

FastTrack licence enrolment form

REIQ Professional Development PO Box 1555 Coorparoo DC Qld 4151
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Unique Student Identifier (USI)

If you are unsure of your USI log onto www.usi.gov.au

Date of birth / /

(This field must be completed and will be used for identification only)

Mr Mrs Miss Ms (Please supply your full and correct legal name for licensing purposes)

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 Post code

Phone Fax

PAYMENT METHODS (Please tick appropriate box)

Enrolments will only be confirmed once payment is received

REIQ Account Membership no. Authorised REIQ account signatory name (please print) Signature of authorised person

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) OR

MasterCard Visa Amex (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. The CCV for American Express cards is the four non-embossed digits on the front of the card.

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 process your enrolment, confirm your attendance at any class or send any distance education materials.

- 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

COURSE DETAILS

Before completing this application form - you should have read the 'FastTrack Licensing Course Information' sheet. If you do not have this document, please contact REIQ Professional Development on 3249 7347. If you have chosen to study in contact classes, REIQ Professional Development will contact you on receipt of your enrolment to prepare a training plan to suit you. If you choose to study by distance education, your comprehensive learning materials will be posted to you. All students will also be sent their Recognition of Prior Learning (RPL) assessment pack after enrolment.

Please indicate your area of industry experience Sales Property Management

Please indicate preferred study method:

Contact - Block course Date
Contact - Individual units
Distance Education (DE) Distance Education materials are provided in CD format. Students may choose to receive their materials by hard copy for an additional fee of \$100 for the full course or \$50 for a combination of Contact and DE
Combination of Contact & DE

Please tick here if you would like to receive your materials by hard copy

Breakdown of course fees and payment options

REIQ members *\$1700 or instalment payments of \$1000 and \$700
Non members *\$1900 or instalment payments of \$1000 and \$900

Fee Protection

Fee protection measures: under the Standards for Registered Training Organisations 2015, REIQ protects fees paid in advance through membership of the ACPET ASTAS. Please read the full information about how your course fees are protected in the REIQ Student Handbook.

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

STUDENT DETAILS

First name: Last name: Mobile:

HOW DID YOU FIND OUT ABOUT REIQ TRAINING?

Google OFT Referral Agency/employer booked me in
 Visit by REIQ staff member promotional phone call by REIQ REIQ promotional email
 Friend, family or colleague referral PMSS newsletter Other

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 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 \$300 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 \$300 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 \$300 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.
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 | (07) 3249 7347

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