

Continuing Professional Development
for licence and certificate holders
under the Property Stock and Business Agents Act

CPD

Becoming more flexible



Changes apply from 1 January 2008



www.fairtrading.nsw.gov.au

Why is CPD changing?

In late 2006, the Minister for Fair Trading requested that the CPD program be assessed. Following an independent evaluation, which included discussions with training providers, industry associations and Fair Trading, recommendations were made to improve the program. These will come into effect on 1 January 2008.

How will CPD operate from 1 January 2008?

Licence and certificate holders will still undertake CPD by doing courses or learning activities that are delivered by training providers and industry experts. Multiple licence and certificate holders will only need to complete 12 points of CPD activity a year, regardless of the number of licences held.

CPD topics

From 1 January 2008, licence and certificate holders will be able to choose relevant learning options from a broad list of 15 topic areas. The 15 CPD topics identified for 2008 by industry associations, training providers and Fair Trading will offer a choice of relevant and useful subject areas so you can learn what you need.

Any CPD activity undertaken must be relevant to one of the 15 CPD topic areas listed below.

Trust accounting principles and audit requirements

Risk management

Strata and community managers

Stock and station agency practice

Legislation and compliance

Ethics and professional responsibility

Sale of business

Commercial and industrial property practice

Communication

Business practices

Sale practices

Marketing and quality control

Occupational health and safety

Property management

Property transaction legal requirements





CPD points system

CPD activities earn you either 1, 2 or 3 points per hour. You must undertake activities related to at least one of the 15 CPD topics listed on page 1 in order to make up 12 points per year. However, if you have already earned CPD points under the previous system toward your 2008 renewal, these points can be used to satisfy your 2008 renewal requirements.

Lunch and travel time do not count towards points.

Up to 11 surplus CPD points earned in a year can be carried forward for 12 months. Some CPD must be done each year.

1 point per hour learning

You can earn a maximum of 4 points a year doing 1 point per hour learning.

To earn 1 point per hour, the learning must:

- relate to one of the 15 topics listed on page 1
- have an identifiable learning outcome, which means you are able to say what it is you have learned
- be interactive, which means you must participate to complete your learning
- be delivered as a course, workshop, trade session, forum or conference as either an online or e-learning activity or a face-to-face activity where you participate in person
- be delivered by an organisation or person with specialist industry expertise.

2 points per hour learning

To earn 2 points per hour, the learning must:

- relate to one of the 15 topics listed on page 1
- have an identifiable learning outcome, which means you are able to say what it is you have learned
- be interactive, which means you must participate to complete your learning
- be delivered as a course, workshop, trade session, forum or conference as either an online or e-learning activity or a face-to-face activity where you participate in person
- be delivered by an approved industry association or Government agency.

3 points per hour learning

To earn 3 points per hour, the learning must:

- relate to one of the 15 topics listed on page 1
- have an assessable learning outcome (the learning is linked to a relevant National Training Package or an Australian university qualification)
- be delivered online or face-to-face by an Australian university or a Registered Training Organisation (RTO).

CPD Activities

Any CPD activity undertaken must be of significant intellectual or practical content, be relevant to property agency work and provide an educational outcome.

It is up to you to choose the learning that suits you and your business and the cost of learning will depend on the activities you choose. Any money spent on CPD could be tax deductible if a work-related expense.

There isn't enough room in this brochure to list all the organisations that could offer CPD activities. We've listed a few examples here, see industry association, training provider and Fair Trading websites for more information.



1 point per hour activities	Delivered by
Seminars, workshops, conferences, forums, news or trade sessions, short courses, online or CD-rom based courses	<ul style="list-style-type: none"> • Any training provider
2 points per hour activities	Delivered by
Seminars, workshops, conferences, forums, news or trade sessions, short courses, online or CD-rom based courses	<ul style="list-style-type: none"> • Real Estate Institute • Australian Livestock and Property Association • Institute of Strata Title Management • Australian Institute of Business Brokers • Other approved industry associations • Approved Government agencies such as the Office of Fair Trading or the Department of Primary Industry
3 points per hour activities	Delivered by
Formal assessed learning from a relevant Australian Training Package or relevant university qualification	<ul style="list-style-type: none"> • Registered training organisations • An Australian university



What records must I keep?

You must keep records for each CPD activity, showing:

- the nature of the activity
- its educational value
- the number of CPD points earned.

The following records are acceptable and must be kept for at least 3 years:

- for 1 point per hour learning
 - o proof of attendance (see below for what it should contain)
 - o receipts or other records verifying the claim for points
- for 2 points per hour learning
 - o proof of attendance (see below)
 - o receipts or other records verifying the claim for points
- for 3 points per hour learning
 - o Statement of attainment or qualification
 - o Certificate of part completion issued by a Registered Training Organisation or Record of results by an Australian university.

Proof of attendance

The proof of attendance should contain:

1. Your name, contact details and Office of Fair Trading licence or certificate number
2. Title of the course/event/activity/training and the CPD topic area covered
3. Course code (if any)
4. Date, time and place of the course/event/activity/training
5. Duration of the course/event/activity/training
6. Type of assessment (if applicable)
7. Name of the trainer and organisation
8. CPD points earned.

You are not required to send these records to Fair Trading. However, if you are audited by Fair Trading you must be able to prove that you complied with CPD requirements, or face the possibility of losing your licence or certificate.

During 2008, your licence or certificate may be audited by Fair Trading. Any licensee who knowingly misrepresents their compliance with CPD will be prosecuted.

What happens on renewal?

Renewing a licence before 1 January

Until 1 January 2008, the current CPD requirements are still in place.

Renewing a licence after 1 January 2008

From 1 January 2008, you are required to keep up-to-date through the new 12 point CPD system based on 15 topic areas. However, if you have already earned points for your 2008 renewal under the old CPD system, these points can be used to satisfy your 2008 renewal requirements.



Examples of how to accrue CPD points

John – real estate agent, stock and station agent

John holds a real estate and stock and station agent licence. His practice is varied and he decides to update across both areas as far as possible for the next two years.

CPD learning area / activity	Points
Business practices / time management on-line course (2 hours @1 point per hour)	2
Stock and station agency practice / auctioneers school (6 hours of industry association training @ 2 points per hour)	12
Total points	14
Points required for next licence renewal	12
Carried forward points for following year – industry association training	2

Ruby – strata manager

Ruby lives on the mid north coast.

CPD learning area / activity	Points
Strata and community managers /Office of Fair Trading course (3 hours @ 2 points per hour)	6
Business practices / a unit of competency delivered by TAFE related to IT services (nominal hours 12 @ 3 points per hour)	36
Total points	42
Points required for next licence renewal	12
Carried forward points for following year – assessed learning delivered by RTO	11



Joseph – on-site residential property manager

Joseph manages holiday accommodation in a regional town with a single registered training organisation, the local TAFE college. He finds out that some units within TAFE business courses comply with the CPD requirements. After some careful planning and scheduling of his work, Joseph earns a statement of attainment which not only meets this year’s CPD requirements but part of next year’s as well.

CPD learning area / activity	Points
Business practices / Records control unit of competency delivered by registered training organisation (nominal 15 hours @ 3 points per hour)	45
Total points	45
Points required for next licence renewal	12
Carried forward points for following year – assessed learning delivered by RTO	11

Bill – stock and station agent

Bill is a stock and station agent who decides to bring himself up-to-date with various regulations.

CPD learning area / activity	Points
Stock and station agency practice / Seminar about overseas trends for Australian red meat (4 hours @ 1 point per hour)	4
Stock and station agency practice / Department of Primary Industries course (6 hours @ 2 points per hour)	12
Total points	16
Points required for next licence renewal	12
Points carried forward for following year – government training	4



Toni – business agent	
Toni holds a business agent's licence.	
CPD learning area / activity	Points
Communication skills / short course about negotiation skills by industry association (4 hours @ 2 points per hour)	8
Sale of business / on-line ASX course (1 hour @ 1 point per hour)	1
Sale of business / Course on trusts as a business structure tool (3 hours @ 1 point per hour)	3
Total points	12
Points required for next licence renewal	12
Points carried forward for following year	0

Doris – real estate	
Doris is a real estate agent with a medium commercial and industrial practice.	
CPD learning area / activity	Points
Ethics and professional responsibility / Corporate governance online course by industry association (2 hours @ 2 points per hour)	4
Commercial & industrial property practice / Industry association course on recent court cases (4 hours @ 2 points per hour)	8
Total points	12
Points required for next licence renewal	12
Points carried forward for following year	0

You can use this CPD diary to keep track of your activities in 2008. Make a copy before entering any details in case you need more space to record your activities.

Any CPD activity undertaken must be relevant to one of the 15 topic areas listed on page 1 of this document.

CPD diary

Your name:			Your licence or certificate number:				
Topic area	Title of the activity and course code, if applicable	Date / time /place of CPD activity	Duration of CPD activity	Type of assessment, if applicable	Name of CPD activity provider	Type of supporting document eg. record of attendance	Points earned
Total points earned 2008							
Points carried forward to 2009							

CPD contacts

For more information about where and when CPD activities are being offered in your area, contact:

NSW Property Services Industry Training Advisory Board

Tel: 9797 8493

Fax: 9797 6179

max@nswpropertyservicesitab.com.au

www.nswpropertyservicesitab.com.au

NSW PSITAB offers a free 'Industry Support Line' for licence and certificate holders. See the contact details above.

In offering to assist you, NSW PSITAB does not actually provide CPD activities itself but acts as a one-stop-shop for advice.

Australian Institute of Business Brokers

Tel: 1300 79 66 67

www.aibb.org.au/nsw

Australian Livestock and Property Agents Association

Tel: 9262 6633

Fax: 9262 6422

admin@alpa.net.au

www.alpa.net.au

Institute of Strata Title Management

Tel: 9904 8499

Fax: 9904 8409

inquiries@istm.org.au

www.istm.org.au

Real Estate Institute

Tel: 9211 8707

Fax: 9211 8717

training@reinsw.com.au

www.reinsw.com.au

Do you have email?

Fair Trading can email you news and information on CPD, legislative reform and other topics to help you keep up-to-date with changes in the property service industry.

Subscribe to email updates at **www.fairtrading.nsw.gov.au**

www.fairtrading.nsw.gov.au **General enquiries 13 32 20**

Language assistance 13 14 50 (*ask for an interpreter in your language*)

TTY 1300 723 404 for hearing impaired

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