

2021 Annual Notification Form

Delivery of Compulsory Learning Topics

Property Industry

This notification form allows industry associations, government agencies and entities approved by the Secretary for the delivery of compulsory learning topics under the CPD Requirements to notify Fair Trading of topics to be delivered each CPD Year.

Lodgement

Completed forms are to be submitted via email to REandP@customerservice.nsw.gov.au

Approved Provider Details

A. Organisation Details	
1. Organisation Name:	
Contact Person:	
1. Name	
2. Position	
3. Email Address	
4. Telephone	
Organisation Details for Fair Trading Website: <i>If your application is approved, information about the availability of your organisation's delivery of compulsory CPD topics will be published on Fair Trading's website. Please provide the following organisation details for publication (subject to your consent under Part 4 of this application).</i>	
1. Email	
2. Phone number	
3. Website	

CPD Delivery Details

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	Delivering Yes/No	Channels for Delivery	Locations	Participant Fees
1 - COVID-Safe Business				
2A - Disclosure of Material Facts				
2B - Building defects & RAB Act				
2C - Supervision Guidelines & Rules of Conduct				
2D - Underquoting				
2E - Business Agents – Advertising				
2F – Business Agent – Appraisals				
2G - Commercial Agent Agreements				
2H - Short-term Rental Accommodation CoC				
3 - *Livestock equivalent training				

B. Sub-Contracting

Do you intend to sub-contract the development, delivery or assessment of the compulsory learning topic/s your organisation intends to deliver?

Yes

No

If Yes, please provide details of the organisation/person who will be subcontracted. Please outline the sub-contracted organisation's/person's qualifications or experience, the services/function to be provided and your organisation's quality control processes.

CONSENT

I consent to:

- Delivering the topics in compliance with the CPD Requirements, Approved Provider Guidelines and Continuing Professional Development (CPD) Conditions of Approval; and
- Fair Trading publishing on its website the organisation name, email address, contact phone number and topics to be delivered.

Name	
Position	
Signature	

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.*