

Certificate of Registration Real Estate

How is the course delivered?

The Certificate of Registration Course takes approximately 30 hours to complete.

The ASTC Certificate of Registration Course incorporates a number of delivery modes designed to integrate theory and practice: verbal presentations, case studies, role playing and situational simulations, and written scenarios and workbook activities.

- **Classroom:** Three days of face-to-face training, plus combination of eLearning
- **eLearning:** online materials (internet access and intermediate computer knowledge required).

What assessments will I need to do?

Assessment tasks are designed to confirm your ability to apply acquired knowledge to the property services workplace, and includes written questions, role plays, case studies and problem solving activities, and an assignment that consists of a program summary.

Assessments are completed in and out of class.

In order to successfully complete the assessments, you will need to have access to the following; a computer, Microsoft Word (or similar), an email address, the internet, and a printer.

How do I receive my Certificate of Registration?

Your Certificate of Registration is issued by NSW Fair Trading, not ASTC.

Once you have been issued with your Statement of Attainment from ASTC for the four units of learning you have completed to satisfy the requirements of the Certificate of Registration Course, **YOU** must apply to NSW Fair Trading for your Certificate of Registration.

It is important to note that you will not receive your Statement of Attainment immediately upon completing the Certificate of Registration Course (either via classroom or eLearning). Your Statement of Attainment will be issued by ASTC **when you complete and submit your assessments, and you are deemed competent for each unit of learning.**

You can complete and submit your assessments at your discretion at any time after completing your formal learning. ASTC recommends that you do so as soon as possible after your training, while your new skills are still fresh in your mind.

The steps to follow are:

Step 1	Enrol in the ASTC Certificate of Registration Course by downloading an enrolment form or by calling Education and Training (02) 9700 9333 (Option 1)	
Step 2	Undertake your learning	Classroom: NSW 3 days eLearning: self-paced
Step 3	Complete your assessments for each unit	Classroom: ASAP or within weeks eLearning: self-paced
Step 4	Submit your assessments for each unit to ASTC (ensure you keep a copy)	Classroom: via email eLearning: via eLearning platform
Step 5	ASTC marks your assessment as 'Satisfactory' or 'requiring more information'	Classroom: 1 week turnaround from time of submission. eLearning: 1 week turnaround from time of submission.
Step 6	ASTC issues your Statement of Attainment via post	
Step 7	Your Statement of Attainment is received from ASTC	Up to 14 days
Step 8	Complete the NSW Fair Trading application Application fees are located at: http://www.fairtrading.nsw.gov.au/ftw/About_us/Our_services/Fees/Property_stock_and_business_agents_fees.page? Application form is located at: http://www.fairtrading.nsw.gov.au/ftw/About_us/Our_services/Forms/Property_services_forms.page?	Self-paced
Step 9	Take your ASTC Statement of Attainment and NSW Fair Trading application to NSW Fair Trading	NSW Fair Trading can take up to 6 weeks to process applications.
Step 10	NSW Fair Trading issues your Certificate of Registration to allow you to work as a salesperson in the real estate industry.	

Some tips:

- Complete and submit your assessments as soon as possible after your training.
- If you need help with your assessments, call ASTC on (02) 9799 3000.
- Keep copies of your assessments, as ASTC takes no responsibility for lost assessments.
- Contact NSW Fair Trading on 13 32 20 for information on their application process.