



R.I.S.E
REALTORS INDEPENDENT
SCHOOL OF EXCELLENCE

Sales Representatives Registration Course

Information and Enrolment Pack

Sales Representatives Registration Course

We do things a little bit differently at RISE Training.

Time and time again, we hear stories of students coming away from their Sales Registration Course with no real understanding of how to make it in real estate.

Yes they come away with an understanding of real estate terminology and the fundamentals of real estate, but when it comes to actually doing the things that make you a top real estate representative – they don't know where to start!

At RISE Training we teach you powerful techniques and develop your skill sets so that you are 'job ready' once you have completed your course.

Our program is the only one of its kind in Australia that has been developed by a currently practising and highly successful real estate agent and trainer.

Our emphasis is on providing you with quality training, not just a qualification.

WHATS COVERED

- Work in the real estate industry
- Appraise Property
- Legal & ethical requirements of property management
- Legal & ethical requirements of property sales
- List property for sale
- Market property for sale
- Sell & finalise the sale of property

WHO SHOULD ENROLL

- Those wanting to start a career in Real Estate
- Personal Assistants and administrators to Real Estate agents

YOUR TRAINER

Your Tutor, Jonathan Marlow has been successfully selling for over 20 years, 15 of which have been in real estate. Jonathan owns Marlows Real Estate with his wife Deanne Marlow and has been in business as a Principle for over 11 years.

Whilst successfully running his real estate business he also developed his training career and is qualified as a Dale Carnegie Trainer, Certificate 4 in Workplace Training and Assessment and NLP Master Results Coach.

He has written, developed and delivered training for REIWA, Roy Weston (Now Harcourt's) and various other real estate companies throughout the country.



Testimonials

- "I found the course very comprehensive because it provided a good balance of theoretical real estate training as well as practical sales techniques to help me win listings and sell property. The course was very clear about what pieces of legislation I needed to be aware of as well as agency expectations to prepare me for when I started. I especially like the sales techniques which were woven into the course as this gave me the confidence to deliver and convert in front of potential clients shortly after finishing the course." **Dean Bennetts | Mont Property**
- "I can honestly say I owe the success of my last few deals to Jonathans training and technique. Thank you."
- "It's great to learn from real experience. Thanks Jonathan."

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LEARNING STYLE

By Workshop

This is the preferred way of learning and the most effective in helping you on your way to being one of the best Sales Representatives out there.

It consists of a 2 hour workshop per week for 7 weeks, followed by a 2 hour formal assessment in Week 8.

The 2 hour weekly workshops give you the opportunity to meet & network with people like yourself who are looking to start or further their real estate career whilst learning valuable information and techniques from your Tutor, one of the industries' leading Sales Representatives who will guide you through your course.

The benefit of having "time phased" workshops means you will have the opportunity to get out there and practice what you have learnt in the REAL WORLD and complete your assignments in your own time, instead of being cooped up in a classroom.

Participants are expected to attend every classroom presentation and must complete all assessment activities to a competent level.

You may wish to secure employment with a real estate agency prior to commencing your study however this is not a requirement and our staff are more than happy to speak with you about your needs and options just call us on (08) 9207 2240.

Dates for 2011

Start date	End Date	Workshop Day	Time
8 th Feb 2011	29 th March 2011	Tuesdays	6 pm – 8 pm
3 rd May 2011	21 st June 2011	Tuesdays	6 pm – 8 pm
2 nd August 2011	20 th September 2011	Tuesdays	6 pm – 8 pm
27 th October 2011	15 th December 2011	Thursdays	6 pm – 8 pm

Venue

Technology Park
2 Brodie Hall Drive, Bentley

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COURSE FEES

Course Type	Price
Workshop course	\$949

Full money back guarantee

We are so confident with the quality of our training that we back every program with a 100% money back guarantee of satisfaction (conditions apply – contact us for details).

This is because at RISE we take pride in what we do and are totally committed to providing you with a training experience that exceeds your expectations.

Payment

Course fees are payable prior to the commencement of the course and enrolments are considered tentative until payment has been received.

Payment can be made either by Credit Card, Cheque or Direct Transfer. See details on the Enrolment form at the back of this pack.

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COURSE ASSESSMENT

The training consists of 7 units of competency under the nationally recognised training package CPP07 and participants will be assessed on their competency prior to being awarded a Statement of Attainment for each unit.

Units in detail

CPPDSM4003A – Appraise Property

This unit of competency specifies the outcomes required to appraise the sale price range or rental value of all forms of property for listing purposes in line with client instructions, agency practice and legislative requirements. It includes researching the property, selecting appropriate methods to appraise the sale price range or rental value of property and preparing reports on the property appraisal. It does not address the formal valuation of property.

CPPDSM4007A – Identify legal & 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 & 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.

CPPDSM4012A – List property for sale

This unit of competency specifies the outcomes required to list all types of property and businesses for sale. It includes prospecting for listings, establishing client requirements, planning and delivering property listing presentations, finalising listings for the sale of property, and recording and acting on client instructions. This unit does not address listings for property management or the actual marketing or sale of the property under an agency contract.

CPPDSM4014A – Market property for sale

This unit of competency specifies the outcomes required to market all types of property and businesses for lease. It includes planning, developing a marketing plan, preparing marketing materials, implementing marketing activities, and reviewing and reporting on marketing plans and activities.

CPPDSM4022A – Sell & finalise the sale of property by private treaty

This unit of competency specifies the outcomes required to sell and finalise the sale of all types of property by private treaty. It includes qualifying buyers, arranging for potential buyers to inspect listed properties, delivering effective sales presentations, submitting offers and negotiating property sale with sellers and buyers and maintaining communications with sellers and prospective buyers. It also includes monitoring the process between exchange of contracts and settlement for all types of property and businesses and preparing documentation for agency disbursements.

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.

Participants must complete all assessment activities to a competent level. RISE has extensive facilities and assistance available to ensure you achieve a competent level of assessment.

Assignments

There will be several assignments through the duration of the 8 weeks of training.

Written assignments are due two weeks after the classroom attendance – all questions must be answered and are assessable. Presentations are required two weeks after the classroom attendance and are assessable.

Final Assessment

In addition to the assignments, there will be a 2 hour final assessment.

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THINGS YOU SHOULD KNOW

The Staff at R.I.S.E reserve the right to refuse application to attend training at their absolute discretion.

Requirements for Registration as a Real Estate Sales Representative

The Real Estate and Business Agents Act 1978 requires that people wanting to work in Western Australia as a real estate and business sales representative must be registered with the Board (REBA). A sales representative must work under the supervision of a licensed real estate and business agent.

Once you have completed your course with RISE Training and have received your Certificate of Attainment, you may apply for your registration with the Board (REBA).

Some of the REBA requirements for obtaining a Registration are;

- the applicant must have successful completion of all Units of Competency as described below
- the applicant must be over 18 years of age
- the applicant must provide an original **National Police Certificate** issued no more than 3 months prior to the date of lodging the application

For further details on registering with the board and fees involved please visit their website at www.reba.wa.gov.au.

Note: This course meets the requirements of REBA (The Real Estate & Business Agents Supervisory Board) for individuals wanting to work as a registered Sales Representative in the real estate industry in Western Australia.

Refund Policy

If you need to reschedule or cancel your seat for the course up to 1 week prior to the course commencing, there will be no penalty.

If you need to cancel your seat within the week prior to the course commencing you will be charged a \$50 administration fee.

Privacy Policy

RISE Training may use personal information to advise students of any upcoming courses and events through RISE Training.

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ENROLMENT FORM

PARTICIPANT DETAILS

FIRST NAME	OTHER NAMES	SURNAME
POSTAL ADDRESS	PCODE	
EMAIL	MOBILE	
HOME/OFFICE PHONE	DATE OF BIRTH	

COURSE DETAILS

Date of course (please tick)

- 8th February 2011
 3rd May 2011
 2nd August 2011
 27th October 2011

PAYMENT

I would like to pay by;

- Cheque** **Make cheque payable to:** Vision Equity Training Group
- EFT** **Account Name:** Vision Equity Training Group **BSB:** 036-308 **Account No.:** 182714
- Credit Card** **Card Type:** MasterCard VISA
- Card Number: _____ Expiry Date: _____
- Name (as appears on card): _____
- Cardholder's Signature: _____ Date: _____

You can Fax, Email or Post this form to us at;

Fax: 9207 2877
Email: admin@risetraining.com.au
Post: PO BOX 223, Tuart Hill WA 6939

Once we have received your Enrolment Form and payment we will send you through a receipt by email.

Please call us on 9207 2240 if you have any questions.