

Pre-Enrolment Information

Starting a new field of study is an exciting time! Real estate is a diverse, exciting and challenging field and REISA looks forward to working with you to help you achieve your goals.

Before you enrol, it's important to understand how REISA offers training and this simple document outlines some of the key things we like you know before you take the step of enrolling.

About our Courses

As the industry leader in real estate courses, REISA is able to offer the following courses to meet the requirements to register with Consumer and Business Services (CBS) as an Auctioneer, Sales Representative and Land Agent in South Australia.

Auctioneer

- ❖ Auction Course – CPPDSM4004A Conduct auction

(Please note: To apply for your Auctioneer Registration, you must also have successfully completed CPPDSM4019A Prepare for auction and complete sale, as well as be registered as a land agent or sales representative.)

Sales Representative

- ❖ CPP40307 Certificate IV in Property Services (Real Estate)

The Certificate IV in Property Services (Real Estate) is Nationally Recognised Training throughout Australia. The licensing requirements differ from state to state and you will need to check with the licensing body in that state as to the qualification requirements.

Specified units from the Certificate IV in Property Services (Real Estate) enable people who satisfy a 'fit and proper' person test to attain registration to sell or lease property in South Australia through Consumer and Business Services (CBS). To confirm the exact licensing requirements for different occupations, visit www.cbs.sa.gov.au

Land Agent

- ❖ CPP50307 Diploma of Property Services (Agency Management)

The Diploma of Property Services (Agency Management) is Nationally Recognised Training throughout Australia. The licensing requirements differ from state to state and you will need to check with the licensing body in that state as to the qualification requirements.

Specified units from the Diploma of Property Services (Agency Management) enable people who satisfy a 'fit and proper' person test to attain registration to sell or lease property in South Australia through Consumer and Business Services (CBS). To confirm the exact licensing requirements for different occupations, visit www.cbs.sa.gov.au

Property Management

Currently in South Australia there are no qualification requirements to become a Property Manager however you do need to know how to complete the forms and the legislation.

- ❖ CPP30211 Certificate III in Property Services (Agency)

This course is for individuals wanting to undertake administration within a Real Estate office or to become a Property Manager.

Further details on career pathways, including career insights from REISA members, can be found at www.reisa.com.au.

Course and Qualification Entry Requirements

There are no pre-requisites or criteria to undertake REISA's courses however a good proficiency in the English language is required.

You will be required to undertake a Language, Literacy and Numeracy Pre-training Review as part of the pre-enrolment process. Successful completion of this Review is required to gain entry to our courses.

No barriers to entry exist based on age, gender, physical ability or social background.

To be able to enrol in REISA's accredited training, you must have a South Australian address.

Learners are given up to 24 months to complete their course. If you have not completed your course within this timeframe, you will be required to re-enrol and pay the applicable fees.

If a learner has no activity with their training for twelve (12) months, they will forfeit all fees paid. If the qualification they are enrolled in has been superseded, the learner will need to re-enrol in the current qualification and pay the applicable fees.

You will also find essential information about qualification levels, according to your current experience, in the Australian Qualifications Framework (AQF) Second Edition January 2013 Guidelines, found at <http://www.aqf.edu.au/wp-content/uploads/2013/05/AQF-2nd-Edition-January-2013.pdf>.

Course Requirements

Classroom

You will be required to:

- ✦ Bring a pen and paper
- ✦ Bring either a laptop, tablet or iPad (with access to Microsoft Word and Email) to access the internet (free Wi-Fi access to websites relevant to your training).
- ✦ Undertake pre-reading prior to course commencement and throughout the course as required

Pre-reading is a vital component of the program and is a requirement. If learners do not undertake their pre-reading, they may fall behind.

Learners will be informed of the pre-reading prior to course commencement and will be given their next week's pre-reading material prior to commencing their next cluster.

Online

You will be required to participate in a practical workshop at the successful completion of your online units.

The practical workshop is compulsory component for completing your training. At this level learners need to demonstrate what they have learnt completing their online units.

Please see below for the number of days you will be required to attend for the practical workshop.

Qualification	Workshop Days
Certificate III in Property Services (Agency)	2 days (consecutive days)
Certificate IV in Property Services (Real Estate)	2 days (consecutive days)
Diploma of Property Services (Agency Management) – 6 units ONLY (Diploma specific units)	2 days (consecutive days)
Diploma of Property Services (Agency Management) – 26 units	4 days (2 consecutive days each month over 2 months)

The practical workshops are held at:

REI House
249 Greenhill Road
Dulwich

Activities, Assessments and Workshops

Each unit will have activities and assessments to complete and comprise of various methods including:

- ❖ Short Answer Questions
- ❖ Multiple Choice
- ❖ Case Studies
- ❖ Projects

For classroom students, activities will be completed in class and assessments are to be completed outside the class.

Workshops are built into each week's training.

Fees

REISA is open and transparent about course fees and these generally cover all tuition and assessments.

The fees for each course are as follows:

Auction Course – CPPDSM4004A Conduct auction	\$495.00
CPP30211 Certificate III in Property Services (Agency)	\$2,500.00
CPP40307 Certificate IV in Property Services (Real Estate)	\$4,000.00
CPP50307 Diploma of Property Services (Agency Management)	\$5,800.00

A \$500.00 non-refundable deposit is to be paid with your enrolment paperwork.

For classroom based training, schedule of fees are payable every 3-4 weeks in increments of \$1,000.00 and the remaining balance of fees.

For example, the investment for CPP40307 Certificate IV in Property Services (Real Estate) is \$4,000.00 and the schedule is as follows:

- ❖ \$500.00 non refundable deposit with your enrolment form.
- ❖ 3 payments of \$1,000.00 (first \$1,000.00 payment is due one (1) month after commencement)
- ❖ Balance of \$500.00

For the online mode of study, \$500.00 is payable with your enrolment paperwork and the first \$1,000.00 payment is due one (1) month after commencement. For the remainder of the fees, you will be invoiced once you complete a certain amount of units, the quicker you complete the units, the more frequently the invoices will be raised.

For the balance of the fees, you can request a Payment Plan Option with our Finance Manager, laura.curtis@reisa.com.au.

Additional fees will only be applied if you need to reschedule classes or request additional parchments or statements (one (1) statement and qualification, if applicable, will be issued to the learner upon completion of the course).

If you require further details on these ancillary charges, visit www.reisa.com.au

Unique Learner Identifier Number

It is compulsory for learners to have a Unique Learner Identifier (USI) Number when enrolling in nationally recognised training.

A Unique Learner Identifier (USI) is a reference number made up of numbers and letters that gives learners access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

The USI will make it easier for learners to find and collate their VET achievements into a single authenticated transcript. It will also ensure that learners' VET records are not lost.

The USI is available online and at no cost to the learner. This USI will stay with the learner for life and be recorded with any nationally recognised VET course that is completed from 1st January 2015.

For further information including applying for an USI Number, please visit <http://www.usi.gov.au/Pages/default.aspx#>

National Police Clearance (NPC)

To register for your Auctioneer Registration, Sales Representative Registration or Land Agent Registration, you will also be required to produce a current Police Clearance when registering with the South Australian regulators, Consumer and Business Services (CBS).

Your Police Clearance must have been issued no more than twelve (12) months prior to applying for your registration.

To apply for your NPC, please visit www.nationalcrimecheck.com.au.

Training and Assessment

REISA offers face-to-face classes, led by industry professionals, all holding relevant units, professional experience and the TAE40110 Certificate IV in Training and Assessment.

Following classes attendance, assessments are provided, simulating employment environments, which allows learners the opportunity to test their knowledge and meet the required standards of competence. Support from REISA trainers is available both in the class and after hours, to assist learners in completing assessments.

Assessments are delivered in different forms ranging from question and answer assessments, to group work and case studies. There are no exams with REISA VET courses and qualifications.

If learners feel they already have the competencies in particular units, they should consider Recognition of Prior Learning (RPL). RPL is a system which assesses the learner's previous study and work experience and maps this to the competencies of the units. Attaining RPL combines presenting a range of evidence and meeting with a qualified assessor. More details about the RPL process can be found at www.reisa.com.au.

Foundation Skills

Foundation Skills is the term that Australian Government agencies have started to use to cover the Australian Core Skills Framework (ACSF)'s five (5) core skills of learning, reading, writing, oral communication and numeracy, plus the employability skills or the Core Skills for Work framework.

Foundation skills are the underpinning communication skills required for participation in the workplace, the community and in adult education and training. Language, literacy and numeracy (LLN), is the traditional way of referring to the ability to speak, listen, read and write in English and to use mathematical concepts.

Every learner in vocational education and training (VET) sector has to face Language, Literacy and Numeracy (LLN) skills challenges that are particular to the industry they are training for. Learners without adequate skills in these areas, often struggle to demonstrate their competence either during the learning program or once in employment.

Access, Equity and Client Services

The *Equal Opportunity Act 1984* makes it unlawful for anyone to be treated unfairly or discriminated against on the grounds of sex, sexuality, race, physical or intellectual impairment or age. REISA staff are responsible for ensuring that they understand and implement Access, Equity and Client Services Policy and behave in a courteous, sensitive and non-discriminatory manner when dealing with other staff, consultants, clients or participants.

Participants also, are responsible for behaving in a courteous, sensitive and non-discriminatory manner when dealing with other participants, consultants, clients or staff.

REISA endeavours to meet everyone's diverse learning needs. To assist us please inform a staff member of the Training Team if you have any special needs (for example, disabilities and or special learning requirement) or if any Access and Equity issues arise during your participation in training.

REISA Duty of Care

REISA has policies and management practices which maintain high professional standards in the delivery of training and assessment services and safeguard the interests and welfare of participants and/or clients.

REISA maintains a learning environment that is conducive to the success of participants.

REISA ensures that teaching staff are not only suitably qualified but are also sensitive to the cultural and learning needs of participants and REISA provides training for staff as required.

REISA ensures that assessments are conducted in a manner that meets the endorsed components of the relevant Training Package(s) and/or accredited courses.

Grievances and Complaints

REISA ensures that participants and clients have access to a fair and equitable process for dealing with grievances and complaints and provides an avenue for participants to appeal against decisions that affect the participants' progress.

Every effort is made by REISA to resolve participant/client grievances without the need to lodge a formal appeal or grievance.

Further information about REISA's Grievances and Complaints Policy will be explained at the time of induction (at commencement of study at REISA) or you may contact REISA Training on (08) 8366 4360 if you require further information at this stage.

Data Security, Privacy and Confidentiality

The National Centre for Vocational Education Research (NCVER) will not release any information which identifies or could be used to identify individual clients, training providers or training organisations. Provider-level information may be released in special circumstances but only if agreed in writing to NCVER by the relevant providers and State and Territory training authorities.

The disclosure, publication or release of information from the national vocational education and training (VET) administrative collections and surveys is governed by the VET Data Protocol (November 2015) and associated Guidance, agreed by the Council of Australian Governments (COAG) ministers responsible for skills.

The VET Data Protocol and associated Guidance can be viewed at <https://education.gov.au/access-and-use-national-vet-provider-collection-data> .

NCVER complies with the *Privacy Act 1988*. NCVER's privacy policy describes how NCVER collects, manages, uses, discloses, protects and disposes of personal information in accordance with the 13 Australian Privacy Principles (APPs), outlined in Schedule 1 of the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. NCVER's privacy policy can be viewed at <https://www.ncver.edu.au/privacy.html> .