



Real Estate Training Solutions

Student Handbook

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RETS reserves the right to modify, revise or supplement anything in this handbook at its sole discretion at any time.

The most recent copy of this Handbook can be found at the RETS website - www.rets.com.au

Index

Introduction and Welcome	4
Code of Practice	4
Course Delivery	7
Enrolment and Induction	8
Unique Student Identifier	8
Course Completion Timeframes	10
Issuing of Certificates/Statements	10
Fees and Charges	11
Enrolment extension fees	11
Lost Certificates	11
Fees in advance	12
Fee refunds	12
Qualifications from other RTOs	13
Complaints	13
Appeals Process	15
Disciplinary Procedures	15
Student Support, Welfare and Guidance	17
Drug & Alcohol Policy	18
Language, Literacy and Numeracy (LLN)	18
Face to Face Courses	19
Legislation Compliance	21
Access to your Records	36
Flexible Learning and Competency Assessment	36
Not-yet-competent (NYC)	39
RPL/RCC	39
Plagiarism	40
Evaluation	40
What happens if I need help?	41
Further Information	41

Introduction and Welcome

Welcome to Real Estate Training Solutions (RETS), a Registered Training Organisation (RTO) currently offering a variety of real estate training in NSW. RETS conducts training under the legislation of the NSW Fair Trading, Australian Quality Skills Authority (ASQA) and the Department of Education and Communities NSW (DEC).

This Student Handbook provides you with information you may need whilst studying with Real Estate Training Solutions (RETS). If you enrol as a student with RETS you will be expected to comply with the policies in this handbook. If for any reason you are unsure of any information in this handbook please contact our office for clarification. RETS reserves the right to modify, revise or supplement policies and procedures in this handbook at its discretion.

Please note: Real Estate Training Solutions (RETS) Pty Ltd (90897) works with Strata Communities Australia NSW (SCA NSW). RETS issues accredited certificates and qualifications for SCA NSW.

Code of Practice

Real Estate Training Solutions (RETS), as an Australian Quality Skills Authority (ASQA) Registered Training Organisation (RTO) is committed to Australian Quality Framework (AQF). All students who undergo courses through RETS have the security of dealing with an organisation that regularly undergoes rigorous auditing against the AQF.

RETS aims to provide a working and training environment for staff and students that embraces equity, fairness and respect for social and cultural diversity. Furthermore RETS nurtures an environment that is free from discrimination, harassment and racial vilification. Towards this end RETS has adopted policies for the following legislative requirements:

- Access and Equity
- Anti-discrimination
- Privacy/Confidentiality
- Harassment
- Working with Children
- Workplace Health and Safety
- Traineeships and Vocational Education and Training

RETS also has policies on:

- Qualifications from other RTO's
- Client Selection, induction and enrolment
- Language Literacy and Numeracy
- Client Support

- Training and Assessment
- Appeals, Complaints and Grievances
- Recognition of Prior Learning (RPL)
- Fees and Refunds
- Discipline
- Administration

The policies not included in this handbook can be viewed on request.

For a student to undertake a course with RETS they must enter into an agreement. An agreement to undertake a course is reached between RETS and a student when:

- the student has read the course details on the RETS website (www.rets.com.au)
- the student has filled in our online enrolment form
- the student has declared that they have read, understood and will abide with our Student Handbook – this handbook (which informs the student of the training, assessment, support services and relevant policies) as indicated by ticking the appropriate box on our online Student Enrolment Form and signing a hard copy declaration reflecting the above.
- RETS has received a copy of the students appropriately certified photo ID.
- an online student signs a declaration that they will not give or disclose their unique online password to anyone else.
- the student has made a payment for the designated course which RETS has received.
- Student will sign a declaration to state that they have completed and agreed to the points above.

Student rights and obligations whilst undertaking a RETS course include;

Obligations:

- Understand, accept and enter into an agreement with RETS as outlined above
- Complete all assessments within the course timeframes
- Provide accurate personal information and update RETS if any details change
- Treat all RETS staff with respect
- Advise RETS staff if they will be withdrawing from a course as soon as possible
- If you are issued with a login and password to keep it confidential at all times

Rights:

- Be provided with information on training, assessment and support services information prior to enrolment

- That RETS is responsible for the quality of the training and assessment in compliance with the National Vocational Regulator (NVR) Standards, and for the issuance of the AQF certification documentation.
- Complete courses that are up to date and reflect the appropriate training package
- Be provided with timely feedback on assessments (as per our 7-10 business day marking turnaround time)
- Have their records kept confidentially and only provided to appropriate certified users
- Be treated fairly and respectfully by all RETS staff
- Have their money fully refunded if RETS is unable to provide the training and assessment services the student has paid for. Where, for whatever reason, RETS or any of its Third Party partners is unable to complete the training enrolled program RETS will endeavor to make arrangements with other appropriate RTOs to provide the remaining training and assessment
- Where RETS has a third party agreement and the third party is unable to deliver or complete assessment RETS will ensure that the training and assessment is completed internally through RETS
- To be informed, as soon as practicable, of any changes to the services provided by RETS including change of ownership or changes to existing or new third party arrangements that will directly affect or impact the student

Course Delivery

RETS strives to provide quality flexible training for busy people. As such we provide our courses in a variety of formats, providing students with the best possible solutions for achieving their training needs. No matter how a student decides to complete a course they are provided with access to the RETS tutor hotline seven days a week.

Our courses are delivered as follows:

Online/blended - E-learning - you can access selected knowledge based learning material online. Your tutor can track your progress through the material, assisting you via the online student messaging system. For system requirements when completing an online course go to: <http://www.rets.com.au/page/faqs.html>

Hard copy, printed material - RETS supplies you with all the materials and assessments in booklet form.

Face to face – RETS can come to your workplace and design a course specifically for your training needs. Alternatively RETS conducts some of our courses face to face. See you website for more details.

Flexible on-the-job, this mode of delivery is generally undertaken by trainees, where they work and are assessed in the workplace.

For further details on all of RETS courses see www.rets.com.au

All assessments have a seven to ten day turn-around time for marking, from the time they are received in the RETS office.

Enrolment and Induction

Students need to fill in a RETS enrolment form. Enrolment can be completed via our online enrolment form on our website (www.rets.com.au). If you are doing a face to face course you will need to have filled in an enrolment form prior to your course. Enrolments must be accompanied by a copy of the student's certified photo identification (this can be sighted by the trainer and assessor at face to face courses). Course material will not be sent or given to students until RETS receipt of payment. All students have equitable access to RETS courses.

After you have enrolled with RETS and paid and received your course material you will be inducted into your course. With your course material you will be emailed/sent a Student Record Confidentiality Agreement/Declaration. The actual course material also contains instructions and advice about completing the course.

Students must have a sufficient level of English and be capable of reading, writing and understanding English, as all RETS courses are delivered in this language. If your level of English is not appropriate your enrolment may be declined—please see the Language, Literacy and Numeracy (LLN) section of this Handbook.

For face to face courses all students are placed through student induction prior to course commencement.

Unique Student Identifier (USI)

It is a government requirement that all students (and continuing students) have a Unique Student Identifier (USI). This USI must be provided to your RTO prior to issuance of your Qualification or Statement of Attainment at the completion of your course.

Subsequently RETS requests that you create a USI and provide it to us as soon as possible. When we have your USI we will verify it against your name and date of birth details you have provided to us on your enrolment form. To find out more about the USI go to the link <http://usi.gov.au/Students/Documents/USI-FactSheet-student-information-for-USI.pdf>

How do I get a USI?

1. Go to www.usi.gov.au
2. Click 'I am a student'
3. Click Create your USI
4. Click on "who are you - Australian or International student"
5. Have a form of ID as mentioned before clicking continue
6. Click continue
7. Read Terms and Conditions
8. Click agree tick box and click next
9. Click create USI
10. Fill in personal information in required fields
11. Click Next
12. Confirm your details check to see that they are all correct make changes if needed
13. Click Next
14. Tick which form of ID you will be using and click next
15. Fill in required field regarding you form of ID
16. Click next
17. Create a password and set questions
18. Click next

Your USI should appear on the screen. Please note this number down somewhere safe and email us a copy!

When creating your USI please ensure that the access controls are set to allow RETS appropriate levels of access to your USI records.

Once RETS have your USI we will confirm with the Student Identifier Register that the USI you have provided is actually your USI.

Course Completion Timeframes

If courses are not finished in the specified time frame, and a student wishes to continue an extension to enrolment fee will be charged. See course details on our website for course timeframes, and Fees and Charges for extension to enrolment.

Issuing of Certificates and Statements of Attainment

RETS follows the National Vocational Regulators Standards for RTOs, National Quality Council and its Australian Quality Framework (AQF) Issuance Policy for its issuance of Statements of Attainment and Qualifications. As such the Nationally Recognised Training (NRT) logo on AQF qualifications and Statements of Attainment are issued within RETS scope of registration and in accordance with the Nationally Recognised Training Logo Specifications.

Students who only complete part of a qualification are issued with a Statement of Attainment outlining a record of results.

If you complete a course that is not part of a qualification and is not an accredited unit, a Certificate of Completion will be issued. Certificates, Statements of Attainment and Certificate of Completion will be issued within 10 days of successful course completion.

Qualifications and Statements of Attainment are issued weekly from the RETS office.

***Real Estate Training Solutions does not grant the 'Certificate of Registration'.
An application form can be obtained from the NSW Fair Trading. A copy of the RETS
"Statement of Attainment", denoting successful completion of the recognised requirement,
should be attached to that application form.
See www.fairtrading.nsw.gov.au for further details***

Fees and Charges

All students must pay for their courses in advance. Fees cover course material, assessment and tutorial support seven days per week.

Payment can be made via cash, personal cheque, bank cheque, money order, direct debit or credit card. For a full list of course costs see www.rets.com.au

Enrolment extension (where students have gone over the prescribed timeframe for course completion)

When students go over the allotted timeframe for completion of their course they have 1 month from expiry to extend their enrolment. Where a course enrolment expires and a student has not extended their enrolment within the given timeframe they may be required to re-enrol into the course (and pay for the full course again).

Course	Enrolment extension (incl GST)
Certificate of Registration	\$110
Real Estate Agents Licence	\$165
CPD Units	\$50
Strata Face to Face Certificate of Registration	\$110
Strata Face to Face Licence	\$165

Lost and Replacement Certificate/Document Fees

RETS is required to keep copies of students' records of statements of attainment and qualifications for 30 years.

If you have lost your copies RETS will replace or reissue qualifications or statements of attainment. You will need to contact the RETS office with your request, in writing, and with a copy of your certified photo identification. You will be invoiced the applicable fee (see below) and upon payment please allow up to a minimum of 7 working days to receive this.

Replacement of documents lost or misplaced	Cost (incl GST)
Archival retrieval and replacement of both Transcript and Certificate – posted	\$50

Fees Paid in Advance

Students must pay for courses prior to commencement. RETS will only accept maximum initial payments of no more than \$1500 from each individual student prior to the commencement of a course. If required, following the course commencement, RETS may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student

does not exceed \$1,500. On receipt of payment RETS provides student course material and shortly after the student is inducted into the course by RETS. If the course is cancelled by RETS or is in any way unable to run as a result of RETS, the student will be refunded the full amount of the course.

This applies to both internal and third party clients.

Fee Refunds

Please note: changing your mind about the course, changing jobs, being too busy or moving are not considered grounds for a refund.

If RETS cannot provide the training and assessment service the students money will be refunded.

Online/Correspondence Students

A student will be eligible for a refund where a course has been paid for but RETS has not yet sent the course material. Course material sent includes students' receipt of an email and/or phone call from a tutor for online students and issuance of a login and password. Upon receipt of course material the student is not eligible for a refund though RETS is happy to transfer the course to another student within 7 days of receipt of login and password, where the course has not yet been entered and commenced. This will incur a \$50 administration fee.

Trainees

Where a trainee withdraws from a traineeship the traineeship administration fee is non-refundable.

Face to face

For face to face courses a student will be eligible for a full refund if they withdraw 5 working days prior to the course commencement.

Within 5 working days of a course, students who withdraw will not be eligible for a refund. They can transfer the course to another date or transfer the course to another person. Where RETS cancels a course students will be provided a full fee refund.

Once a student has commenced a course there is no refund.

To apply for a refund the student must place the request in writing (an email will be sufficient - admin@rets.com.au). If applicable students will receive their refund within 7 working days.

This applies to both internal and third party clients.

Qualifications from other RTOs

RETS recognises Statements of Attainment and Certificates issued by any other RTO within Australia. Where appropriate Credit Transfer will be issued.

Credit transfer is issued for units that are equivalent to a unit on RETS scope of registration (CPP07 units). If you wish to gain credit transfer you must provide RETS with a certified academic transcript from a Registered Training Organisation showing this equivalence.

RPL involves an assessment of a person's current knowledge and skills against the unit of competency. If you have completed an older version of a qualification this can be used to supplement your RPL claim.

Complaints

Any student is able to make complaint against any unfair treatment or assessment. A complaint includes any matter which arises from an act, decision, or omission, which a person considers is unjust, wrong or discriminatory and which is under the control of RETS.

If a student has a complaint they should:

- 1) Speak to their assessor/trainer – they may be able to assist the student immediately and remedy the issue they have.
- 2) If the trainer/assessor is unable to assist or the complaint relates to them the student should contact the training co-ordinator in the RETS office. At this stage the student will need to place their complaint in writing – email is fine. A written outcome will be provided within 2 working days of receipt. If the student is unsatisfied with the outcome see (3)
- 3) If the training co-ordinator is unable to assist the student with their complaint the Managing Director will review the complaint. At this stage the student will be given the opportunity to formally present their case to the Managing Director within three (3) working days of the complaint. This can be done face to face, or if more convenient for the complainant, over the phone. At this point the matter will be discussed and either immediate remedial action will be taken or where required arrangements will be made for a mutually agreed independent arbiter to become involved. An example of independent arbitrators that the student can access include but are in no way limited to:
 - i. Intermediate Dispute Management
<http://www.intermediate.com.au/>
 1300 367 330
 - ii. Leadr – Association of Dispute Resolvers
<http://www.leadr.com.au/>
 1800 651 650

The outcome of the complaint, with the reason for the decision, will be forwarded to the student in writing within two (2) days of the decision.

- 4) If the student feels that they are still unsatisfied with the process they may make a complaint with ASQA – <http://asqa.gov.au/complaints/making-a-complaint.html>

Any complaint found to be substantiated will be acted upon immediately by RETS. Staff who have complaints should approach the MD to discuss the problems. All complaints will be taken seriously, and all outcomes of problems or complaints will be placed in writing for the benefit of the complainant and RETS.

Complainants will be asked to comment on their level of satisfaction with the complaints process. This information will be utilised to improve the complaints process.

Where complaints about similar issues are repeated the MD will review the practice, resource, policy or system leading to the complaint and where viable amend the issue.

Where a complaint is made about a Third Party that RETS has a relationship with the complainant should follow the process above starting at point (2).

Appeals Process

Any decision made by RETS or one of its third parties can be appealed.

The appeals process is an integral part of the training and assessment system. Students who wish to appeal their assessment results should first discuss the issue with their trainer/assessor. Any student, who feels that the examination or assessment results do not reflect their true achievements, may request a re-assessment of their results within 7 days of receiving them.

Students who have reason to query their results or any decision that has been made are entitled to have the MD review their case.

This appeal must be in writing stating the issue and/or course and clearly stating the reason for the appeal. Upon receiving the appeal request, the student will be given the opportunity to formally present their case to the MD. Every effort is made to resolve the issue to both the student and RETS satisfaction. Where necessary external independent arbitrators may be utilised to assist in re-assessing appeals. Please see the complaints process for examples of independent arbitrators. The MD will advise the student of the appeal outcome, in writing, within five (5) working days of receiving the appeal. RETS will cover the cost of one hour of arbitration after which point the appellant will need to cover the cost.

Appellants will be asked to comment on their level of satisfaction with the appeals process. This information will be utilised to improve the appeals process.

Where appeals about similar assessments are repeated the MD will discuss the assessment with the relevant trainers/assessors. If necessary the assessment will be amended ensuring the assessment is validated against the Training Package. Any changes will be circulated amongst relevant staff and version control updated to reflect changes.

Where a student appeals a decision made by one of the trainers/assessors employed by a Third Party that RETS has a relationship with the appellant should follow the process above and place their appeal in writing to the Managing Director.

Disciplinary Procedures

RETS endeavours to promote a safe and fair environment for all staff and students. Disciplinary action may include dismissal from the course with no refund.

Disciplinary action will occur if:

- Staff or students hit someone or endangers their safety while conducting or participating in training
- Staff or students are found to be stealing RETS property
- Students refuse to obey instructions from staff
- Students cheat
- Students fail to pay any fee or charge owing to RETS
- Staff or students engage in harassment or discriminatory behaviour
- Students are deliberately antagonistic or disrupted in class
- Students are found to be plagiarising their work

If a staff member or student is reported to have committed any of the above acts, an investigation by Managing Director will occur. The staff member or student will be given the opportunity to present their case at this time. If this person is found to have breached any of the above, disciplinary action will take place. Dependent upon the act this may constitute expulsion from the course/termination of employment.

Student Support, Welfare & Guidance

Where RETS has a concern about a student's (where the student falls under the Child Protection (Working with Children Act 2012) safety, welfare and wellbeing RETS staff will report this concern to DOCS in accordance with legislative requirements.

Tutoring

At any point during the course students can contact the RETS tutor hotline 7 days a week (weekdays 9– 6pm and weekends 11 – 3pm) on 0439 000 900 or e-mail tutor@rets.com.au.

Vocational Counselling

Students may receive academic or vocational counselling from the Managing Director or their trainer. If students would like to discuss their course, or anything related to their course they can approach their trainer, who can advise and assist them.

Personal Counselling

If a student is having personal issues which they feel are affecting them in their learning it is suggested they contact their doctor who may put them in touch with the relevant help e.g a counsellor. This may be at a cost to the student.

Further Guidance Services:

NSW Fair Trading Licensing	(02) 9372 9299
Libraries:	
State Library NSW, Macquarie St, Sydney	(02) 9230 1414
Central Library, Town Hall House, Sydney Square	(02) 9265 9053
Contact your local council for local government libraries.	
Drug and Alcohol Counselling	http://www.health.nsw.gov.au
Adult Migrant English Services	(02) 9289 9222
Reading Writing Hotline:	1300 655 506
Department of Education and Communities (DEC) NSW	(02) 9266 8111
Aboriginal Unit	(02) 9244 5426
Disability Services	(02) 9244 5085
Vocational Training Unit	13 28 11
Real Estate Employers Federation (REEF)	(02) 9621 2666
Traineeships and Apprenticeships	13 28 11
Credit-line	(02) 9951 5544
Legal Aid	1300 888 529
Lifeline Australia	13 11 14
Beyond Blue	1300 22 46 36
Australian Skills Quality Authority (ASQA)	1300 701 801

Drug and Alcohol Policy

RETS is committed to providing a safe training environment and fostering the wellbeing and health of all students and staff. The possession, use, distribution or sale of alcohol and illegal drugs in the training or work environment is prohibited as it seriously jeopardises the safety of all. Students violating this policy risk expulsion from their training program and being reported to the relevant authorities. Counselling services are available through NSW Health.

Language, Literacy and Numeracy Assistance

Students needing language, literacy and numeracy (LLN) assistance are identified on enrolment and/or induction. When induction occurs a student will be informally assessed as they are interacting with the Training Co-ordinator. If an issue is identified the Training Co-ordinator will complete a LLN Skills Check Interview Form with the student. On completion of this, if a need is identified the student will be referred onto an LLN specialist (NSW Literacy Network www.literacynetwork.org.au). This may attract a fee. Where an applicant's LLN deficiency will clearly inhibit achievement of learning outcomes and the applicant refuses LLN support, enrolment may be declined. If payment has been made prior to this a refund will be available to the student.

Where only a low level of support is needed, the MD may arrange for the client to receive extra-curricular assistance from a trainer or other staff member.

If you feel you need assistance with LLN, please do not hesitate to contact the Training Co-ordinator.

NOTE: All of RETS courses are delivered and assessed in English only.

Face to Face courses

Punctuality

Students are required to be punctual. Please ensure that you arrive at your training or assessment session at the pre-arranged time. Delays in commencing training or assessment activities may cause delays to completing training for yourself and others.

Absences

If you are absent from a training session you are expected to make up the training missed. Students who wish to leave a training session early are to tell their trainer who will provide you with any information you may need to complete.

Smoking

There is strictly no smoking in or during any of our face to face classroom courses. Those wishing to smoke must leave the building completely.

Contacting your tutor

All students have access to a tutor seven days a week, via email and phone. Students will be given these details during their induction.

Assessments for face to face students

Please review your Learner and Assessment Guides to find out further details of how your assessments are to be completed, how much time you have to complete your assessments and where they should be handed in.

Alternatively if you do not complete your assessments on the day of your training course they can be posted to:

RETS
PO Box 682
Richmond, NSW, 2753

Students assessments are generally marked within 7-10 days of receipt.

Classroom Behaviour and Attendance

RETS is legally bound to ensure that all student attendance is monitored and as such records student attendance. For classroom based courses attendance in class is paramount to successful completion of learning outcomes and assessment materials.

It is expected that your behaviour in class ensures a positive learning and teaching environment. In order to provide for such an environment it would be appreciated if the following could be adhered to:

- Mobile phones and pagers should be switched off.
- Please try to avoid being late for class both at the beginning of the day and on return from breaks.
- RETS and its trainers retain the right at all times to refuse entry to late comers and to remove disruptive students from the classroom.
- You do not arrive at class under the influence of drugs or alcohol

Expectations for classroom behaviour will be outlined at the beginning of a face to face course. Where students disrupt a class or harasses fellow students or the trainer/assessor they may be asked to leave, and no refund will be given.

Legislation Compliance

RETS ensures that compliance with Commonwealth, State/Territory legislation and regulatory requirements relevant to its operations is integrated into its policies and procedures and that compliance is maintained. RETS identifies and complies with relevant State and Territory laws including:

- National VET Regulator Act 2011
- Standards for Registered Training Organisations (RTOs) 2015
- Work Health and Safety Act 2011 and Regulations 2011 and Code of Practice
- Student Identifiers Act 2014
- NSW Anti-Discrimination Act 1977 (including all Acts to 1997)
- Racial Discrimination Act, 1975 (Commonwealth)
- Multicultural Australia Policy 1998
- Sex Discrimination Act, 1984 (Commonwealth)
- Human Rights and Equal Opportunity Act, 1986 (Commonwealth)
- Disability Discrimination Act, 1992 (Commonwealth)
- NSW Apprenticeships and Traineeships Act 2001
- Apprenticeship and Traineeship Regulation 2010
- Privacy Act 1998 (Commonwealth National Privacy Principles)
- Child Protection (Working with Children) Act 2012
- Property, Stock and Business Agents Act 2002
- Property Stock and Business Agents Regulation 2014
- Strata Schemes Management Act 2015
- Strata Schemes Management Regulation 2016
- Residential Tenancies Act 2010
- Fair Trading Act 1987
- Competition and Consumer Act 2010
- Copyright Act 1968

RETS also complies with the Acts found in the Access and Equity section of this Handbook. Copies of all of these Acts and Regulations can be found at <http://www.austlii.edu.au>

National VET Regulator Act 2011

The National VET Regulator Act 2011 encompasses the VET Quality Framework (VQF), which includes:

- Standards for Registered Training Organisations (RTOs)
- the Australian Qualifications Framework (AQF)
- the Fit and Proper Person Requirements
- the Financial Viability Risk Assessment Requirements
- the Data Provision Requirements

Apprenticeship and Traineeship Act 2001

(administered by the Department of Industry – NSW Government)

This Act relates directly to the administration of apprenticeships and traineeships in NSW and sets out the roles and responsibilities of the Commissioner for Vocational Training, employers, apprentices and trainees, as well as other bodies involved in the apprenticeship and traineeship system in NSW.

Student Identifiers Act 2014

Generally, RETS or any RTO must not issue a VET qualification or VET Statement of Attainment to an individual unless the individual has a student identifier.

RETS ensures that a student identifier supplied by a student is verified with the Registrar prior to its use for any purpose.

Subsequently students are required to obtain a Unique Student Identifier (USI) at enrolment and/or prior to a Statement of Attainment or Qualification being issued by RETS. Instructions for students needing to obtain a USI can be found in the RETS Student Handbook, Trainee Kit and on our website.

All student identifier and related documentation is kept as per the Privacy Act, and the RETS Record Management policy.

Privacy Act 1998

All information and documentation collected by RETS on behalf of students and clients is maintained as per the Privacy Act 1998 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012. Only the MD, relevant administrative staff, the relevant trainer and where necessary ASQA/Department of Industry will have access to student files. Under the traineeship scheme employers are also given access to student progression and completion. RETS gains permission for this use from trainees on the Student Enrolment Form.

All other students sign a Student Record Confidentiality Agreement Declaration which outlines who has access to student files.

If a student file is required by another party, other than those listed above, the student must give written consent to have their file removed.

The following sections outline how RETS manages personal information as per the Australian Privacy Principles:

Australian Privacy Principle 1 – Open and transparent management of personal information

Purposes for information collection, retention, use and disclosure

RETS retains a record of personal information about all individuals with whom we undertake any form of business activity. RETS must collect, hold, use and disclose information from our clients and stakeholders for a range of purposes, including but not limited to:

- Providing services to clients;
- Managing employees and contractors;
- Promoting products and services;
- Conducting internal business functions and activities; and
- Requirements of stakeholders.

As a government registered training organisation, regulated ASQA, RETS is required to collect, hold, use and disclose a wide range of personal and sensitive information on participants in nationally recognised training programs. This information requirement is outlined in the *National Vocational Education and Training Regulator Act 2011* and associated legislative instruments. In particular, the legislative instruments:

- *Student Identifiers Act 2014*;
- *Standards for Registered Training Organisations (RTOs) 2015*; and
- *Data Provision Requirements 2012*.

RETS is also bound by State Government Acts requiring similar information collection, use and disclosure (particularly *Education Act(s)*, *Vocational Education & Training Act(s)* and *Traineeship & Apprenticeships Act(s)* relevant to state jurisdictions of RETS operations).

RETS delivers services through NSW State Government funding contract agreement arrangements, which also include various

information collection and disclosure requirements.

Individuals are advised that due to these legal requirements, RETS discloses information held on individuals for valid purposes to a range of entities including:

- Governments (Commonwealth, State or Local);
- Australian Apprenticeships Centres;

Kinds of personal information collected and held

The following types of personal information are generally collected, depending on the need for service delivery:

- Contact details;
- Employment details;
- Educational background;
- Demographic Information;
- Course progress and achievement information; and
- Financial billing information.

The following types of sensitive information may also be collected and held:

- Identity details;
- Employee details & HR information;
- Complaint or issue information;
- Disability status & other individual needs;
- Indigenous status; and
- Background checks (such as National Criminal Checks or Working with Children checks).

Where RETS collects personal information of more vulnerable segment of the community (such as children), additional practices and procedures are also followed. Please refer to *RETS Working with Children Policy and Procedures* for further information.

How personal information is collected

RETS collects any required information directly from the individuals concerned. This may include the use of forms (such as

enrolment forms) and the use of web based systems (such as online forms).

How personal information is held

RETS uses robust storage and security measures at all times to retain student information. Information collected is:

- converted to electronic means as soon as practical;
- Stored securely in password protected systems, such as financial system, learning management system and student management system; and
- Monitored for appropriate authorised use at all times.

Only authorised personnel are provided with login information to each system, with system access limited to only those relevant to their specific role. RETS systems are hosted internally with robust internal security. Virus protection, backup procedures and ongoing access monitoring procedures are in place.

Destruction of paper based records occurs as required through the use of secure shredding.

Retention and Destruction of Information

Specifically for our records, in the event of our organisation ceasing to operate the required personal information on record for individuals undertaking nationally recognised training with us would be transferred to ASQA, as required by law.

Accessing and seeking correction of personal information

RETS confirms all individuals have a right to request access to their personal information held and to request its correction at any time. In order to request access to personal records, individuals are to make contact with:

Training Co-ordinator
1300 850 980
admin@rets.com.au

A number of third parties, other than the individual, may request access to an individual's personal information. Such third parties may include employers, parents or guardians, schools, Australian Apprenticeships Centres, Governments (Commonwealth, State or Local) and various other stakeholders.

In all cases where access is requested, RETS will ensure that:

- Parties requesting access to personal information are robustly identified and vetted;
- Where legally possible, the individual to whom the information relates will be contacted to confirm consent (if consent not previously provided for the matter); and
- Only appropriately authorised parties, for valid purposes, will be provided access to the information after consent is provided.

Australian Privacy Principle 2 – Anonymity and pseudonymity

Requiring identification

RETS must require and confirm identification in service delivery to individuals for nationally recognised course programs. It is a Condition of Registration for all RTOs under the *National VET Regulator Act 2011* that we identify individuals and their specific individual needs on commencement of service delivery, and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs. Other legal requirements, as noted earlier in this policy, also require considerable identification arrangements.

Australian Privacy Principle 3 — Collection of solicited personal information

RETS only collects personal information that is necessary for our business activities and that which is required by law under our government arrangements.

RETS only collect sensitive information in cases where the individual consents to the sensitive information being collected, except in cases where we are required to collect this information by law, such as outlined earlier in this policy.

All information RETS collect is collected only by lawful and fair means.

RETS only collects solicited information directly from the individual concerned, unless it is unreasonable or impracticable for the personal information to only be collected in this manner.

Australian Privacy Principle 4 – Dealing with unsolicited personal information

RETS may from time to time receive unsolicited personal information. Where this occurs we promptly review the information to decide whether or not we could have collected the information for the purpose of our business activities. Where this is the case, we may hold, use and disclose the information appropriately as per the practices outlined in this policy.

Where we could not have collected this information (by law or for a valid business purpose) we immediately destroy or de-identify the information (unless it would be unlawful to do so).

Australian Privacy Principle 5 – Notification of the collection of personal information

Whenever RETS collects personal information about an individual, we take reasonable steps to notify the individual of the details of the information collection or

otherwise ensure the individual is aware of those matters. This notification occurs at or before the time of collection, or as soon as practicable afterwards.

Our notifications to individuals on data collection include:

- If the collection is required or authorised by law, including the name of the Australian law or other legal agreement requiring the collection;
- The purpose of collection;
- The consequences for the individual if all or some personal information is not collected;
- Other organisations or persons to which the information is usually disclosed, including naming those parties.

Where possible, we ensure that the individual confirms their understanding of these details, such as through signed declarations, or in person through questioning.

Collection from third parties

Where RETS collects personal information from another organisation, we:

1. Confirm whether the other organisation has provided the relevant notice above to the individual; or
2. Whether the individual was otherwise aware of these details at the time of collection; and
3. If this has not occurred, we will undertake this notice to ensure the individual is fully informed of the information collection.

Australian Privacy Principle 6 – Use or disclosure of personal information

RETS only uses or discloses personal information it holds about an individual for the particular primary purposes for which

the information was collected, or secondary purposes in cases where:

- An individual consented to a secondary use or disclosure;
- An individual would reasonably expect the secondary use or disclosure, and that is directly related to the primary purpose of collection; or
- Using or disclosing the information is required or authorised by law.

Requirement to make a written note of use or disclosure for this secondary purpose

If RETS uses or discloses personal information in accordance with an 'enforcement related activity' we will make a written note of the use or disclosure, including the following details:

- The date of the use or disclosure;
- Details of the personal information that was used or disclosed;
- The enforcement body conducting the enforcement related activity;
- The basis for our reasonable belief that we were required to disclose the information.

Australian Privacy Principle 7 – Direct marketing

RETS does not use or disclose the personal information that it holds about an individual for the purpose of direct marketing, unless:

- The personal information has been collected directly from an individual, and the individual would reasonably expect their personal information to be used for the purpose of direct marketing; or
- The personal information has been collected from a third party, or from the individual directly, but the individual does not have a reasonable expectation that their personal information will be used for the purpose of direct marketing; and

- We provide a simple method for the individual to request not to receive direct marketing communications (also known as 'opting out').

On each of our direct marketing communications, RETS provides a prominent statement that the individual may request to opt out of future communications, and how to do so.

Australian Privacy Principle 8 – Cross-border disclosure of personal information

In the highly unlikely event that RETS discloses personal information about an individual to any overseas recipient, we undertake to take reasonable steps to ensure that the recipient does not breach any privacy matters in relation to that information.

Australian Privacy Principle 9 – Adoption, use or disclosure of government related identifiers

RETS does not adopt, use or disclose a government related identifier related to an individual except:

- In situations required by Australian law or other legal requirements;
- Where reasonably necessary to verify the identity of the individual;
- Where reasonably necessary to fulfil obligations to an agency or a State or Territory authority; or
- As prescribed by regulations.

Australian Privacy Principle 10 – Quality of personal information

RETS takes reasonable steps to ensure that the personal information it collects is accurate, up-to-date and complete. RETS also takes reasonable steps to ensure that the personal information we use or disclose is, having regard to the purpose of the use or disclosure, accurate, up-to-date, complete and relevant. This is particularly important where:

- When we initially collect the personal information; and
- When we use or disclose personal information.

RETS takes steps to ensure personal information is factually correct. In cases of an opinion, we ensure information takes into account competing facts and views and makes an informed assessment, providing it is clear this is an opinion. Information is confirmed up-to-date at the point in time to which the personal information relates.

Quality measures in place supporting these requirements include:

- Internal practices, procedures and systems to audit, monitor, identify and correct poor quality personal information;
- Ensuring updated or new personal information is promptly added to relevant existing records.

Australian Privacy Principle 11 — Security of personal information

RETS takes active measures to consider whether we are able to retain personal information we hold, and also to ensure the security of personal information we hold. This includes reasonable steps to protect the information from misuse, interference and loss, as well as unauthorised access, modification or disclosure.

RETS destroys personal information held once the information is no longer needed for any purpose for which the information may be legally used or disclosed.

Access to RETS offices and work areas is limited to our personnel only - visitors to our premises must be authorised by relevant personnel and are accompanied at all times. With regard to any information in a paper based form, we maintain storage of

records in an appropriately secure place to which only authorised individuals have access.

Australian Privacy Principle 12 — Access to personal information

Where RETS holds personal information about an individual, we provide that individual access to the information on their request. In processing requests, we:

- Ensure through confirmation of identity that the request is made by the individual concerned, or by another person who is authorised to make a request on their behalf;
- Provide information access free of charge.

Australian Privacy Principle 13 – Correction of personal information

RETS takes reasonable steps to correct personal information we hold, to ensure it is accurate, up-to-date, complete, relevant and not misleading, having regard to the purpose for which it is held.

Individual Requests

On an individual's request, we:

- Correct personal information held; and
- Notify any third parties of corrections made to personal information, if this information was previously provided to these parties.

Correcting at RETS initiative

We take reasonable steps to correct personal information we hold in cases where we are satisfied that the personal information held is inaccurate, out-of-date, incomplete, irrelevant or misleading (that is, the information is faulty). This awareness may occur through collection of updated information, in notification from third parties or through other means.

Child Protection (Working with Children) Act 2012

The object of this Act is to protect children:

- (a) by not permitting certain persons to engage in child-related work, and
- (b) by requiring persons engaged in child-related work to have working with children check clearances.

In some cases RETS staff will be dealing directly with children, and as such staff will be required to undertake a Working with Children Check.

Work Health and Safety

The safety of staff and clients is of primary importance in all activities carried out by RETS.

It is the role of the Managing Director to undertake due diligence in relation to Work Health and Safety (WHS). This due diligence includes the following elements:

- to acquire and keep up to date knowledge of work health and safety matters
- to gain an understanding of the operations of the business and the hazards and risks involved
- to ensure appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
- to ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way
- to ensure processes are verified, monitored and reviewed.

Part of the Managing Directors roles includes identification and assessment of hazards in the RETS workplace. Staff can also assist in identifying and reporting any hazards they observe in the learning environment. These hazards should be reported to the Managing Director who assesses the level of the risk and how to best minimise the risk.

Where a trainee or student is employed in a workplace it is the employers responsibility to maintain Workplace Health and Safety. RETS can provide a self-checklist for employers to self evaluate if there are any WH&S risks or hazards, but RETS is not responsible for WH&S in a employers workplace. It is the employers responsibility under the WH&S Act to maintain that the employee (student or trainee) is inducted into the workplace and is advised of information relating to WH&S.

Copyright Act 1968

Copyright is a type of legal protection for people who express ideas and information in certain forms. The most common forms are: writing, visual images, music and moving images. Copyright protects the form or way an idea or information is expressed, not the idea or information itself. All material produced by RETS is copyrighted under this Act. RETS does not contravene the copyright act in any of its training materials or resources. RETS carries a licence with The Copyright Agency Ltd (CAL) which allows us if we wish to introduce a wide variety of material into RETS, both in hardcopy and digital format, without having to obtain direct permission from the owner. This licence allows RETS the freedom and flexibility of sharing information without infringing copyright legislation.

Equal Opportunity

RETS believes in equal opportunity for all employees and students regardless of sex, pregnancy, race, marital status, sexuality, age, disability, religious belief or political conviction.

Towards this commitment RETS:

- fosters a culture which values and responds to diversity;
- provides equal employment opportunity by identifying and removing barriers to participation and progression in education, training;
- offers courses which aim to overcome past disadvantages for members of staff and students;
- ensures that its staff, employees and course participants are aware of their rights and their responsibilities
- is committed to examining all policies and systems to ensure the elimination of discrimination and harassment.
- will provide a work and study environment free from vilification.

To achieve these goals RETS depends on the continued co-operation of all members of the workplace, and maintains that access and equity is the responsibility of all staff members.

Students have the responsibility to prevent harassment and discrimination against others, respect differences among students and trainers/assessors and treat people fairly, without discrimination or harassment.

Anti-discrimination

Anti-discrimination legislation relevant to RETS includes:

- NSW Anti-discrimination Act, 1977
- QLD Anti-Discrimination Act 1991
- Racial Discrimination Act, 1975 (Commonwealth)
- Multicultural Australia Policy (1998)

- Sex Discrimination Act, 1984 (Commonwealth)
- Human Rights and Equal Opportunity Act, 1986 (Commonwealth)
- Disability Discrimination Act, 1992 (Commonwealth)

Discrimination includes:

- Age
- Disability (physical, intellectual, psychiatric, sensory, neurological and learning disabilities; including physical disfigurement, the presence of the body of an organism capable of causing disease and current, past, future or imputed disability);
- Marital status (single; or, with reference to a person of the opposite sex, mated, separated, divorced, widowed or in a de facto relationship);
- Pregnancy or potential pregnancy;
- Race (including colour, nationality; descent; ethnic, ethno-religious or national origin; and immigration);
- Religious or political affiliation, views or beliefs;
- Sex, sexual harassment, homosexuality (male or female, actual or presumed), transgender or trans-sexuality (anyone who lives, has lived, or wants to live as a member of the opposite gender to their biological gender including people who are assumed to be transgender);
- actual or imputed characteristics or any of the attributes listed above;
- termination of employment on any of the grounds listed above and also on the grounds of family responsibilities, social origin, temporary absence from work because of injury or illness, union membership, participation in union activities, non-membership of a union and absence from work during maternity or other parental leave.

There are certain EEO groups that are affected by past or continuing disadvantage or discrimination. RETS is committed to providing continued support to these people.

These groups are:

- women
- Indigenous Australian peoples
- people with a disability
- people from non-English speaking backgrounds
- people with English literacy and numeracy needs
- residents of rural and remote communities

Beyond these groups, and in recognition of diversity, RETS aims to respond to the needs of the local community for example:

- young and mature age people;
- people in transition from institutions;
- people who are socioeconomically disadvantaged; and
- people with family responsibilities

Implementation of this policy requires equity and diversity considerations to be embedded into all aspects of RETS planning and operations. This may be demonstrated by the development and implementation of strategies for specific equity groups as required by National and NSW agendas. And where strategies do not exist, the diversity of client/learner needs may be addressed through planning areas such as:

- staff training;
- curriculum product development and delivery;
- marketing and promotion; and
- research

Disabilities

When students are inducted into RETS courses they are asked if they have any special needs relating to participating and learning. RETS is prepared to adapt courses for people with disabilities (within reason). There may however be circumstances where it will not be reasonably practicable for RETS to adapt its courses. RETS will assist the student in accessing an appropriate learning facility

Harassment, Vilification and Bullying

RETS will not tolerate behaviour which is harassing, vilifying or bullying.

Should any staff or students believe that they have been unlawfully discriminated against, harassed (including sexual harassment) or vilified, they must immediately contact the Managing Director. Any such issues raised will be handled with due diligence and in the strictest confidence. All reported issues will be documented and confidentially filed. RETS is committed to providing a work and study environment free from harassment, vilification and bullying.

Harassment (including Sexual)

Harassment can occur because of sex, pregnancy, race, marital status, disability, sexuality, HIV/AIDS status or transgender.

Sexual harassment is any form of sexual attention that is unwelcome. It may be unwelcome touching or other physical contact, remarks with sexual connotations, smutty jokes, requests for sexual favours, leering or the display of offensive material. Sexual harassment has nothing to do with mutual attractions. Such friendships are a private matter.

Sexual harassment can be a single incident, it depends on the circumstances. Obviously some actions, or remarks are so offensive that they constitute sexual harassment in themselves, even if they are not repeated. Other single incidents, such as an unwanted invitation out or compliment, may not constitute harassment if they are not repeated.

There is no onus on the person being harassed to say he/she finds the conduct objectionable. Many people find it difficult to speak up. All students are responsible for their own behaviour. If you think the behaviour may offend, then don't do it. If another person's behaviour towards you is sexual in nature and makes you feel frightened, offended, angry or humiliated, then you are being harassed.

Sexual harassment can happen to anyone, regardless of his or her sex or age. Remember: Sexual harassment does not apply to normal friendships or relationships based on mutual attraction. The attention must be unwarranted for it to be harassment.

Vilification

Vilification is the public act of a person which incites hatred towards, serious contempt for and/or severe ridicule of a person or group of persons on the grounds of:

- HIV/AIDS;
- homosexuality;
- race; and
- transgender (trans sexuality)

Bullying

Bullying may include verbal abuse, behaviour intended to punish such as isolation, exclusion from workplace activities and "ganging up".

RETS will ensure that employees, contractors and students understand that these types of actions and behaviour will not be tolerated in the work/study environment and will request that any behaviour which could be considered harassment, vilification or bullying cease immediately.

Access to your Records

If you would like to access your personal information, you must put your request in writing (email is sufficient) to the Training Co-ordinator with a copy of your certified photo identification.

The records will be provided to the student within 7 business days. If anybody else other than appropriate government bodies requires access to your confidential student files, RETS will need written permission from you to release these files.

Flexible Learning and Competency Assessment

Flexible delivery is where courses are designed to emphasise flexibility of delivery and assessment to increase the opportunity for access and participation by all students. Flexible delivery alternatives may include self paced learning and distance/online/blended modes of learning, flexible timetabling, individualised learning, on the job modes, etc. All students have access to a tutor who may assist you through your learning.

Assessment is competency based and is designed to determine if the student can demonstrate the course competencies. This is through doing and showing the assessor that the skills and knowledge underpinning the competency standard are understood and demonstrable.

Students who are unable to demonstrate competency at a given time or who successfully appeal assessment results may be reassessed at an appropriate later date. If you would like to know more about Competency Assessment contact the training co-ordinator for a Student Assessment Information Booklet, which further overviews assessment and how it works.

Assessment is in accordance with the Principles of Assessment and Rules of Evidence.

All assessments must meet the assessment criteria of the training package on which the program is based. Assessment may be undertaken on or off the job. All assessment materials are appropriate to the real estate environment and the training package rules.

Upon commencement of all courses RETS will identify your training and assessment needs. At this time a RETS representative will fill out a Student Induction Checklist. This Checklist will help to identify if you have any particular learning needs. If you are completing a full qualification a Training Plan will be developed for you, outlining which units of competency you should complete, which electives you have chosen,

assessments you will complete, when you should have these completed by, if you have any RPL/RCC or credit transfer and who your assessor will be. If you have a Training Plan ensure you keep it in a safe place as it will act as your guide throughout your course.

RETS is required to ensure that compliance with the National Vocational Regulator (NVR) Standards for RTOs, principles and standards are maintained, and to review, evaluate and adjust as necessary assessment systems and procedures for validity, reliability, flexibility and fairness of assessment.

You should be aware that your Assessors are required:

- To be fair and reasonable during assessment
- To be familiar with the field, with relevant industry standards and WH&S requirements and to be up to date with assessment methods and procedures appropriate for the clients and learning environment
- To negotiate flexibly with students regarding the type of assessment, taking into account Flexible Delivery, EEO and anti-discrimination principles, and the particular needs and circumstances of clients
- To advise clients regarding RPL processes
- To make proper assessment decisions based on explicit evidence of competency
- To use more than one piece of evidence to assess competence
- To expedite assessment and to avoid unnecessary delay
- To use cost and time effective methods and materials appropriate to the assessment rigour necessary and level of risk
- To consider the authenticity, validity, reliability, relevance of the assessments to the learning outcomes,
- To provide feedback on your assessment

All assessments handed in must be your own work. As part of your assessment completion you are required to sign a declaration that you have completed the work. For hardcopy assessments you should also put the date, your name and signature on each page. This way if a page comes loose we know it is part of your assessment. If your assessment is not clearly labelled it will be sent back.

Assessment Validation

All assessments are validated to ensure material and assessments are up to date and in line with current property legislation, general legislation and current practice. This ensures the training resources and assessments you receive are up-to-date and of relevance and quality.

Marking timeframes

RETS endeavours to have a 7 to 10 day turn around for all marking from receipt in the RETS office.

Not Yet Competent (NYC)

Do not worry if your assessment results are marked as NYC. You have the opportunity to re-submit your assessment within 14 days of receiving it back. The Assessor will state what is required of you to achieve competency.

Recognition of Prior Learning/ Recognition of Current Competency

Recognition of Prior Learning (RPL)/Recognised Current Competency (RCC) **is a form of assessment** that acknowledges the full range of an individual's skills and knowledge, irrespective of how they have been acquired.

RPL/RCC involves matching what an individual already knows and can do (their competencies) with learning outcomes of units in an accredited course. Please note, RPL is not a short cut or necessarily a 'quick' way of completing a course. A person may use RPL/RCC to gain credit in a course, or for employment related purposes. These competencies may have been gained in a variety of ways:

work experience – this includes both work that is paid e.g. working in a supermarket, and unpaid e.g. helping run the family business.

education – this includes courses undertaken at school or college in Australia or overseas, attending adult education classes, and training programs at work; and

life experience – this includes being a voluntary worker for a community organisation, running a household, caring for relatives, and leisure pursuits.

What matters is whether the knowledge and skills that have been gained help to meet the assessment criteria – not where or how they were gained. If an individual

already has the skills and knowledge that a course of study would teach, then the person may not have to repeat that part of the course. Similarly RPL/RCC can be used to gain entry into an occupation, in situations where skills need to be recognised, and for award classification purposes.

Candidates initially self assess against learning outcomes and assessment criteria of relevant units. The students' trainer can advise and assist in preparing an application and documentation to support their self assessment.

Evidence considered for assessment is the RPL/RCC Application Kit plus a wide range of supporting evidence. If there is sufficient evidence in the application and supporting documentation, no further assessment may be necessary. If further assessment is required, it may take a practical form consistent with the assessment criteria for the claimed competencies and the principles of validity, reliability, fairness and flexibility.

Please refer to current fees and charges for the cost of RPL/RCC. Successful candidates are notified promptly of the RPL/RCC outcome. The students' trainer will advise unsuccessful candidates of reasons for non recognition and steps they can take, including remedial training and appeal mechanisms.

If you think you may be eligible for RPL/RCC please contact the RETS office to discuss. Students wishing to apply for RPL/RCC will be given an RPL/RCC Application Kit.

Plagiarism

Students must hand in their own work. Students are welcome to work on assessments in a group, but all students must hand in their assessments in their own words. Copied or duplicated assessments will not be accepted.

Evaluation

At the completion of each course RETS will ask you to fill in a Student Evaluation Questionnaire. At the end of each learner's guide there is also an opportunity for students to provide feedback. This helps us identify any problems we may have with our training and delivery and helps us improve and provide clients with a better service. We ask that you fill this in and email, fax or post back to assist RETS in improving our systems.

What happens if I need help?

In the instance that you need help with your assessments you can contact your assessor via email or phone. You can also access the tutorial hotline for any assistance or advice. You will be given these details on commencement of your course.

If you need help in choosing the right course contact the RETS office, where one of our helpful staff members will provide you with the information you require.

For further information on any material in this handbook contact RETS:

Web: www.rets.com.au

Email: enquiries@rets.com.au

Phone: 1300 850 980

Fax: 1300 855 878

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