

Assistant Agent Entry Level Strata

Assistant Agent/Certificate of Registration Strata (NSW) Course

Are you looking for a career in the strata sector?

The Assistant Agent - Certificate of Registration Strata is the entry level strata course. This course can be used to apply for the Assistant Agent - Strata Certificate of Registration. As per NSW Fair Trading requirements, any person looking to enter the strata sector (this includes giving advice or information on property) must have competently completed these units. When you have successfully completed these units and received your Statement of Attainment you can submit them to NSW Fair Trading, where they will then issue you with the Assistant Agent Registration (conditions apply – see www.fairtrading.nsw.gov.au for more information).

Are there any specific entry requirements?

To gain your Assistant Agent registration from NSW Fair Trading see www.fairtrading.nsw.gov.au. If you need language, literacy or numeracy support please see our Student Handbook for further information.

How can you complete the course?

RETS runs this course as follows:

Online - via the RETS E-Learning Campus. Once started you will have access to a RETS Trainer & Assessor who can help and assist as required.

Hard copy, Printed Material - If you require a hardcopy version of your

material posted to you please click here to contact our office. Costs apply.

Face to Face - Contact us for a quote to run it in house (minimum numbers apply).

How long will it take?

RETS gives you six months to complete this course, though you can complete it sooner.

If you don't complete within the 6 months, students can purchase monthly extensions up to 6 months at \$110 (incl GST) per month.

How am I assessed?

You will have assessments to complete throughout the course. These are marked using competency based assessment. Please be sure to read our Student Assessment Information Booklet which explains assessments in more detail before enrolling.

Your assessor will mark your assessments and provide feedback, online, as you go. There is a maximum 10 business day turn around for all marking. Our assessors try to assess your work faster than this and you may find your work is being assessed every few days.

What if I need help?

Upon enrolment you will have access to a Trainer & Assessor and a student support team to assist with any questions you may have. You can contact your Trainer & Assessor through the RETS E-campus.

Duration



6 months
(you may complete it faster)

Study Options



- Online
- Hard Copy
- Face to Face

Completion



Statement of Attainment for units successfully completed

Support



You will have access to a Trainer and Assessor and a student support team to assist with any questions you may have.

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What do I get when I finish?

Upon successful completion of this course you will receive a Statement of Attainment.

What do I do when I finish?

It is a NSW Fair Trading requirement for all Assistant Agents to complete the CPP40521 Certificate IV in Strata Community Management within 4 years of becoming registered with NSW Fair Trading. You will receive Credit Transfer towards your licence for any units completed as part of your Assistant Agent Certificate of Registration course.

Units in the course:

The Assistant Agent course for the real estate sector comprises of five units of competency.

CORE UNITS

CPPSCM4028 Identify and analyse risks in strata community management

BSBWHS307 Apply knowledge of WHS laws in the workplace

CPPSCM4009 Access and interpret legislation in strata community management

CPPSCM3020 Source and extract information from strata plans

CPPSCM3017 Work effectively in strata community management

How do I enrol?

Click on link above or visit rets.com.au. Please ensure you have read the Student Handbook prior to enrolment. Upon receipt of payment we will get you started.

Any more questions? - Please contact our office on 1300 850 980.



Flexible Training for busy people