



AUSTRALIAN
SALESMASTERS
TRAINING COMPANY
don't blame them...TRAIN THEM!

Certificate of Registration Program

Nationally accredited training
from The Australian Salesmasters
Training Company
RTO # 6854



NSW Vocational
Education & Training
Accreditation Board



NATIONALLY RECOGNISED
TRAINING

About

The Australian Salesmasters Training Company

Since 1985, The Australian Salesmasters has been coaching and counselling both individuals and companies in the field of improvement.

More recently, as a Registered Training Organisation (RTO # 6854) we have assisted a multitude of small, medium and large businesses grow with their Government Funded Training Programs.

Currently delivering programs in all States of Australia, The Australian Salesmasters motto of "don't blame them...TRAIN THEM" has been adopted by many of the nation's most progressive companies.

THE QUALIFICATION DESCRIPTOR

The new Certificate of Registration course is VETAB accredited and recognised by the Office of Fair Trading. Any person looking to enter the real estate industry must have this qualification. When you have obtained, the Course in Property Practice you can submit it to the Office of Fair Trading, where they will then issue you with the Certificate of Registration.

Why use Australian Salesmasters?

It is an undisputed fact that people enjoy their work better and are more efficient and productive when they are well skilled in what it is that they need to do.

The Australian Salesmasters has been delivering learning and development programs both nationally and internationally since 1985. More recently, as a Registered Training Organisation, RTO # 6854, we have been focused on delivering how to strategies and tactics in workplace training, productivity, performance and leadership effectiveness solutions. All these solutions are based on nationally agreed industry standards and are personalised depending on the clients needs.

We are keen to assist you and your people achieve their full potential and better align individual goals and competencies with organisational objectives. The results are measurable and lead to sustained improvements in your organisation.

All our trainers are Government accredited and have vast practical and theoretical knowledge on the programs they facilitate. All programs are experiential and a variety of training mediums are used.

At the Australian Salesmasters, you'll partner with a company that has been at the cutting edge of employee learning and development for over 20 years.

Program Objectives

The objective of the implementation plan is to put into place enabling structures that will stimulate, support and reinforce new behaviours and cultural change.

Communication is a critical process that helps ensure the success of the learning program. It will help us set direction, goals, and vision and communicate this information to others clearly and continuously.

Career Opportunities

Upon completion of the qualification the successful Candidate will have enhanced their career prospects within their existing role in a Real Estate business or increased their opportunities for employment within a Real Estate environment.

Pathways

Once this qualification has been achieved, further options exist to continue the Candidate's education through qualifications in Frontline Management or through higher qualifications in a Real Estate Package. Potential career roles include middle to senior management positions or real estate consultant.

Induction and Enrolment

A representative of The Australian Salesmasters will meet with you at an agreed time to induct you into this course. You may complete the enrolment documentation immediately following your induction or at another time specifically set aside for enrolment.

Entry Requirements

The entry requirement of this course is that you have a NSW School Certificate (Yr 10) or equivalent. The minimum age of enrolment for this course is 18 years of age.

Induction and Enrolment

A representative of The Australian Salesmasters will meet with you at an agreed time to induct you into this course. You may complete the enrolment documentation immediately following your induction or at another time specifically set aside for enrolment.

Useful Links

www.thesalesmasters.com

www.ebooksonly.com.au

www.dvdtraining.com.au

Customisation

All programs are customised to specific client need and industry specialty.

Skills Recognition/Prior Learning

Previous learning undertaken at another learning organisation may entitle a candidate to entry into the program with some credit/s.

Alternatively, if a candidate can provide evidence that shows that they have the required skills and knowledge they may be able to have that learning recognised without having to complete all of the training offered by Australian Salesmasters and the employer.

Further details are available in the Australian Salesmasters Candidate Handbook.

Delivery Method

This unit provides for delivery in a variety of modes, including:

- Self-paced delivery
- Classroom delivery
- Workplace experience
- Simulated workplace delivery

Assessment Method

Assessment will be undertaken in accordance with the relevant applicable legislation.

A variety of assessment methods may be used including:

- Classroom assessment activities
- Project-work
- Simulation
- Demonstration
- Oral and written activities via the classroom
- Written activities via the internet

Policies and Procedures

The policies and procedures applicable to this course are set out in the Australian Salesmasters Candidate Handbook.

A copy of the handbook will be given to you at your enrolment.

Please discuss any questions you may have in relation to these policies and procedures with your trainer or supervisor.

Course Structure

To be awarded the qualification, Certificate of Registration course, the candidate needs to achieve competency in all the required units of competency:

- CPPDSM4080A Work in the Real Estate industry**
- CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work**
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work**
- CPPDSM3019A Communicate with clients as part of agency operations**

CPPDSM4080A Work in the Real Estate industry

This unit of competency specifies the outcomes required to enable a new entrant to the industry to gain a basic understanding of the industry and work ethically and effectively in a real estate agency. This includes awareness of ethical and conduct standards, core functions of real estate agency operations, legislative and regulatory framework within which the industry operates and industry employment requirements.

CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work

This unit of competency specifies the outcomes required to meet the core legal and ethical requirements associated with property management. This includes awareness of the legislation dealing with the leasing and management of property, the role and responsibility of agency personnel in property management, the recording of property management transactions and the completion of property management documentation.

CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work

This unit of competency specifies the outcomes required to meet the core legal and ethical requirements associated with property sales. This includes awareness of the legislation relating to property sales, the role and responsibility of agency personnel in property sales, the administration of sales transactions and the completion of sales documentation.

CPPDSM3019A Communicate with clients as part of agency operations

This unit of competency specifies the outcomes required to interact and build relationships with clients as part of agency operations. It includes developing rapport with clients, handling initial client enquiries, establishing and maintaining a client database and dealing with client complaints and problems.

Qualifications

As part of the Australian Qualifications Framework this program is nationally recognised. On successful completion candidates will be awarded the Certificate of Registration program.

Further Information

For further information regarding this course contact Australian Salesmasters Training Company:

Suite 317, 30-40 Harcourt Parade,
Rosebery NSW 2018

P O Box 638
Rosebery NSW 1445

P 02 9700 9333

F 02 9700 8988

E info@thesalesmasters.com

W www.thesalesmasters.com

