

# REAL ESTATE AGENT (BUSINESS LETTING) LICENCE

The Property Occupations Act 2014 require people who are employed in the capacity of Shopping Centre Managers or in centre management to have a current Real Estate Agent (Business Letting) Licence.

You need a limited real estate agent (business letting) licence if you are:

- letting businesses or interests in businesses
- collecting rents
- negotiating for the letting of businesses or interests in businesses

The REIQ runs all the competencies required by Fair Trading to make an application to gain a Real Estate Agent (Business Letting) Licence. The individual competencies can be undertaken by contact class at our training centres throughout the state or you can complete your course online.

Students studying in class will be issued with hard copy manuals when they attend each competency. Both contact class and online students complete their assessments online. If you prefer printed assessments an additional \$50 fee applies. Online students have the option of receiving their manuals in hard copy for an additional \$50. Students have six months from the date of enrolment to complete the course.

If you have current experience or knowledge in this area, you may like to apply for Recognition of Prior Learning (RPL). Contact us if you would like further information | P 3249 7347.

## REAL ESTATE AGENT (BUSINESS LETTING) LICENCE UNITS OF COMPETENCY

CPPDSM4010A	Lease property
CPPDSM4011A	List property for lease
CPPDSM4016A	Monitor and manage lease or tenancy agreement
CPPDSM4013A	Market property for lease

## COST

\$560	REIQ members
\$630	non-members (including GST)

All units of competency from  
CPP40307 Certificate IV in Property Services (Real Estate)  
National Provider Code No. 5420



## BRISBANE individual unit classes

4010A		4011A		4016A		4013A	
16 January	11 April	15 January	17 January	25 January			
31 January	1 May	26 January	28 February	8 March			
7 February	9 May	16 April	18 April	4 May			
20 February	22 May	4 June	6 June	14 June			
26 February	30 May						
13 March	6 June						
20 March	19 June						
27 March	27 June						

## GOLD COAST individual unit classes

4010A		4011A		4016A		4013A	
16 January	18 April	5 February	8 February	16 February			
31 January	1 May	16 April	18 April	29 March			
13 February	15 May	21 May	23 May	8 June			
28 February	30 May						
13 March	13 June						
27 March	27 June						

## SUNSHINE COAST individual unit classes

4010A		4011A		4016A		4013A	
30 January	18 April	5 March	7 March	15 March			
21 February	23 May	4 June	6 June	28 June			
21 March	12 June						

## TOOWOOMBA individual unit classes

4010A		4011A		4016A		4013A	
27 March		11 June		13 June		21 June	
26 June							

# Short course enrolment form

Use this enrolment form for all short nationally recognised courses: Registration | RLA | Auctioneer | Individual units | Block courses (excluding Real Estate Agent Licence course).

## BRISBANE

Level 1,  
50 Southgate Avenue,  
CANNON HILL  
(07) 3249 7347

## GOLD COAST

Third Floor,  
The Connaught Centre,  
26 Marine Parade,  
SOUTHPORT  
(07) 5527 1614

## SUNSHINE COAST

37 Dalton Drive,  
MAROOCHYDORE  
(07) 5479 6272

Training is conducted at external venues in other regional areas.  
Contact: [courses@reiq.com.au](mailto:courses@reiq.com.au) for more information or to clarify any information prior to enrolment.

### REIQ OFFICE USE ONLY

REIQ student ID #	<input type="text"/>
Method of payment	<input type="text"/>
ID supplied <input type="checkbox"/>	Course <input type="text"/>
Invoice # <input type="text"/>	Membership <input type="checkbox"/>

**UNIQUE STUDENT IDENTIFIER** | The REIQ is required to obtain a Unique Student Identifier (USI) for all students.

You can do this yourself at [www.usi.gov.au](http://www.usi.gov.au) and provide us with your USI number

Your USI:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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OR

if you would like the REIQ to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy notice at <https://www.usi.gov.au/training-organisations/usi-support-materials/privacy-notice-students-when-applying-usi-their-0>

We need the following information from you:

YOUR CITY  
OF BIRTH:

YOUR COUNTRY  
OF BIRTH:

**YOUR DECLARATION** | I authorise the Real Estate Institute of Queensland to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at: <https://www.usi.gov.au/training-organisations/usi-support-materials/privacy-notice-students-when-applying-usi-their-0>

Signed

## Student details

Mr  Mrs  Miss  Ms

Please supply your full and correct legal name as this is the form of identification which is required for any certification.

Date of birth

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
day		month		year			

First name

Middle name (if applicable)

Last Name

Home address

Post code

Postal address

Post code

Home phone

Mobile phone

Fax

E-mail

Are you an REIQ individual member

Yes

No

If yes, Membership No.

Do you work for a REIQ Accredited agency

Yes

No

If yes, Membership No.

NOTE: To access the REIQ accredited agency member discount, the REIQ accredited agency you are employed by, or have an employment offer from must pay for the enrolment. The Principal, or authorised signatory, must complete the following section. No personal details or information relating to the student can be disclosed to the Principal without the student's consent in accordance with Privacy Act.

Organisation name

Principal name

Signature

Postal address

Post code

Phone

Fax

**DECLARATION:** Please complete this section when you have read and understand all the provided information and conditions. If this section is not completed the REIQ will not be able to confirm your enrolment.

- I have provided proof of identification (Drivers Licence, Passport or other valid I.D) and allow REIQ to use this information to confirm my identity.
- I have read and understood the pre-enrolment information and Student Handbook.
- I have read and understand the REIQ Cancellation / refund policy.
- I understand I have 6 months to complete my course and may incur late marking fees if I exceed this time period or in the case where there have been legislative changes there may be additional costs to have any outdated materials reissued.

Student signature

**Payment Options:** (Please tick appropriate box)

*Enrolments will only be confirmed once payment is received*

**PAY BY THE MONTH:** Interest applies to this finance product (contact the Professional Development team for full Terms and Conditions). You will be sent an email link to set up your preferred method of payment for your monthly instalment (either direct debit or credit card). Pay by the month option is not available for individual unit enrolments.

**DIRECT DEPOSIT**      **Account Name:** Real Estate Institute of Queensland  
**Bank:** Commonwealth  
**BSB:** 064-000  
**Account No:** 1474 8696  
**Reference:** Please use your NAME as the payment reference

**MASTERCARD**       **VISA**      NOTE: All credit card transactions will have a 1.75% surcharge added to the course fee.      Amount \$

Card no.                      CCV\*    expiry date   /   \* The CCV number is the last three digits of the number found on the card's signature block

Cardholder name  (please print)      Signature

REIQ will issue a tax invoice for the above amount in the name of the student, or if an agency is paying, in the name of the agency. No invoices will be issued to any other parties.

**Recognition of Prior Learning**

Do you wish to apply for Recognition of Prior Learning (RPL)?       Yes       No      If 'Yes', please complete additional RPL application form available from REIQ P | 3249 7347

**Study and course details**

- Learning materials** • Contact class students receive hard copy manuals at the time of attendance. Online students receive access to the manuals and assessments through the Online Student Portal.
- Assessments** • Both contact class and online students complete their assessments through the Online Student Portal. If you would like to complete paper assessments an additional \$50 fee will apply. If you choose to study online but would like to receive your manuals in hard copy an additional \$50 fee will apply.
- Postage & Handling for overseas students:** Students will incur additional postage costs of between \$50 & \$300 dependent upon location for hard copy manuals posted to anywhere outside Australia. Please contact REIQ Professional Development for further information.

Competency / Course: <small>Please tick the course you want to register for:</small>	Oline	Course Location (this is the region you want to attend class e.g. Brisbane)	Commencement date of training if attending class (see course calendar)	Course cost	Amount
Registration course (comprehensive 4 day class or intensive weekend)				\$650 (\$600 REIQ members)	\$
Registration course (Fast 2 Day Tutorials (weekday))				\$595 (\$545 REIQ members)	\$
Registration course (Online study)				\$550 (\$500 REIQ members)	\$
Registration course (Comprehensive night classes - Bris & GoldCoast)				\$650 (\$600 REIQ members)	\$
Resident letting agent licence CPPDSM4010A, CPPDSM4007A, CPPDSM4016A, CPPDSM4015B, CPPDSM4006A, BSBSMB406A				\$800 (\$700 REIQ members)	\$
Auctioneer licence (Real Property) CPPDSM4004A, CPPDSM4014A, CPPDSM4019A, CPPDSM4006A, BSBSMB406A				\$1070 (\$980 REIQ members)	\$
Auctioneer licence (Chattel Auctioneer) CPPDSM4004A, CPPDSM4019A, CPPDSM4006A, BSBSMB406A				\$970 (\$880 REIQ members)	\$
Real estate agent (business letting) licence CPPDSM4010A, CPPDSM4011A, CPPDSM4013A, CPPDSM4016A				\$640 (\$560 REIQ members)	\$
P M BLOCK CPPDSM4007A, CPPDSM4011A, CPPDSM4016A, CPPDSM4046A				\$750 (\$650 REIQ members)	\$
Sales BLOCK CPPDSM4003A, CPPDSM4005A, CPPDSM4018A, CPPDSM4019A				\$750 (\$650 REIQ members)	\$
Finance BLOCK CPPDSM4006A, BSBSMB406A				\$460 (\$420 REIQ members)	\$
Technology & Marketing BLOCK CPPDSM4013A, CPPDSM4014A				\$350 (\$300 REIQ members)	\$
Other courses (please state below): i.e. Individual units, commercial units etc.					\$
<b>Optional Extras:</b>					
<input type="checkbox"/> Hard Copy Manuals (online students only)				\$50 per short course	\$
<input type="checkbox"/> Paper Assessments				\$50 per short course	\$
<input type="checkbox"/> 24 Hour Online Marking				\$200 per short course	\$
<b>TOTAL:</b>					\$ <input type="text"/>



## LANGUAGE, LITERACY AND NUMERACY

If you thinking about enrolling and aren't sure if your English Language, Literacy and Numeracy skills are at the standard required to achieve competence in the course, please contact the REIQ Professional Development team before you enrol. We can provide you with a short Literacy and Numeracy exercise to complete which will help you to know if you will need some additional literacy and numeracy assistance before you enrol with REIQ in the course, and refer you to some providers that can assist you. It is important that you do this before you enrol, as the legal documentation and legislation that forms part of the course requires you to have a working knowledge of the English language.

## PRIVACY OF INFORMATION DISCLOSURE TO OTHER PARTIES

If the training is not funded by yourself, do you give us permission to pass on information relating to your progress and attendance to your employer/government agency should they seek this information from us.

Yes  No Your signature

## SECURITY OF INFORMATION AND IDENTIFICATION

Due to privacy legislation, we are unable to assess you over the phone for your verbal assessment, or provide information to you on your results or course progress unless we can verify your identity. To assist us in this, please supply a security password and question. We will ask you your nominated question should you forget your password. We may also ask you about some of the other information you have provided to us in order to verify your identity.

Your nominated password question (e.g. What is my mother's maiden name?)

Password (This should be the answer to your question)

## EMERGENCY CONTACT DETAILS

Please provide the name and contact details of the person you wish us to contact on your behalf should an emergency arise whilst you are attending training (only applies to contact class students).

Name

Relationship to that person  Contact phone

## CANCELLATION / REFUND POLICY

1. Cancellations for contact course enrolments must be made in writing (letter/fax or email) at least 7 days prior to commencement of training. In all cases a \$250 administration fee will be retained. Failure to give notice as per the above, will result in the full course fee being charged. However, students will have the option of transferring to the next available course by paying the \$250 administration fee. Please note that should a student who has transferred under these conditions subsequently cancel their course, no refund will be made. REIQ may cancel or reschedule sessions depending on course attendance numbers. Course attendees are solely responsible for any travel and accommodation costs. Attendees are advised to contact REIQ if they have any concerns or questions.
2. Cancellations for any online course enrolment must be made in writing or by email prior to materials or access login and password details being dispatched. A \$250 administration fee will apply. Refer to the Student Handbook for more information on partial refunds that may apply to contact students.
3. Refunds will not be made once a student has attended all or part of a course or where any or all materials have been dispatched or online login and password issued. All students must supply a valid USI prior to any refund being made.
4. In all instances where materials need to be re-issued to any student a \$50 per unit fee will apply.

## PRIVACY POLICY

The personal information you have provided on this form may be used to contact you with information on new products, services and industry events, or simply to participate in member surveys. The vast majority of our members and non-member clients welcome this communication. However, in full recognition and respect of your privacy rights, we would like to confirm this with you. You can withdraw this permission at any time by making contact with us. Please note: Our primary forms of communication with students are email (for course confirmation) and phone (for clarification of course details). We also post your Certificate or Statement of Attainment upon course completion. Please tick the following boxes to indicate how you would like us to contact you. To view our full Privacy Policy | [reiq.com](http://reiq.com) | (07) 3249 7347

Please contact be by mail  Please contact me by fax / phone  Please contact me by email

## HOW DID YOU FIND OUT ABOUT REIQ TRAINING?

- Google  OFT Referral  Agency/employer booked me in  REIQ promotional email  Friend, family or colleague referral
- Visit by REIQ staff member (their name):   PMSS newsletter
- Promotional phone call by REIQ (their name):   Facebook
- Other

ARE YOU AN OVERSEAS STUDENT VISA HOLDER? (Note: REIQ is not a CRICOS provider).

Yes  No

STUDENT HANDBOOK The REIQ Student Handbook containing detailed information for students on policies, procedures and student rights and responsibilities can be found on our website | [reiq.com](http://reiq.com) or phone for a copy | (07) 3249 7349



Miscellaneous Fees	
Item	Fee
Reissue of Statement of Attainment or Certificate	\$25 per instance
Late marking fee (For submission of all original attempts and resubmits out of course timeframe)	\$30 per submission
Reissue of new materials (for students out of course timeframe when the material has changed due to legislation or documentation changes, or when originally issued material has been lost by student)	\$50 per unit
Reissue of written assessments only	No charge ( 3 attempts)
Fourth attempt and further of a single assessment (inclusive in course price is the submission of three attempts per unit – further attempts are charged at cost price only)	\$30 per submission
Out of timeframe monthly online access	\$50 per month
RPL – application fee	\$100 per application
RPL – per unit fee	\$50 per unit
RPL unit not granted – student	Enrolments in required units or blocks at Individual unit or block price
Provision of hardcopy manuals per course at the time of enrolment (Registration, RLA, Shopping Centre Manager, Auctioneer)	\$50 per course
Provision of paper assessments (Registration, RLA, Shopping Centre Manager, Auctioneer)	\$50 per course
Provision of hardcopy manuals (rather than CDs) per course at the time of enrolment (Real Estate Agent Licence, Certificate IV)	\$150
Provision of paper assessments (Real Estate Agent Licence, Certificate IV)	\$150
Administration Fee – When course is cancelled or transferred (Registration, RLA, Shopping Centre Manager, Auctioneer Short courses)	\$250
Administration Fee – When course is cancelled or transferred (Real Estate Agent Licence, Certificate IV)	\$600
24 hour online marking guarantee (Registration, RLA, Shopping Centre Manager, Auctioneer)	\$200
24 hour online marking guarantee (Real Estate Agent Licence, Certificate IV)	\$500

The following information is collected on behalf of the Federal Government for statistical purposes. This information is not disclosed to any other party by the REIQ.

#### LANGUAGE AND CULTURAL DIVERSITY

Gender:  Male  Female

In which country were you born?  Australia  Other (please specify)

Do you speak a language other than English at home?  No, English only  Yes, other (please specify)

How well do you speak English?  Very well  Well  Not well  Not at all (please refer to Language, Literacy and Numeracy information on prior page)

Are you of Aboriginal or Torres Strait Islander origin? (for persons of both Aboriginal AND Torres Strait Islander origin, mark both 'Yes' boxes)

No  Yes, Aboriginal  Yes, Torres Strait Islander

#### DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition?  Yes (you may indicate more than one area)  No

Acquired brain impairment  Vision  Medical condition  Other

Hearing/deaf  Physical  Intellectual  Learning  Mental illness

#### SCHOOLING

Never attended school

What is your highest COMPLETED school level (tick one box)  Year 12  Year 11  Year 10  Year 9  Year 8 or lower

In which year did you complete that school level?  Are you still attending secondary school?  Yes  No

#### PREVIOUS QUALIFICATIONS ACHIEVED

Have you SUCCESSFULLY completed any of the following qualifications?  Yes  No

Bachelor Degree or Higher Degree  Certificate I  Certificate IV (or Advanced Certificate/Technician)

Diploma (or Associate Diploma)  Certificate II  Certificates other than the above

Certificate III (or Trade Certificate)  Advanced diploma or Associate Degree

#### EMPLOYMENT

Of the following categories, which BEST describes your current employment status?

Full-time employee  Part - time employee  Employer

Self-employed - not employing others  Unemployed - seeking full - time work  Employed - unpaid worker in a family business

Not employed - not seeking employment  Unemployed - seeking part - time work

#### STUDY REASONS

Of the following categories, which BEST describes your main reason for undertaking this course? (tick ONE box only)

To get a job  To get a better job or promotion  To get into another course of study

To develop my existing business  It was a requirement of my job  For personal interest or self-development

To try for a different career  I wanted extra skills for my job  Other reasons





Before enrolling, all students should read the Student Handbook and ensure they understand some key points. A summary can be found below:

- REIQ (The Real Estate Institute of Queensland Limited) is a Registered Training Organisation (RTO), with the national provider code of 5420. No third party arrangements exist, meaning all enrolments are directly with REIQ, and no other RTOs are contracted to provide training on REIQ's behalf.
- The REIQ is responsible for the quality of quality training and assessment services to all students, in accordance with the requirements of the Standards for Registered Training Organisations 2015, regulated by ASQA. Please refer to the Student Handbook for more details and for information on REIQ's complaints and appeals process.
- The REIQ adheres to all relevant State and Federal legislation. Please refer to the Student Handbook for details of REIQ's Privacy Policy and other relevant policies and procedures.
- All nationally recognised units of competency are offered under the CPP40307 Certificate IV in Property Services (Real Estate) Qualification from the Property Services Training Package (CPP07). The course information flyers specify which nationally recognised units of competency are included in each course. If you are unsure, please contact REIQ Professional Development.
- All students studying nationally recognised training in Australia from 1 January 2015 will be required to have a Unique Student Identifier (USI). A USI is an account (or reference number) made up of numbers and letters. The USI will allow students online access to their training records and results through their online USI account. No student will be issued a statement of attainment, certificate or refund without a USI.
- All enrolling students must provide Photo Identification at the time of enrolment (this could be a drivers licence, passport or other form of photographic identification).
- The Cancellation & Refund Policy for each course can be found in the Student Handbook and each enrolment form.
- There are non-refundable administration fees for all courses at REIQ. Please ensure you read the Cancellation and Refund Policy on the enrolment form or in the Student Handbook for information on the fees that apply to the course you are enrolling in.
- Timeframes for each course REIQ offers can be found in the Student Handbook, and on the course information brochures. Late marking fees and online access fees may apply to any assessments submitted after the allocated timeframe for the course, along with fees for the reissue of any materials that have become outdated due to legislative change. Refer to the Student Handbook for more information.
- The durations listed on the course calendar (for example, four days for the Registration course) consist of the contact class component only. Students complete further study and the assessment process after attendance at classes at their own pace. Full information on Volume of Learning (consisting of learning content, independent learning, practising skills and assessment time) can be found in the Student Handbook.
- Training is offered in contact classes throughout Queensland, and prospective students can find locations and calendars of scheduled courses on [www.reiq.com](http://www.reiq.com). All students will need to select a location and date for their course if they choose to attend contact classes.
- Training is offered also by online learning. Students studying by online learning will have access to tutors for each unit of competency, and may be assessed either in person or verbally by telephone, in addition to their written assessment component.
- If you are thinking about enrolling and aren't sure if your English language, Literacy and Numeracy skills are at the standard required to achieve competence in the course, please contact the REIQ Professional Development team before you enrol. We can provide you with a short Literacy and Numeracy exercise to complete which will help you to know if you will need some additional literacy and numeracy assistance before you enrol with REIQ in the course, and refer you to some providers that can assist you. It is important that you do this before you enrol, as the legal documentation and legislation that forms part of the course requires you to have a working knowledge of the English language.
- Do you have previous experience in real estate? If so, consider applying for Recognition of Prior Learning. Information on Recognition of Prior Learning and Credit Transfer can be found in the Student Handbook, and on the REIQ website on the 'RPL' page.
- Assessment for each unit of competency take the form of a structured assessment process, incorporating both comprehensive written assessments testing skills, understanding and knowledge, and consisting of case studies which replicate 'real life' real estate situations, along with activities that are assessed verbally or in classroom settings. Competence is, in this way, determined progressively with your trainer or assessor ensuring that you are genuinely competent in each unit of competency before you are issued your Statement of Attainment.
- Assessments are completed and submitted electronically. These electronic assessments are in Acrobat editable PDF format, meaning students will need to access a computer, laptop or device able to edit and save these documents. Alternatively students may choose to complete paper assessments (fees apply).
- The REIQ does not offer VET-Fee Help, and does not offer courses of study to students on overseas study visas for the purposes of visa applications.
- Students enrolling from 1 January 2017 may opt to pay by the month for their Registration or Licensing course. Full information on this finance product may be obtained by contacting the REIQ Professional Development team. Interest charge apply.
- There is no direct State or Federal Government training funding available to individual students studying with REIQ. Federal Government incentives apply to employers of eligible trainees when undertaking a traineeship registered with the Queensland Government.
- The REIQ is a member of the Australian Council for Private Education and Training (ACPET), and is a member of ACPET's Australian Student Tuition Assurance Scheme, which ensures student fees paid in advance are protected. More information can be found in the Student Handbook.
- At all times REIQ is here to assist students in achieving competence, and we encourage you to make contact with any of the Professional Development team as you work your way through your course if we can assist in any way.
- Upon successful completion of all units of competency in the enrolled course, students are issued with a Statement of Attainment, Transcript or Certificate (depending on which course of study is undertaken). Refer to the Student Handbook for a full list of the completion documentation issued for each course.