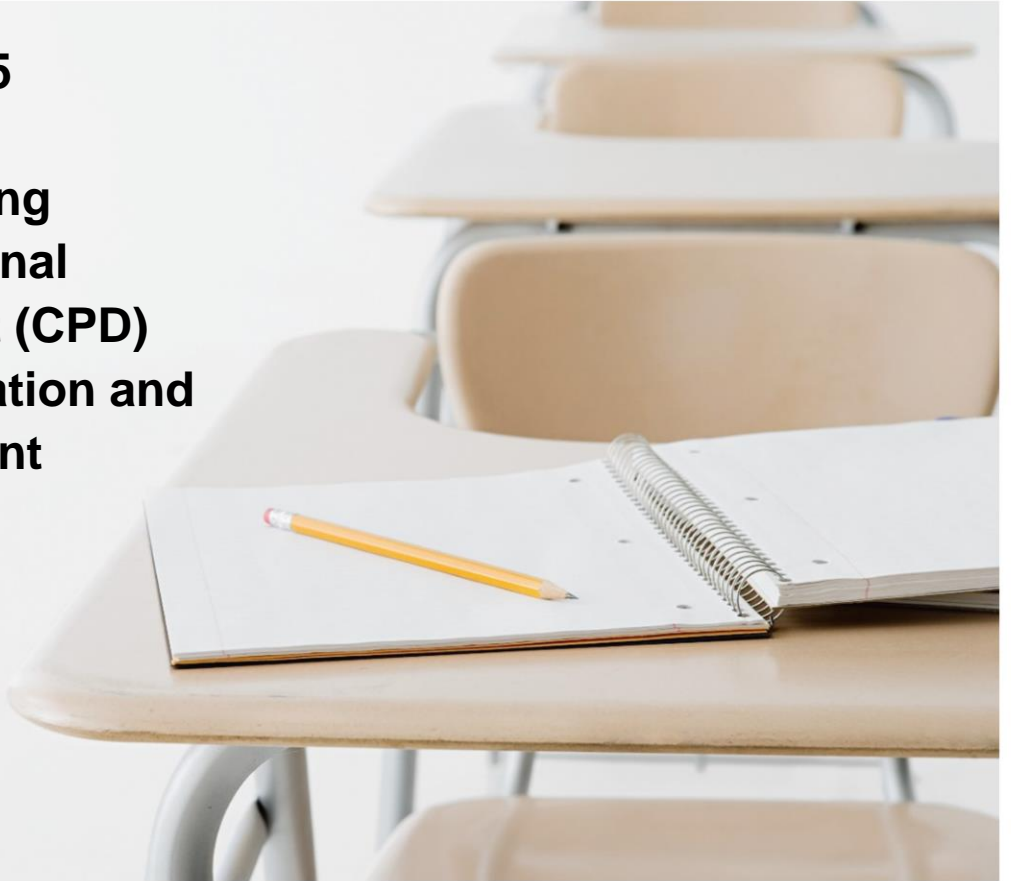
2024-25

**Continuing
Professional
Development (CPD)
Course Information and
Enrolment**

for

Class 1 Agents

Class 2 Agents



CPD Year

The CPD year for ALL agents is from the 1st July to the 30th June the following year in line with the financial year. This means that you can complete your CPD training at any time during this period regardless of your renewal date. You will still need to renew your Licence when it is due.

*If you completed CPD training before the end of March 2024, you **WILL** need to complete CPD training before the 30th June 2025.*

CPD Requirements

Class 1 and Class 2 agents are required to complete a minimum of 5 hours of CPD training on compulsory topics relevant to the class of licence you hold.

Compulsory Topics

Compulsory topics must be delivered in:

- a face-to-face interactive training environment - maximum 40 attendees, or
- an interactive webinar - maximum 25 attendees, and
- include an assessment activity.

OR

- This course can be completed by distance learning for those who are not able to attend a face to face session.

CPD training must be delivered by an approved provider and require an assessment. You will be provided with a certificate of attendance on successful completion of this course.

UTP has been approved to deliver these topics. Please use the following link to the approved providers. You will see us listed under C4urself Training PTY LTD Trading as Unique Training Providers.

<https://www.fairtrading.nsw.gov.au/housing-and-property/property-professionals/working-as-a-property-agent/Continuing-Professional-Development-CPD-requirements#approved-providers>

NSW Fair Trading have also provided a list relating to all the elective topics.

<https://www.fairtrading.nsw.gov.au/housing-and-property/property-professionals/working-as-a-property-agent/Continuing-Professional-Development-CPD-requirements>

We deliver training via Zoom. We can also come to your office, or you can attend a classroom session.

Contact us for more information on how we can assist you with your CPD requirements

Who needs to do what?

Real Estate Agents Licence \$350 (5 hrs)	<ul style="list-style-type: none"> ◆ Introduction to work health and safety obligations in residential sales and property management ◆ New supervision guidelines 2024 ◆ Introduction to strata for residential salespeople and property managers
	Residential Property Manager <ul style="list-style-type: none"> ◆ Compliance with habitability standards and landlord information statement
	Commercial/Short-term accommodation property managers <ul style="list-style-type: none"> ◆ Strata law reforms 2023-24
	Salespeople <i>Course delivered through TAFE NSW</i> <p>Salespeople will also need to complete an online course relating to underquoting and price representations developed and delivered by NSW Fair Trading and TAFE.</p>
Stock and Station Agent \$350 (5 hrs)	<ul style="list-style-type: none"> ★ Introduction to work health and safety obligations in stock and station agencies ★ New supervision guidelines 2024 ★ Mandatory implementation of eID in sheep and farmed goats NSW ★ Animal welfare best practice in saleyards
Strata Agents Licence \$350 (5 hrs)	<ul style="list-style-type: none"> • Strata law reforms 2023-24 • Introduction to work health and safety obligations in strata management • New Supervision Guidelines for strata managing agencies • Best practice management of building defects, maintenance and repair
Combined Licences	<p>Some topics can be combined when they are delivered to licence holders who hold more than one licence type, and some must be delivered as standalone.</p>

Combined Licence Categories

Licence Categories	Hours	Price
Real Estate & Stock and Station	6	\$399
Real Estate & Strata	7	\$499
Real Estate, Strata & Stock and Station	8	\$550

We understand many agencies like to have their staff do CPD training together so we will work with you to make sure all class 1 and class 2 agents complete the required training in one session where possible. Speak to your trainer to see what they can do to accommodate you.

Distance Learning

If you cannot attend a face to face session, you have the option to complete your CPD requirements via distance learning, however, you must complete a minimum of ten hours to include compulsory and other topics.

Are you new to class 2?

CPD requirements for Class 2 agents who have been approved this CPD year will vary depending on the date they received their licence approval. See the table below

Approval Start Date Period	CPD Requirements for current year
1 st July to 1 st April the following year	Minimum 5 hours of compulsory topics
2 nd April to 30 th June the same year	No CPD training is required

General Course Information

The Enrolment Process

Prior to completing the enrolment form, please view our website to confirm the topics required to be completed relate to your area of practice.

Fill in your details and select your trainers name (optional) then complete each step. Complete as much information as possible to avoid being enrolled into the incorrect topics.

You must sign and date the bottom of the enrolment form and send to your trainer or head office.

Please ensure you have read the Participant Handbook Prior to Enrolling.

The Participant Handbook is available via the following link:

www.uniquetrainingproviders.com.au

Payment

Invoices will be sent to the address entered on the enrolment form. Please provide the details if you would like the invoice made out in another name, company etc.

Payment can be made by Direct Deposit or Online as follows:

Direct Deposit BSB: 082-356 ACC: 31 210 5282

Credit Card payment can be made online with an invoice. Invoices will be sent when enrolment form received at head office. Note: A 1% transaction fee will be applied to all credit card payments

Refund Policy

Our standard cancellation period is 7 days.

If you wish to cancel your course more than 7 days prior to your commencement date, a refund of fees paid minus an administration fee of \$50 will be issued.

If you wish to cancel your course within 7 days of your commencement date, all fees are retained by Unique Training Providers. We will endeavour to re-schedule you in another course where possible at no extra charge. If a course is cancelled by Unique Training Providers, all course fees will be refunded in full*

No refunds will be given once a student has commenced training.

No refunds will be given for students completing any course distance learning once course material has been issued.

All cancellation and refund requests must be sent in writing to

E: info@uniquetrainingproviders.com.au

Unique Training Providers reserves the right to cancel any course due to unforeseen circumstances and/or if minimum course numbers are not met.

Trainers

Our trainers have many years of experience in the property industry and are ready to assist you with your CPD training. You can contact them directly or speak to head office.

Prue Oldmeadow	prue@uniquetrainingproviders.com.au	0418 688 758
Alex Glen-Holmes	alex@uniquetrainingproviders.com.au	0414 772 771
Lee Manning	lee@uniquetrainingproviders.com.au	0400 888 820
Peter Hogan	peter@uniquetrainingproviders.com.au	0419 449 649
Head office	info@uniquetrainingproviders.com.au	4872 1495

Course Completion

Participants must submit completed assessments to their trainer within 7 days of the classroom session.

Unique Training Providers will only accept enrolments into our CPD course until 26th June 2025. All CPD Assessments must be returned to our office or your trainer no later than 27th June 2025. We reserve the right to refuse enrolments or assessments submitted after these dates.

Assistant Agent CPD

This course is not applicable to Assistant Agents and is for class 1 and class 2 licence holders only. Please contact us for further information on CPD for Assistant Agents

CPD requirements for assistant agents who have been approved this CPD year will vary depending on the date of approval. See the table below

Approval Start Date Period	CPD Requirements for current year
1 st July 2024 – 30 th September 2024	Three units to be completed
1 st October 2024 – 31 st March 2024	One unit to be completed
1 April 2024 – 30 th June 2024	No CPD training required

C4URSELF TRAINING PTY LTD T/A UNIQUE TRAINING PROVIDERS
ABN: 56 134 062 285 ~ RTO 91585 ~ P: 0248 721 495
P.O Box 192, Mittagong NSW 2575
info@uniquetrainingproviders.com.au
www.uniquetrainingproviders.com.au
