

## Property Industry, Certificate and Licensing Programs Application Information

UWSCollege Property Programs, is dedicated to the delivery of programs which meet NSW Fair Trading property industry licensing requirements.

We have specialised in providing property and real estate training for more than 20 years, so you can be confident when you join a UWSCollege Property Program. In addition, the University of Western Sydney (UWS) has a strong reputation in the property industry through its undergraduate and postgraduate programs in property economics.

Programs conducted by UWSCollege prepare people for work in Real Estate Sales, Property Management, Stock and Station, On-site Property Management, Business Agency and Buyers Agency.

UWSCollege licensing courses are taught by highly qualified property academics and specialist industry trainers and practitioners.

If you choose a distance option, you will receive comprehensive, high quality learning resources and phone/email support as required.

Contact us at [pcp@uws.edu.au](mailto:pcp@uws.edu.au), or by freecall 1800 222 423 or phone (02) 9685 9713

### CERTIFICATE OF REGISTRATION

If you wish to enter the Property industry as a salesperson, property or strata manager, you must obtain a Certificate of Registration issued by the NSW Fair Trading. To be eligible for a Certificate of Registration, you must:

- be at least 16 years of age
- be a fit and proper person to hold a Certificate of Registration
- not be a disqualified person (details can be found at [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au))
- hold the qualifications required for the class of Certificate of Registration concerned.

UWSCollege offers the Certificate of Registration Course for:

- Real Estate
- Stock and Station
- Business Broking, and
- All of these courses meet the Office of Fair Trading requirements.

The Certificate of Registration is assessed using a variety of methods, including written assignments and demonstrations of competency. To be eligible to receive a Certificate, candidates must be assessed as competent in all units.

### Distance options – start anytime

UWSCollege offers the Certificate of Registration courses by distance learning. You can choose to receive either an electronic version or a printed copy of the comprehensive learning materials sent to you. Your learning materials will include all the resources you need to complete each unit of competency in the course. You can commence anytime and complete the course from your home or workplace at your own pace. Study support is available during your distance course via phone or email.

## Face-to-face classes and in-house options

If you would like to register your interest to attend a face-to-face Certificate of Registration course, we can advise you of available times and dates.

Face-to-face courses are also available for regional and in-house delivery.

Please call us on 1800 222 423 (freecall) or (02) 9685 9713 or email [pcp@uws.edu.au](mailto:pcp@uws.edu.au) to discuss these options.

## Course fees – Certificate of Registration courses (GST free)

Certificate of Registration	Via distance electronic resources	Via distance printed resources
Real Estate	\$480	\$580
Stock and Station	\$480	\$585
Business Broking	\$480	\$585
Real Estate plus Stock and Station	\$640	\$775
Real Estate plus Business Broking	\$640	\$775

## How to register

Complete the Certificate of Registration Enrolment Form and

- fax to (02) 9685 9715 or
- scan and email to [pcp@uws.edu.au](mailto:pcp@uws.edu.au), or
- mail to:

Property Programs  
UWSCollege  
PO Box 406  
Westmead NSW 2145

## Payment

For the Certificate of Registration courses, all fees are payable at the time of registration.

## BECOME A LICENSED AGENT

As a licensed agent or manager, you can operate your own agency selling or managing residential and commercial property, rural property and stock sales, selling businesses or acting as a buyer's agent.

The various types of agent/manager licences reflect the diversity of the industry.

**Real estate agent** – the holder of a real estate licence is authorised to carry on business as an agent in the sale (including by way of auction), purchase, exchange, letting or leasing of land. The licence does not entitle the holder to act as an agent in respect of land greater than 20 hectares.

**Stock and station agent** – the holder of a stock and station licence is authorised to carry on business as an agent for the sale (including by way of auction), purchase, exchange, letting or leasing of rural land used for agriculture or pastoral purposes; the sale (including by way of auction), purchase or exchange of livestock; or the provision of the collection of fees for livestock.

**Business agent** – the holder of a business agent licence is authorised to carry on business as an agent for selling, buying, exchanging or otherwise dealing with or disposing of businesses, professional practices or shares and interest in these.

**Buyers agent** – the holder of a buyers agent licence is restricted to acting as a real estate agent for a prospective purchaser of land.

It is a condition of this licence class that the licensee may act as an on-site residential property manager only in respect of premises at which the licensee's principal place of residence is situated and only if the licensee owns or has a prescribed interest in that principal place of residence.

You should familiarise yourself with the different categories and criteria for NSW real estate licences, available on the Department's website at [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au).

### Licence requirements

The NSW Fair Trading (NSWFT) has the following requirements for the granting of Licences:

- applicants must be fit and proper persons
- applicants must be at least 18 years of age
- licensees will have their registered office (ie place of business) in NSW, and
- applicants must have completed a course of study approved for the licence.
- NSWFT approved licensing courses.

UWSCollege offers approved courses of study which meet licensing requirements in NSW.

Licence Category	Qualification
Business Broking	Certificate IV in Property Services (BUSINESS BROKING) CPP40507

Licence Category	Qualification	Face-to-face	Blended delivery	Distance
Business Broking	Certificate IV in Property Services (BUSINESS BROKING) CPP40507	\$3450 (includes Certificate of Registration)	\$3450	\$2950

The licensing courses are most commonly delivered by distance or in a combination of distance and face-to-face modes.

### How to register

Complete the Licensing Enrolment Form and

- fax to (02) 9685 9715 or
- scan and email to [pcp@uws.edu.au](mailto:pcp@uws.edu.au), or
- mail to:

Property Programs  
 UWSCollege  
 PO Box 406  
 Westmead NSW 2145

### Payment

For the Certificate of Registration courses, all fees are payable at the time of registration.

## ADVANCED STANDING OR RECOGNITION OF PRIOR LEARNING (RPL)

If you have already completed a unit or units of the course(s), or their equivalent, from a registered training institution, and can provide certified transcripts, or certified evidence of competence, you can apply for advanced standing or recognition of prior learning. If you do not have formal qualifications but you do have experience and existing knowledge, you may also be eligible for recognition of prior learning. Contact the Course Coordinator for details, fees and application forms.

## ASSESSMENT

Course units are assessed using a variety of methods, including written assignments and demonstrations of competency. If you are not successful on your first assessment attempt you may resubmit or re-attempt the assessment task. Re-enrolment is required for any units which are not yet competent after two attempts.

### Results

Marks or grades are not awarded for these competency based courses. Results are shown as Competent C or Not Yet Competent NYC.

## REFUND AND TRANSFER POLICY

### Refunds apply where:

1. a course has been cancelled by **UWSCollege**, **or**
2. a registrant for a face-to-face class notifies intention to withdraw, in writing, seven (7) days prior to course commencement. In this case, a refund, less 10% of the course fee, is given, **or**
3. a registrant for a distance course notifies intention to withdraw, in writing, prior to dispatch of distance materials. In these cases, a refund of fees paid, less 10% of the full nominated course fee, applies. No other refunds are payable.

### Transfers

Transfers to a later offering apply where a registrant has paid all fees owing and is unable to attend the current course due to extended illness or extreme circumstances.

**Note:** All applications for refunds or transfers must be submitted in writing.

### Cancellation or alteration

**UWSCollege** reserves the right to cancel or alter a program or schedule.

### More information

For more information, contact Professional and Community Programs —

Address: 158 Hawkesbury Road, Westmead 2145

Freecall: 1800 222 423

Phone: (02) 9685 9713

Fax: +61 2 9685 9715

Email: [pcp@uws.edu.au](mailto:pcp@uws.edu.au)

Web: [www.uwscollege.edu.au](http://www.uwscollege.edu.au)

*In providing my personal information to **UWSCollege**, I understand that, other than as authorised by law, **UWSCollege** will only use this information for the purposes for which it is being collected in accordance with the College's functions and activities associated with my enrolment. In some instances, the College may need to disclose information to any government department which administers, or has authority regarding, education or immigration policy and law and any other government agencies (state, territory or federal) on written request, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and **UWSCollege** policies.*