

Sales Representative Registration Course Information and Enrolment Pack

2010

The Sales Representatives Registration classroom course is eight days.

Classes are Monday to Thursday for 2 consecutive weeks.

- Monday 14 June
- Monday 12 July
- Monday 9 August
- Monday 6 September
- Monday 11 October
- Monday 8 November
- Monday 6 December

Course is also available via correspondence or online. See inside for further details



THE SALES REPS COURSE

The aim of this course is to provide you with the basics of real estate practices and procedures. The course introduces the concepts of appraising, listing and marketing property. It includes a good grounding in documentation, legal responsibilities and ethical requirements involved in selling residential property.

If you want to sell real estate in Western Australia, you will need to hold a Certificate of Registration with the Real Estate and Business Agents Board (REBA). **On completion of this course, you will have achieved the educational requirements for a Real Estate Sales Representatives Registration.**

WHO SHOULD ENROL?

- Individuals wishing to start their career in real estate sales
- Personal assistants to real estate agents
- Those who want to sell real estate and manage properties on behalf of others

Choosing the best learning mode for you:

You can choose the style of learning most suited to you.

Face to Face: The optimal way to complete the course is by attending our classroom based in-house training, where you will have the opportunity to network with other students in a supportive environment. By mixing with other students you will experience the exchange of ideas and the difference of perspectives that comes from mixing with a diverse group of people. You may gain a broader viewpoint of possible career paths available in real estate you may not have previously considered.

The in-house training combines structured information sessions, participation in group exercises and uses case studies to reinforce your learning. The classroom course structure has block times of four days (usually Monday to Thursday) per week for two consecutive weeks. In these two weeks you will cover the course manual in detail, with a trainer on hand to explain and to give 'real life' perspective to the material. The assessment requires work to be completed outside of the allocated classroom time. The assessment often takes more time than the 2 weeks of the classroom time to complete. You are unable to work as a sales representative until you have completed the course, had your assessment marked and been awarded competency. You will have the same assessment as other learning modes.

Correspondence: You will receive in the post a hard copy of the course manual for you to work through. Many people enjoy the convenience and flexibility of external learning, while preferring to have a hard copy manual to make notes on and highlight key information while they continue through the course. The manual has many activities throughout to consolidate your learning; it becomes a handy reference for the future and can be taken with you when you begin working. Student Support staff are available via email and phone at various times of the day if you require assistance. You will have the same assessment as other learning modes.

E-Learning (Online): This self-pace learning style is most suitable for those who have a higher level of computer literacy and are comfortable with reading large documents from a computer screen. The course material is provided to you electronically and usually in PDF format. Please note that this is a static learning method and is not interactive. Student Support staff are available via email and phone at various times of the day if you require assistance. You will have the same assessment as other learning modes.

WHY TRAIN WITH US -

There are several reasons why you should train with REIWA Learning:

- We are an industry representative body
- We are the specialist real estate industry training provider in WA - we only train real estate subjects
- You gain guaranteed industry recognition of your qualification and training
- Our trainers are experienced real estate agents, most of whom are currently working in the industry and all hold training qualifications
- Great flexibility in learning options - Face to Face (Classroom), Correspondence and Online
- Very friendly, professional and supportive staff
- We are the largest provider of vocational education and professional development to the real estate industry in WA.

REIWA Learning is a Registered Training Organisation (RTO) and as such we operate in compliance with the provisions of the Australian Quality Training Framework (AQTF).

IMPORTANT THINGS TO KNOW BEFORE YOU ENROL:

To work as a Sales Representative in Western Australia you must be registered with the Real Estate and Business Agents Supervisory Board (REBA), the Real Estate licensing and supervisory authority in WA. Once individuals have their Certificate of Registration, they may work in a sales, property management or sales support role under the supervision of a triennial licence holder.

Once you have completed and have been found competent in this course you will be able to apply for a Certificate of Registration as a Real Estate Sales Representative. You must apply for registration within 12 months of successfully completing the course. Registration is granted for a period of 3 years. You must be over the age of 18.

While all course participants are provided with equal opportunity to complete their studies, some participants who have a police record may not be able to obtain their Certificate of Registration with REBA. When you are ready to apply for a Certificate of Registration with REBA, they will ask you to supply a National Police Certificate that is no more than 3 months old. For further information contact REBA on 9282 0839 or at www.reba.wa.gov.au

COURSE ENTRANCE REQUIREMENTS:

Students must be over the age of 18.

As it is a requirement under the REBA Act that real estate transactions are undertaken in English, this course involves considerable reading, verbal and written communication in English. Students are expected to demonstrate competency in numeracy, and to solve problems including basic arithmetical functions.

Students are expected to possess basic computer literacy and skills as they will need to access the internet and submit the assessment in a Microsoft Word format. We suggest that before you begin your course you familiarise yourself with your computer, learn how to use the internet and do some free tutorials available from the Microsoft.com website. This will help you with the completion of your assessment.

COURSE ASSESSMENT

The assessment is completed by answering short answer questions, completing simulated real life scenarios, along with demonstrating real world examples of widely used sales documentation and tools.

You have up to six months to submit your assessment.

Your assessment is provided to you in a Microsoft Word document via an electronic login. You will then type your answers into the document at the required places, save the document, print it out and post in two copies. We suggest that before you begin your course you familiarise yourself with your computer, learn how to use the internet and do some free tutorials available from the Microsoft.com website. If you study this course in the classroom, via correspondence or by e-learning, we strongly recommend you learn these computer basics before starting your course. This will help you with the completion of your assessment.

Competency Based Training (CBT) assessment approaches are used to assess your success in this course. CBT recognises that individuals learn new information and skills at different rates. The focus is on outcomes rather than processes and gives you a flexible approach to learning. There is no pass or fail. If at first you have not shown enough understanding in a particular area, you are given the opportunity to develop your knowledge to a higher level and then you can submit for reassessment. We give you two opportunities to show competence in underdeveloped areas before suggesting that you re-enrol in the course.

Please see our website for a list of the units of competency you will be completing.

WORKPLACE SPONSOR:

A workplace sponsor/supervisor is not a requirement of this course, we do though, encourage you to have a mentor styled relationship with an experienced registered sales representative or licensed agent. The role of the workplace sponsor or nominated supervisor is to provide encouragement, supervision, showing and assisting the student as required.

Please ask your workplace sponsor/supervisor to complete the appropriate section of the enrolment form. We will then contact your sponsor via email to provide them with information that will enable them to help you with your course.

Please note that if a student chooses to have a workplace sponsor, it must be remembered that the student is not registered as a sales representative, and therefore is not permitted to carry out any “real estate transaction”. On-the-job activities are restricted.

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COURSE FEES:

The course fee includes:

- learning resource materials and tuition
- assessment marking

These prices are effective from 1 July 2010		If you are already qualified and registered with REBA as a Property Manager (please supply a copy of your REBA registration on enrolment)
Classroom	\$990	\$810
Correspondence	\$940	\$810
E-learning	\$835	\$750

Enrolment will not be accepted over the telephone. Full payment is required before your enrolment is confirmed. We suggest that you do not wait to enrol as course numbers are limited and do fill quickly.

Payment of course fees:

- EFTPOS—available at reception (between 9am and 4.30pm)
- Credit Card (Visa, MasterCard & Amex) - complete details on enrolment form
- Direct Funds Transfer—please contact student services for details (9388 8155)
- A cheque from your agency made payable to REIWA Learning
- A personal cheque made payable to REIWA Learning
- If your workplace sponsor is a financial member of the Institute, they may choose to authorise their account to be debited and can choose to use Loyalty points if available.

REFUND POLICY

Reason for Refund	Notification Requirements	Refund
Participant withdraws	In writing, ten (10) working days or more prior to the course commencement.	90% of the cost of the course.
Participant withdraws	In writing, five (5) to nine (9) working days or more prior to the course commencement.	70% of the cost of the course.
Participant withdraws	In writing, two (2) to four (4) working days or more prior to the course commencement.	50% of the cost of the course.
Participant withdraws	In writing, on the day or one day prior to the course commencement.	40% of the cost of the course.
Participant withdraws	During the course	Nil Refund
Participant withdrawn from the course by REIWA Learning	After course commencement, due to inappropriate behavior	Nil Refund
Participant withdrawn from the course by REIWA Learning	After course commencement, due to extenuating circumstances	At the discretion of the Training Director
Course cancelled by REIWA Learning		Full Refund

- **Refunds are not available once your course has started.**
- **Correspondence students** are considered to have started the course once the courseware has been mailed.
- **Online students** are considered to have started the course once access to their learner login has been provided.
- **Transfers** may only be made within 3 months of the original enrolment. Please see the website for details. For further information on transfers, please visit our website at www.reiwalearning.com.au

PRIVACY POLICY

Information may be collected from students upon initial enquiry in order to send out course information and is collected upon enrolment and during the provision of the training courses. REIWA Learning may use personal information to advise students of forthcoming events and training courses and for marketing and research purposes. Student surveys are conducted and information is collected on the training provided. This information is to assist REIWA Learning in improving the quality of the services and training and is treated confidentially.

REIWA Learning ensures that information gathered will not be disclosed to a third party without the prior expressed written permission of the individual concerned.

For full details of REIWA Learning's Privacy Policy, please visit our website at www.reiwalearning.com.au.

SALES REPS REGISTRATION COURSE ENROLMENT FORM

To work as a Real Estate Sales Representative you must be registered with the Real Estate and Business Agents Supervisory Board (REBA), the Real Estate licensing and supervisory authority in WA. Once you have completed and been awarded competency in this course, you will be able to apply for a certificate of registration as a Sales Representative.

Fax front and back pages to:
08 9382 3489

PARTICIPANT'S DETAILS

Mr / Mrs/ Ms / Miss Surname (BLOCK LETTERS)

Other names

Postal Address:

Postcode:

Email: (Course confirmation & certificate will be sent to this address)

Telephone office/home:

Mobile:

Date of Birth: (please note: all students must be over the age of 18)

PLEASE TICK: REIWA Member

Non-Member

Agency Name: _____

PARTICIPANT'S DECLARATIONS (tick and sign)

Career Research

I give permission for REIWA to contact me for statistical research information about careers in real estate

Completion Date

I understand that I must complete the course within 6 months from course start date; failure to complete the course within that time frame will mean that I have been unsuccessful in passing the course.

Education Requirements

I understand that there are English literacy, numeracy and basic computer knowledge requirements. Please read the information provided on page 2 of the info pack.

Refund Policy

I understand and accept the REIWA Learning Refund Policy (see page 5 of info pack or our website for further details)

Workplace Sponsor/Supervisor (Encouraged - though not a requirement)

I give permission for REIWA Learning to provide comment or details of my progress to my workplace sponsor/supervisor at their request. Please complete the Sponsoring Agent declaration below.

Special Circumstances

Do you have any special circumstances (such as a disability or learning difficulty) that my impact on your learning for which we may offer special assistance.

Details: _____

Signature: _____

Date: ____/____/____

SPONSORING AGENT (encouraged - though not a requirement...)

Name of workplace sponsor/supervisor:

Name:

(Preferably a licensed agent or experienced registered sales representative)

Company Name:

E-mail address:

- I am aware that throughout the training program the student will spend some days within my agency completing assessments and gaining experience.
- I understand that the participant will not be enrolled on the course until payment is received or authority to debit is given.
- I understand that I will only have access to student progress information if the student has given permission as part of the Participant Declaration on this form.

Signature of sponsor: _____

Date: ____/____/____

Privacy Statement:

Please be aware that the student is the customer of REIWA Learning courses and as such no personal details or information relating to the student will be disclosed to a third party without the student's consent.

COURSE DETAILS *(I wish to enrol in...)*

Date Commencing: _____

Fee: _____

Delivery Mode:

Classroom

Correspondence

Online

As part of our customer service, we will provide you with regular information on continuing professional development via email.

PAYMENT DETAILS

I wish to pay the course fee: \$ _____

I wish to pay by (choose one option):

Via my company: REIWA Account Number: _____ Principals Signature: _____

My company will be using 9,900 loyalty points = 10% discount = \$891.00
(only when costs being charged on REIWA account. For classroom only)

Info for Principals: Please be aware that the student is the customer of REIWA Learning, even if your company pays for the course, and as such no personal details or information relating to the student will be disclosed to a third party (you) without the student's consent.

Using the enclosed cheque

Charge my credit card MasterCard Visa Amex

Card Number: _____ Expiry Date: _____ / _____

Name (as appears on card): _____

Cardholder's Signature: _____

Please telephone 9388 8155 for further information. Alternatively please visit our website: www.reiwalearning.com.au

Please fax this form to 9382 3489, or send to: Student Services Officer, REIWA Learning, 211 Hay St, SUBIACO WA 6008.

REFUND POLICY:

Participants who withdraw from a course prior to the commencement of the course may be entitled to a part refund. If you are entitled to a refund it is provided on a sliding scale determined by the amount of notice you provide. For a full copy of REIWA's Refund Policy, please visit our website or contact us on 9388 8155. In the event of withdrawal/cancellation your used loyalty points will be forfeited.

This course may be cancelled if insufficient bookings are received 7 days prior to the commencement date. If for any reason the course is cancelled by the REIWA Learning after your enrolment, a full refund of fees will be made, however the Institute does not accept any liability for airfares or pre-paid accommodation expenses.

IMPORTANT INFORMATION:

All enrolments are confirmed in writing before the course starts, giving details of the course start times, parking and venue. In the unlikely event you do not receive confirmation of a course prior to the commencement date, please contact the centre immediately.

PRIVACY STATEMENT:

The Primary purpose of collecting personal information that you supply on this form is to process your enrolment. We may also use these details to keep you informed of upcoming events and will not disclose your information to a third party. For more details of REIWA's Privacy Policy, please visit the website at www.reiwalearning.com.au or contact REIWA Learning Director.