

# APPROVED PROVIDER

## Delivery of Compulsory Continuing Professional Development (CPD) topics under the *Property and Stock Agents Act 2002*

### Application Form



13 32 20 [fairtrading.nsw.gov.au](mailto:fairtrading.nsw.gov.au)

**Please read this information before completing this form.**  
**This form can be completed in Adobe Reader and saved for your records.**

#### Information for applicants

This application is for entities seeking approval to deliver the compulsory Continuing Professional Development (CPD) topics for the property industry.

Entities seeking approval by the Property Services Commissioner must demonstrate:

- a strong property services subject matter delivery history,
- a record of training excellence in property services,
- a commitment to improving the capabilities of licence holders to achieve compliance with their responsibilities under the Act and objectives of compulsory CPD,
- a framework to deliver compulsory CPD requirements to a high standard showing how training is to be delivered, the qualifications and expertise of individual employees as it relates to the property sector, how the training will be interactive or how training will be securely delivered via online module,
- an assessment strategy that ensures learning outcomes are achieved and can be demonstrated,
- the learning is accessible to industry participants across NSW.

Entities must also agree to comply with the *CPD Conditions of Approval (Conditions)*.

For further information regarding the requirements for approval, please read the Approved Provider Guidelines (Guidelines).

For help in lodging this form, email [REandP@customerservice.nsw.gov.au](mailto:REandP@customerservice.nsw.gov.au)

#### Period of approval

For all new applicants, approval is provided for a period of one CPD year.

For all other applicants, approval is provided for a period of three CPD years (unless the applicant specifies a lesser period) and will expire at the end of the third CPD year. Approval can be revoked by the Property Services Commissioner at any time.

#### How to lodge

Completed forms are to be submitted **via email** to [REandP@customerservice.nsw.gov.au](mailto:REandP@customerservice.nsw.gov.au).

**The above information is intended as a guide only and is included to assist you in completing and lodging this form. This page is not part of the form. If required, professional advice should be obtained regarding the matters dealt with in this form.**



# APPROVED PROVIDER

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Please read the information before completing this form.  
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### 1. Applicant details

#### Organisation details

Organisation name

Organisation type (Please outline the function of your organisation)

If Industry Association or major property services brand or franchisor, which sector do you operate in?

- |  |  |
|--|--|
| <input type="checkbox"/> Residential Sales               | <input type="checkbox"/> Business Broking                                |
| <input type="checkbox"/> Residential Property Management | <input type="checkbox"/> Short-term Residential Accommodation Management |
| <input type="checkbox"/> Strata Management               | <input type="checkbox"/> Commercial Real Estate                          |
| <input type="checkbox"/> Stock and Station               |  |

If Industry Association, number of members

If major property services brand, number of offices

If franchisor, number of franchisees

Year established ACN or ABN

Please attach a copy of your company extract and/or business name registration

ASQA registration number (if applicable)

### 2. Contact details

#### Contact person

Please provide contact details for a person for any correspondence or enquiries from Fair Trading in relation to this application.

Title Given name(s)

Family/Surname

Position

Daytime telephone number

Mobile number

Email address

## 2. Contact details *(continued)*

### Organisation Details for Fair Trading Website:

If your application is approved, information about the availability of your organisation's delivery of compulsory CDP topics will be published on Fair Trading's website. Please provide the following organisation details for publication (subject to your consent under Part 5 of this application).

Email address

Daytime telephone number

Mobile number

Website

## 3. Delivery

### A. Delivery of Compulsory Learning Topics

Please provide details of the topics you intend to deliver.

**Please note:** Approved applicants will be required to update this information each CPD year.

Topic	Channels for delivery	Location/s

## 4. Capability

### A. Organisational capability

*(Not required for industry associations or major brand/franchisors)*

Please provide a summary of the following:

- history of training delivery related to the property services industry (or other relevant experience), particularly over the last 12 months,
- capability and history of training delivery over the last 12 months in the following formats:
  - Face to Face learning in an interactive environment
  - Interactive webinars or similar
  - Other relevant training formats
- your knowledge of the property industry and its training needs,
- experience and qualifications of employees involved in training development and delivery.

### B. Training framework

Please outline your organisation's proposed training delivery framework, including:

- how the compulsory CPD topics will be developed by your organisation,
- how quality training and assessment will be guaranteed,
- how training will be delivered,
- how training will be interactive,
- what assessment methods will be used to ensure learning outcomes are achieved.

### C. Fraud prevention

Please outline how your organisation will comply with the Fraud Prevention requirements of the Conditions of Approval. Please attach a copy of any policy or procedure.

## 5. Consent

If approved as a provider of compulsory learning topics under the *CPD Requirements*, I agree to and declare that I will:

- deliver CPD in compliance with the *CPD Requirements*,
- comply with the *Approved Provider Guidelines and Conditions of Approval*,
- allow Fair Trading to publish details of my organisation as it relates to CPD training delivery, (including organisation name, email address, contact number and topics to be delivered).

Title Given name(s)

Family/Surname

Position

Signature

Date signed (DD/MM/YYYY)

This form is designed to be completed in Adobe Reader. A cross appearing in the digital signature field above may indicate a compatibility issue. If a cross appears please sign here

### Privacy information

The *Privacy and Personal Information Protection Act 1998* (the PPIP Act) outlines how NSW public sector agencies manage personal information. Fair Trading, as a public sector agency that holds personal information, must not disclose personal information to a person (other than the individual to whom the information relates) unless:

- a) the disclosure is directly related to the purpose for which the information was collected, and the agency disclosing the information has no reason to believe that the individual concerned would object to the disclosure, or
- b) the individual concerned is reasonably likely to have been aware, or has been made aware in accordance with section 10 of the PPIP Act, that information of that kind is usually disclosed to that other person or body, or
- c) the agency believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person, or
- d) the disclosure is permitted or required by an Act, including an Act of the Commonwealth, or any other law.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email [brdprivacy@customerservice.nsw.gov.au](mailto:brdprivacy@customerservice.nsw.gov.au).

For more information about how Service NSW handles personal information please visit [www.service.nsw.gov.au/privacy](http://www.service.nsw.gov.au/privacy).