Program Purpose
This seventy hour program is designed to provide people with the knowledge and skill required by law to be eligible for employment in real estate as an agents’ representative. The program introduces participants to the legislation, documentation and practice of selling and leasing properties and businesses. The program includes three units: Work Effectively in the Real Estate Industry, Address Legal and Ethical requirements of Property Sales, Address Legal and Ethical Requirements of Property Management.

Training Strategies
Delivery of the program will involve off-the-job training in a classroom situation. Teaching methods will vary, depending upon the learning outcome, and will include lectures and methods that encourage student participation, such as discussion, role-play and practical demonstrations. The program will be assessed by 4 assignments and 4 multiple-choice tests; all assessment tasks must be successfully completed.

Program Content
Topics include:

- The basic concepts of real estate and the terminology relating to the sale, lease and management of property.
- The functions and responsibilities of estate agents, agents’ representatives and other key real estate personnel.
- The criteria for eligibility for employment as an agents’ representative and for the obtaining of an estate agents’ licence (personal and corporate).
- The professional conduct, regulations and consumer protection legislation that guide ethical conduct of real estate practitioners, and the mechanisms that maintain these standards.
- The functions and responsibilities of agents’ representatives when selling, leasing and managing property and businesses.
- The law and documentation required to list, sell, lease and manage property.
- The importance of effective communication and record keeping

Learning Outcomes
As a result of attending the program and passing all of the assessment tasks, participants will have fulfilled the educational requirements for the Course in Property (Agents' Representatives). Completion of this course is mandatory for people wishing to be eligible for employment as an agents’ representative. An agents’ representative works under the supervision of an estate agent in the areas of property sales, leasing and management.

Course Life: There is a five year limit on the life of the course. This means that for the course to be recognised for employment purposes it must be completed not more than five years before a person first starts to work as an agents’ representative.

Who Should Attend
People who are at least 18 years of age and who have been promised employment, or who are intending to work as an agents’ representative in the sales or property management areas in a real estate agency.

Priority entry to the course is given to people who have a genuine promise of employment as an agents’ representative from an estate agent. Applicants seeking priority entry must submit an Application for Admission by an Employer on behalf of a Prospective Agents’ Representative, which is attached to this form. An estate agent-employer must sign this form.

<table>
<thead>
<tr>
<th>Title:</th>
<th>Course in Property (Agents’ Representatives)</th>
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<tbody>
<tr>
<td>Code</td>
<td>S650179</td>
</tr>
<tr>
<td>Fee:</td>
<td>$670.00 - Includes course materials</td>
</tr>
<tr>
<td>Dates:</td>
<td></td>
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<tr>
<td>Part Time:</td>
<td>Tuesdays &amp; Thursdays 5:30pm – 9:30pm</td>
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<tr>
<td></td>
<td>8th July – 24th August 2008</td>
</tr>
<tr>
<td>Full Time:</td>
<td>Monday - Friday 9:30am – 5pm</td>
</tr>
<tr>
<td></td>
<td>28th July – 8th August 2008</td>
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<tr>
<td>Part Time:</td>
<td>Tuesdays &amp; Thursdays 5:30pm – 9:30pm</td>
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<tr>
<td></td>
<td>26th August – 9th October 2008</td>
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<tr>
<td>Full Time:</td>
<td>Monday - Friday 9:30am – 5pm</td>
</tr>
<tr>
<td></td>
<td>15th Sept – 26th September 2008</td>
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<tr>
<td>Part Time:</td>
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<tr>
<td></td>
<td>14th October – 2nd December 2008</td>
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<tr>
<td>Full Time:</td>
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<tr>
<td></td>
<td>10th Nov – 21st November 2008</td>
</tr>
<tr>
<td>Venue:</td>
<td>RMIT - City Campus</td>
</tr>
<tr>
<td>Enquires</td>
<td>Phone: 9925 8111</td>
</tr>
</tbody>
</table>

Scheduled dates are correct at time of publication but may be changed at short notice.

Return completed enrolment form and application for admission by an employer form with payment details to RMIT Training.
Eligibility Requirements for Employment as an Agent's Representative

In addition to the Course in Property (Agents' Representatives) a number of other requirements must be met to be eligible to be an agent's representative.

People who are insolvent, have been the cause of a claim against the Victorian Property Fund or who have a disqualifying criminal record are ineligible for employment in real estate and must seek the permission of the Business Licensing Authority to be an agent's representative.

Details of the eligibility requirements and permission process are available from the Business Licensing Authority at [www.bla.vic.gov.au](http://www.bla.vic.gov.au) or 1300 135 452.

Certificate Award

Participants who successfully complete the Course in Property (Agents' Representatives) will receive an RMIT Certificate of Completion.

Program Leader

Industry practitioners.

The Course in Property (Agents' Representatives) is also available through Off Campus Learning. Please contact Margaret Williamson ph: 9925 8006 for details.
Application for Admission by an Employer
On Behalf of an Agents’ Representative

Priority for admission to this course is given to applicants who have already obtained a genuine promise of employment as a real estate agent’s representative from a licensed estate agent. The applicant’s future estate agent-employer should complete Section A, and the applicant Section B. This form should be submitted to the TAFE Institute where the applicant is seeking priority admission to the course. A separate application form must be lodged for each person seeking admission to the course.

Section A - To Be Completed by Estate Agent-Employer

Estate Agent’s Name
........................................................................................................................................

Name of Agency
........................................................................................................................................

Address
........................................................................................................................................

Postcode ......................................................................................................................... Bus. ☑
........................................................................................................................................

Place a tick in the box which best describes your intention regarding the employment of the person named below. As this is an industry training program admission will be given to applicants in the following priority order:

1 ☐ On completing the course within the dates specified below I genuinely intend to offer the person named in this form employment as an agent’s representative in my business. Please note if you have ticked box No 1, this form may constitute a binding offer of employment in any legal contest.

2 ☐ The person named in this form is currently working in my business in an administrative capacity and, on completing the course within the dates specified below, he or she may be employed as an agent’s representative in my business.

3 ☐ On completion of this course I may offer the person named in this form employment as an agent’s representative in my business.

I am seeking priority admission for the applicant named in this form to the following course.

TAFE Institute
.................................................................................................................................

Name of TAFE Institute
.................................................................................................................................

Campus
.................................................................................................................................

Course Dates
.................................................................................................................................

Starting Date
.................................................................................................................................

Ending Date
.................................................................................................................................

.................................................................................................................................

Estate Agent-Employer’s Signature
.................................................................................................................................

Date
.................................................................................................................................

Licence Number
.................................................................................................................................

Section B - To Be Completed by Applicant

Full Legal Name
........................................................................................................................................

Address
........................................................................................................................................

Postcode ................................................................................................................................. Bus. ☑
........................................................................................................................................

Once this form is completed and signed by an estate agent-employer it should be submitted to the TAFE Institute where you are seeking priority admission to the course.
Course Name | Course Code | Fee | Start Date
---|---|---|---
Course in Property (Agents Representatives) | S650179 | $670 |  

- For priority entrance please submit your Application for Admission by an Employer with this enrolment form.
- Please note that Phone and Online enrolments are not available for this course.

Your Details

Client Number (if known) ____________________________

Title ________ First Name/s ___________________________________ Surname _________________________________

Postal Address _________________________________________________________________________________________

Suburb ___________________________ State _______ Postcode ___________ Date of Birth ____ / ____ / ____

Phone 01 _________________________ Phone 02 _________________________ Fax __________________________

Email Address __________________________________________________ Select preferred method of communication

☐ Email ☐ Postal

Billing Address

☐ Same as above

Company Name _________________________________________________________________________________________

Contact Person: First Name/s ___________________________________ Surname _________________________________

Postal Address _________________________________________________ Suburb ________________________

State _______ Postcode ___________ Phone 01 _______________________ Fax __________________________

Payment Details

Please note: We cannot accept cash payments, Diners or Amex cards

☐ Cheque (payable to RMIT Training Pty Ltd)  ☐ Money Order

☐ Invoice (only available to companies that provide a purchase order or letter of authority with enrolment form)

☐ Visa ☐ Bankcard ☐ Mastercard

Card Number __ __ __ __ / __ __ __ __ / __ __ __ __ / __ __ __ __ Expiry Date __ __ / __ __

Cardholder’s Name ________________________________________ Signature __________________________

RMIT University respects your right to privacy. If you do not wish to be informed of future courses and special offers please tick this box ☐

Terms and Conditions

1. We require 5 full working days notice if you are unable to attend the course.
2. Transfers made less than 5 full working days prior to course commencement will incur an administrative fee of 10% of the full course fee.
3. Cancellations made less than 5 full working days prior to course commencement will incur a cancellation fee equal to 50% of the full course fee.
4. In courses where prerequisites do not apply you may send a substitute in your place if you are unable to attend. Please advise us prior to course commencement.
5. Full fee is payable for non-attendance.
6. No refunds will be issued after course commencement.
7. We reserve the right to cancel any course that does not have the required enrolment numbers.
8. Flexible delivery courses may have different conditions of enrolment.

I accept these Terms and Conditions Signature ___________________________ Date __________

Enquiries and Enrolments

Phone 03 9925 8111 9am - 5pm weekdays

Mail RMIT Training Pty Ltd
PO Box 12058
A’Beckett Street
Melbourne VIC 8006

Online Email enquiries@rmit.edu.au
Website www.shortcourses.rmit.edu.au

In Person Level 3
449 Swanston St
Melbourne VIC 3000
8am-5pm weekdays

Fax Fax enrolment form to 03 9925 8134

Office Use November 2006