

Property Agents Continuing Professional Development Activity Approval Form – Property, Stock and Business Agents Act

Request for approval of a CPD activity for the purposes of the *NSW Property, Stock and Business Agents Act 2002 (PS&BA Act)* by an INDUSTRY ASSOCIATION or GOVERNMENT AGENCY. See Director-General's Guidelines for PS&BA Act related CPD for description of 'industry association' for CPD purposes.

OTHER BODIES or PERSONS do not need to request the approval of their proposed PS&BA CPD activities from the Commissioner for Fair Trading. Instead they should ensure those activities meet the Director General's Guidelines for PS&BA Act CPD – refer to the Fair Trading website.

This form is not needed for *NSW Home Building Act 1989* related CPD activities, as they do not require Commissioner approval, refer instead to Director General's Guidelines for Home Building Act related CPD activities.

1. **Name of the organisation providing CPD activity for PS&BA Act purposes**
If industry association include details of objectives
2. **Contact details**
Name

Address

Telephone

Email
3. **Name of CPD activity**
4. **Date/s CPD activity to be held**
5. **Duration of CPD activity**
If this is not face-to-face training, estimate equivalent delivery time
6. **Delivery mode**
For example, face-to-face, electronic, distance education
7. **Amount to be charged for CPD activity**
8. **Who are the proposed participants?**
Are there any restrictions on participants?
9. **Learning outcomes**
These must relate to the learning areas set out in the Director General's Guidelines
10. **Detailed outline of CPD activity content**
Attach documents if necessary

11. Describe participant materials to be provided
Please supply examples

15. What are the relevant industry and training
qualifications of the trainer/facilitator?

Industry qualifications and experience

12. Will a trainer manual be provided?
Please supply examples of these and any other instructions

Training qualifications and experience

13. What type of assessment strategy will be used?
Please provide copies of formal assessment instruments, if
applicable

16. Can the organisation guarantee to keep formal
attendance, CPD activity content, and individual
participant assessment records for a period of at
least 5 years for Fair Trading audit purposes?

Yes No

17. How long has the organisation been providing
learning activities/training to the industry?

14. If no formal assessment is planned, how will the
trainer/facilitator be satisfied that participants have
knowledge of the topic/skills covered by the activity.
Please provide copies of any relevant documents

18. How does the organisation intend to get
participant feedback about the CPD activity?
Please provide copies of documents

19. Where is the CPD activity available?

Metro Sydney / Newcastle / Wollongong

Country regional centres

Rural NSW

Remote NSW

Please print and sign this form and post to:

**CPD related to NSW Property, Stock and
Business Agents Act
Policy and Legislation
NSW Fair Trading
PO Box 972
Parramatta NSW 2124**

Declaration

I, (name) _____

(position in organisation) _____

(organisation name) _____

do solemnly and sincerely declare that I am authorised to make this declaration on the organisation's behalf and to the best of my knowledge and belief:

- the information contained in this document is true and correct
- there is no material omission which would make any of the supplied information misleading, and
- the contents of all course/training materials have not been plagiarised and do not infringe copyright.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900 (NSW)*.

Declared by the said person

on: _____

Signature

before me:

Signature (Justice of the Peace/Solicitor):

JP Number: _____

Please print name: