

# Career Development Program

REIQ Professional Development PO Box 1555 Coorparoo DC Qld 4151  
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**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), 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>

**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>

(Please supply your full and correct legal name for licensing purposes)

Mr  Mrs  Miss  Ms

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 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  PC

Phone  Fax

## PAYMENT METHODS (Please tick appropriate box)

Enrolments will only be confirmed once payment is received

**REIQ Account** Authorised REIQ account signatory name (please print)  Signature of authorised person

Membership No.

**Direct deposit** (Use your FULL NAME as your reference) Bank:  Westpac Banking Corporation Account name:  The Real Estate Institute of Queensland Ltd  
BSB:  034 037 Account number:  902 185

**Cheque** (please make cheques payable to the Real Estate Institute of Queensland) Discount code:

MasterCard  Visa (NOTE: All credit card transactions will have a 1.75% surcharge added to the course fee) Amount \$

Card no           CCV\*    Expiry  /

\*The CCV for MasterCard and Visa is the last three digits of the number found on the card's signature block.

Name of cardholder  Signature of cardholder

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.

**Students:**  
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 12 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

Are you an overseas student visa holder? (Note: REIQ is not a CRICOS provider).  Yes  No

Do you wish to apply for Recognition of Prior Learning (RPL)?  Yes  No

If 'Yes', please complete additional RPL application form available from REIQ Professional Development | 3249 7347

**CAREER DEVELOPMENT PROGRAM** Please tick which stream of the program you would like to enrol in  Sales  Property Management

Full package price  \$1400 REIQ Members  \$1790 Non members

pay by instalments **REIQ member**  1st instalment \$600  2nd instalment \$400  3rd instalment \$400  
**REIQ non member**  1st instalment \$730  2nd instalment \$530  3rd instalment \$530

Postage & Handling - For Distance Education (DE) materials posted to anywhere outside Australia, students will incur additional postage costs of between \$50 & \$300 dependent upon location. Please contact REIQ Professional Development for further information.

For Distance Education (DE) students, we provide your manuals in PDF format through the student portal. Online registration course students also receive access to the interactive web based content. If you would like to receive your manuals in hard copy an additional \$150 fee will apply. All assessments are submitted electronically. Contact your local REIQ office to discuss alternative options if you don't have access to a computer.

Please tick here if you would also like to receive your manuals in hard copy.  Hard copy

**Course details** Units of competency in Registration course, Sales/PM block & Technology & Marketing block from CPP40307 Certificate IV in Property Services (Real Estate). Job Ready Sales/PM and Technology & Digital Media in Real Estate are not nationally recognised.

Please tick your choice of study method of each block below.

C = Contact training

TDM = Technology and Digital Media in Real Estate

1. REGISTRATION COURSE

2. SALES / PROPERTY MANAGEMENT BLOCK

3. JOB READY SALES / JOB READY PM COURSE (Job Ready course & TDM not Nationally Recognised)

4. TECHNOLOGY AND MARKETING BLOCK

	C	online	DE	Date (if contact)	Location (if contact)
1. REGISTRATION COURSE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2. SALES / PROPERTY MANAGEMENT BLOCK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
3. JOB READY SALES / JOB READY PM COURSE	<input type="checkbox"/>	(contact only)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
4. TECHNOLOGY AND MARKETING BLOCK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

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

## HOW DID YOU FIND OUT ABOUT REIQ TRAINING?

Google  OFT Referral  Agency/employer booked me in  REIQ promotional email

Visit by REIQ staff member (their name):   Promotional phone call by REIQ (their name):

Friend, family or colleague referral  PMSS newsletter Other:

## INFORMATION YOU NEED TO KNOW

### 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 progressive assessment of competency, 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

### 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 | [www.reiq.com](http://www.reiq.com) or phone for a copy | (07) 3249 7349

### 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 \$100 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 \$100 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 distance education enrolment or online registration course enrolment must be made in writing or by email prior to materials or access login and password details (for online) being dispatched. A \$100 administration fee will apply.
3. Refunds will not be made once a student has attended all or part of a course or where any or all distance education 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 along with assessments. Please tick the following boxes to indicate how you would like us to contact you. To view our full Privacy Policy | [www.reiq.com](http://www.reiq.com) | (07) 3249 7347

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



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 and Refund Policy for each course can be found in the Student Handbook, and on 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 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.
- 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 distance education and online learning (online learning is available for the Registration course only). Students studying by distance education or online learning will have access to tutors for each unit of competency, and will 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.
- Information on Recognition of Prior Learning (RPL) and Credit Transfer can be found in the Student Handbook, and on the REIQ website.
- 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.
- Unless students request otherwise, written 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. For those students without access to a computer, please make contact with the REIQ Professional Development team to receive printed assessments.
- 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.
- 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.

REIQ's head office is located at 21 Turbo Drive, Coorparoo (phone 07 3249 7347). Regional training centres are located at the Sunshine Coast (37 Dalton Drive, Maroochydore; 07 5479 6272), Gold Coast (26 Marine Parade, Southport; 07 5527 1614) and Toowoomba (400 Ruthven Street, Toowoomba; 07 4638 9999) and training is conducted at external venues in other regional areas.