

# ASTC Online Guide

## NSW CPD 2024 – 2025 Courses

<https://astconline.edu.au>

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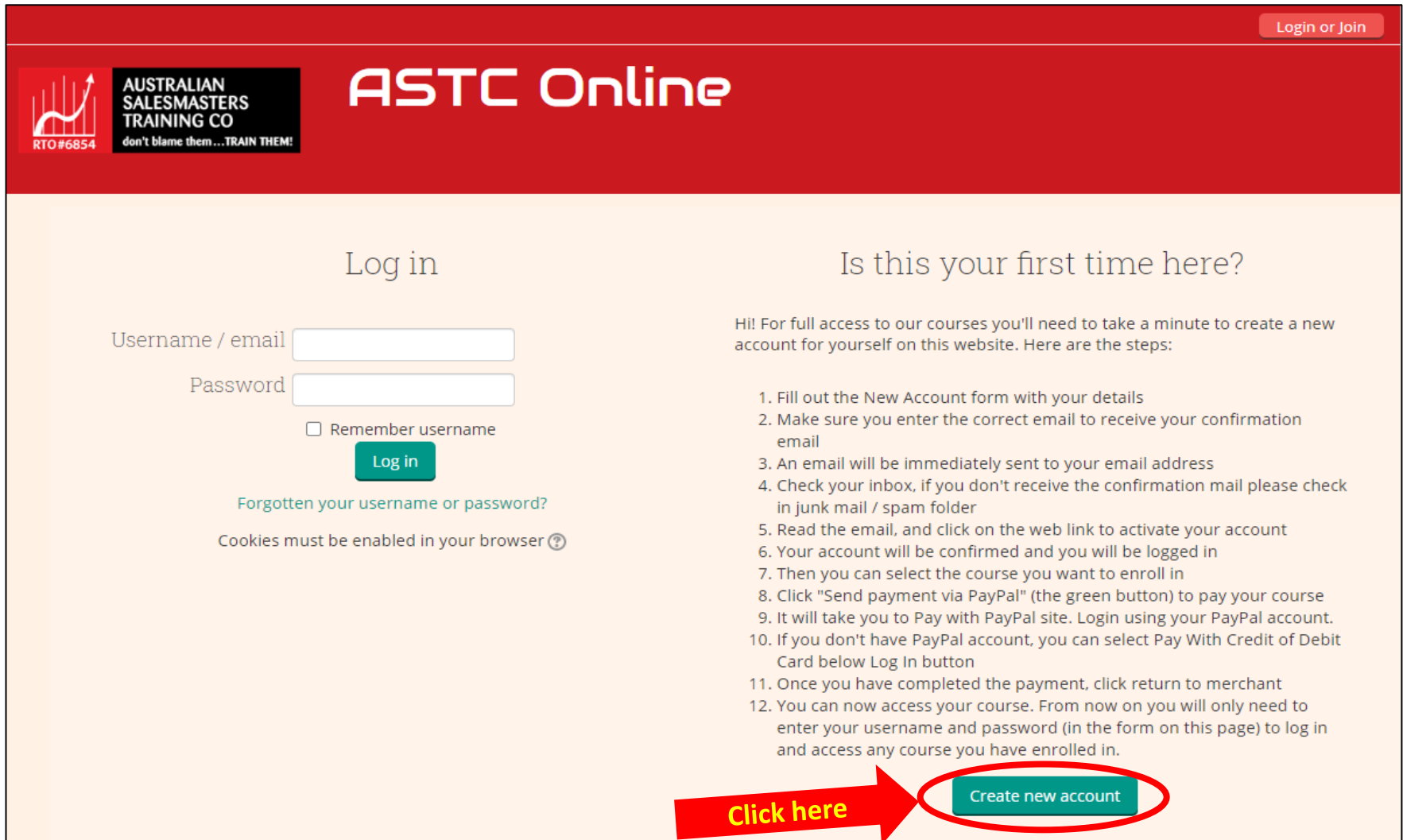
# 1. Create an account

- Click the “Login or join” button

The image shows a screenshot of the ASTC Online website. The top navigation bar is red and contains the company logo on the left, the text "ASTC Online" in the center, and a "Login or Join" button on the right. A yellow arrow points to the "Login or Join" button with the text "Click here". Below the navigation bar is a white section with a red "ANNOUNCEMENTS" tab and the text "undefined". The main content area features a woman in a white business suit sitting in a modern chair, interacting with a futuristic, glowing blue digital interface. The interface displays various data visualization elements such as a calendar, a search bar, a world map, and several charts and graphs.

# 1. Create an account (cont.)

- Click the “Create new account” button



The screenshot shows the top navigation bar in red with the ASTC Online logo and a 'Login or Join' button. Below the navigation bar, the page is split into two columns. The left column is for logging in, featuring input fields for 'Username / email' and 'Password', a 'Remember username' checkbox, and a green 'Log in' button. Below these are links for 'Forgotten your username or password?' and a note about cookies. The right column is for new users, titled 'Is this your first time here?'. It contains a welcome message and a 12-step guide to creating an account. At the bottom of the page, a red arrow points to a green 'Create new account' button, which is circled in red.

**ASTC Online**

**Log in**

Username / email

Password

Remember username

**Log in**

[Forgotten your username or password?](#)

Cookies must be enabled in your browser ⓘ

**Is this your first time here?**

Hi! For full access to our courses you'll need to take a minute to create a new account for yourself on this website. Here are the steps:

1. Fill out the New Account form with your details
2. Make sure you enter the correct email to receive your confirmation email
3. An email will be immediately sent to your email address
4. Check your inbox, if you don't receive the confirmation mail please check in junk mail / spam folder
5. Read the email, and click on the web link to activate your account
6. Your account will be confirmed and you will be logged in
7. Then you can select the course you want to enroll in
8. Click "Send payment via PayPal" (the green button) to pay your course
9. It will take you to Pay with PayPal site. Login using your PayPal account.
10. If you don't have PayPal account, you can select Pay With Credit of Debit Card below Log In button
11. Once you have completed the payment, click return to merchant
12. You can now access your course. From now on you will only need to enter your username and password (in the form on this page) to log in and access any course you have enrolled in.

**Click here** **Create new account**

# 1. Create an account (cont.)

- Fill in all required fields
- Click the “Create my new account” button

New account ▼ Collapse all

▼ Choose your username and password

Username\*

Password\*   Unmask

▼ More details

Email address\*

Email (again)\*

First name\*

Surname\*

City/town

Country  ▼

**Click here**

There are required fields in this form marked \*.

# 1. Create an account (cont.)

- Click the “Continue” button

**Log In**

**AUSTRALIAN SALESMASTERS TRAINING CO**  
RTO#6854 don't blame them...TRAIN THEM!

# ASTC Online

Search courses

> Confirm your account

An email should have been sent to your address at **Student.test@gmail.com**

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

**Click here** → **Continue**

**General Inquiries**  
info@astc.edu.au

**Exciting New Courses**

- Certificate of Registration NSW
- CPD Points NSW - Body Language Magic
- CPD Points NSW - Communication in the Real Estate Industry
- CPD Points NSW - Market Property for sale
- CPD Points NSW - Sales Practices
- CPD Points NSW - Time Management
- CPD Points NSW - Work, Health and Safety

**Connect with us**

- Facebook
- Youtube
- Wechat

Australian Salesmasters Training Co © 2017 | Registered Training Organisation #6854 ABN:94084084284

# 1. Create an account (cont.)

- You will receive an email to confirm your new account. If it's not in your inbox, check in spam or junk mail
- Click the link provided to confirm your new account

A new account has been requested at 'ASTC Online' using your email address.

To confirm your new account, please go to this web address:

<http://astconline.edu.au/login/confirm.php?data=P168DXGEVFJ5BSp/username>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

ASTC Online Support



Click this link

# 1. Create an account (cont.)

- Once you confirm, you will be taken back to the online portal
- Click the “Courses” button to see the CPD course list

The screenshot displays the ASTC Online user interface. At the top, there is a navigation bar with 'Messages' on the left and 'User' on the right. Below this is a header section featuring the 'AUSTRALIAN SALESMASTERS TRAINING CO' logo with the tagline 'don't blame them...TRAIN THEM!' and the text 'ASTC Online'. A search bar labeled 'Search courses' is positioned on the right side of the header. A secondary navigation bar contains links for 'Home', 'Dashboard', 'Events', and 'My Courses'. The main content area shows a confirmation message: 'Your registration has been confirmed' followed by 'Thanks, User Name' and 'Your registration has been co'. A green 'Courses' button is centered below this message, circled in red, with a red arrow pointing to it from the right and the text 'Click here' written in yellow. The footer is divided into three columns: 'General Inquiries' with the email 'info@astc.edu.au', 'Exciting New Courses' listing various CPD Points NSW courses, and 'Connect with us' with links for Facebook, Youtube, and Wechat.



## 2. Enrol in CPD 2024 - 2025

- On the course list, Real Estate → NSW → click the arrow "▶" next to "CPD 2024 – 2025 for Property Agents" to expand the list. You will find CPD for Residential Real Estate Salespeople & Residential Property Managers (Online). Then select the course you want to enrol in.




## 2. Enrol in CPD 2024 - 2025 (cont.)

- Select the course you want to enrol in
- Click the “Pay Now” button to pay. You can pay using PayPal or Credit Card (MasterCard/Visa/AMEX)

### Enrolment options

CPD 2024 - 2025 Residential Real Estate Salespeople and Property Managers (Online)



CPD 2024 - 2025 Combined Residential Real Estate Salespeople and Property Managers (10 hours) are:

**Compulsory topics (5 hours):**

1. Introduction to work health and safety obligations in residential sales and property management
2. New Supervision Guidelines for real estate agencies
3. Introduction to strata for residential salespeople and property managers
4. Compliance with habitability standards and landlord information statement

**Elective topics (5 hours):**

1. Hazardous Materials – Management and Disclosure
2. How to Successfully Transition Schemes from Original Owner to the Control to Owners Corporation
3. Annual General Meetings – Best Practice Guide

*\*Residential Salespeople are also required to complete online course "Underquoting and price misrepresentations" delivered by TAFE NSW.*


If you are experiencing technical difficulties paying using PayPal or your Credit/Debit Card, you can make the payment directly to the following account:

Account Name: Australian Salesmasters  
BSB: 032 035  
Account Number: 131 314


If paying directly to our bank account, please send proof of payment and which CPD course you want to enrol to [info@astc.edu.au](mailto:info@astc.edu.au) to process your enrolment.

This course requires a payment for entry.

RENSWCPCD2410  
Cost: AUD 288.00



Use the button below to pay and be enrolled within minutes!

**Click here to pay** 

## 2. Enrol in CPD 2024 – 2025 (cont.)

- On the PayPal login page, you can login using your email or mobile number if you want to pay using PayPal.
- If you don't have a PayPal account, click the "Pay with Debit or Credit Card" button below the "Next" button to pay with a Credit Card (MasterCard/Visa/AMEX)

Pay with PayPal

Enter your email address to get started.

Email or mobile number

[Forgot email?](#)

Next

or

Pay with Debit or Credit Card

Cancel and return to AUSTRALIAN SALESMASTERS TRAINING CO. PTY LIMITED

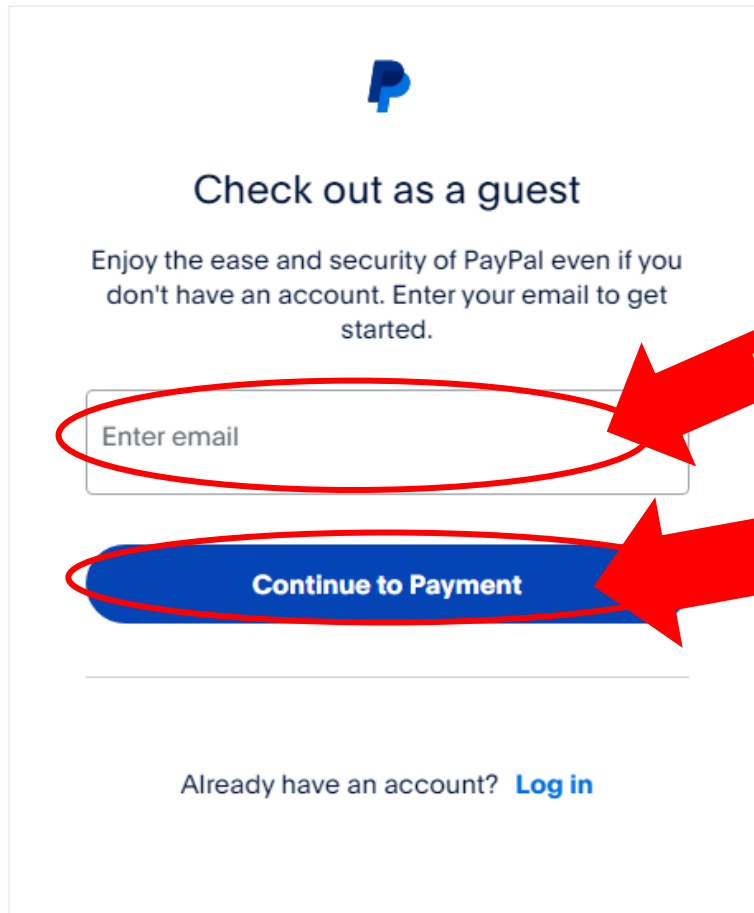
English | Français | Español | 中文


Click here to login to PayPal

Click here if you want to pay with Credit Card

## 2. Enrol in CPD 2024 – 2025 (cont.)

- If you choose “Pay with Debit or Credit Card”, you will be asked your email to check out as a guest.





### Check out as a guest

Enjoy the ease and security of PayPal even if you don't have an account. Enter your email to get started.

Enter email

**Continue to Payment**

---

Already have an account? [Log in](#)

**Enter your email here**

**Click Continue to Payment**

## 2. Enrol in CPD 2024 – 2025 (cont.)

- Enter your Credit Card details and click “Pay Now” to process the payment

The image shows a screenshot of the PayPal payment interface. The left side displays the payment form with a red box highlighting the input fields. A red arrow points from the text 'Fill out the payment details' to the form. The right side shows the 'Pay now as guest' button, which is circled in red, and a red arrow points to it with the text 'Click here to pay'. Below the button, the 'Cancel and return to the merchant's site' link is also circled in red, with a red arrow pointing to it and the text 'Click here if you want to cancel the payment and go back to the eLearning portal'. At the bottom, the 'Save information & create your PayPal account' toggle is circled in red, with a red arrow pointing to it and the text 'Click here if you don't want to create PayPal account'.

**Fill out the payment details**

PayPal is a safer, faster way to pay  
No matter where you shop, we keep your financial information securely encrypted.

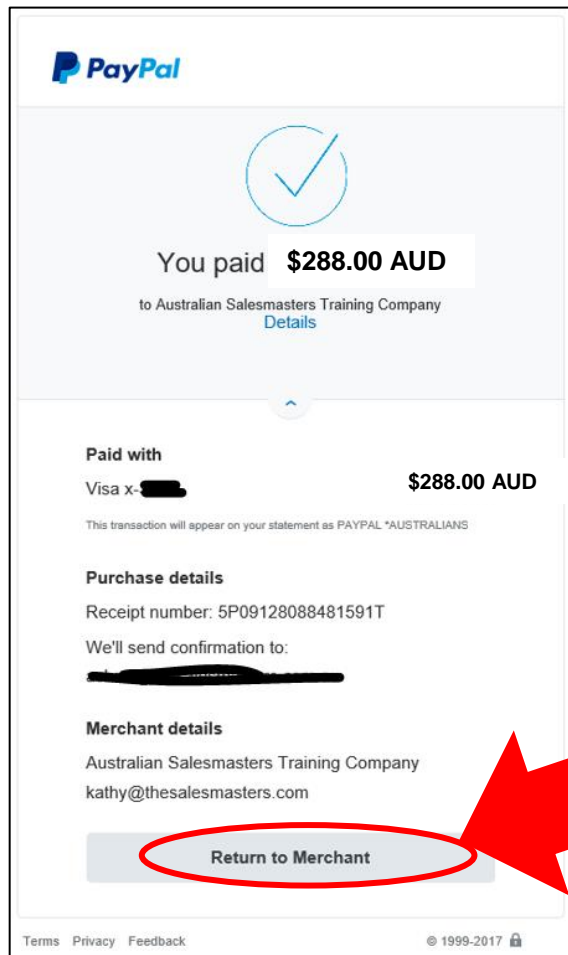
**Click here to pay**

**Click here if you want to cancel the payment and go back to the eLearning portal**

**Click here if you don't want to create PayPal account**

## 2. Enrol in CPD 2024 – 2025 (cont.)

- If the payment is successful, you will see the page below and you will receive two emails (a Receipt from PayPal & an Invoice from Australian Salesmasters Training)
- Click “Return to Merchant” to return to the eLearning portal



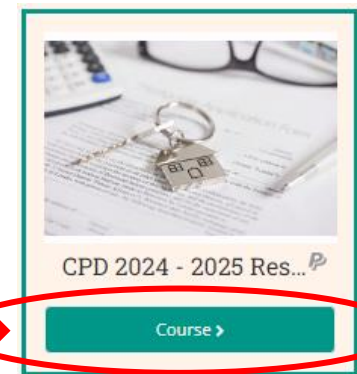
Click here to return to the eLearning portal

### 3. Start Your CPD Course

- On your Dashboard, select your course from “My Courses” drop-down menu



- Or click on your course from your home page



## 4. Completing the Online Registration Form

- On the course page, you will see a welcome message and some important information
- Before you can access the resources, you have to complete a “Registration Form”
- **Please read the information below before completing the Registration Form!**

### Welcome to CPD 2024 - 2025 Residential Real Estate Salespeople & Property Managers course.

This course was specially designed for Class 1 and Class 2 Licences holders to give them the opportunity to meet all requirements needed to maintain their work in the Real Estate industry.

To start the course please complete the [registration form](#) below.

#### Important:

1. You need to submit the registration form to access the course materials.
2. If you already enrolled in any of our previous CPD courses, you don't need to resubmit another [registration form](#) and you will automatically have access to this course materials, unless if you want to update your information details.
3. Be informed that either after submitting the [registration form](#) or directly accessing the course you **will not** be able access compulsory & elective topics simultaneously, which means that you will need to complete one topic at a time.
4. You will first be provided with an interactive learning material to assist you in understanding the topic and then you will be able to access the assessment along with the PDF that will help you solve the questions.
5. All assessments are in the form of MCQs and True/False.
6. To access the next topic, you need to score a 100%.
7. For every topic you will have **only three (3) attempts** to successfully complete the assessment.
8. **Once the assessment is satisfactory completed, you will not be able to reattempt or access the quiz.**
9. If you fail to complete the assessment within 3 attempts, please contact us during our working hours (Monday - Friday from 9 am till 5 pm) to discuss this matter.
10. You can contact us through phone 02 9700 9333 Or send us an email at [info@astc.edu.au](mailto:info@astc.edu.au).
11. After successfully completing all 3 topics you will receive your electronic certificate within 24 hours. If you don't receive the certificate within the time frame mentioned please contact us.




 [Registration Form](#)

**Click here to fill out the online registration form**



# 4. Completing the Online Registration Form (cont.)

- Complete all the required fields
- Click "Submit Form"

 AUSTRALIAN SALESMASTERS TRAINING COMPANY  
don't learn them... TEACH THEM

Registration for CPD Points - Continuing Professional Development

**Personal Information**

Title:  Mr  Mrs  Miss  Ms  Other

First (Given) Name:  Other Name:

(Please make sure you enter your first/given name as printed in your certificate / licence)

Surname:  Date of birth (dd/mm/yyyy)

(Please make sure you enter your surname as printed in your certificate / licence)

Address

<input type="text" value=""/>	<input type="text" value=""/>
Unit Number	Building Name
<input type="text" value=""/>	<input type="text" value=""/>
Street Number	Address Line 1
<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	Address Line 2
<input type="text" value=""/>	<input type="text" value=""/>
City	State <input type="text" value=""/>
<input type="text" value=""/>	Postcode <input type="text" value=""/>

Email Address:  Telephone Number:

Mobile Number:  Do you hold NSW Fair Trading / Access Canberra Certificate / Licence?  Certificate  Licence

NSW Fair Trading / Access Canberra Certificate/Licence Number:  NSW Fair Trading / Access Canberra Certificate/Licence Expiry Date:

**Agency Information**

Agency Name:

Mailing Address:

Address Line 1

Address Line 2

City  State  Postcode

Telephone Number:  Fax Number:

Email Address:

**Correspondence Mailing Address**  Personal  Agency

Please tick your preferred mailing address for all correspondence.



# 5. Accessing the Interactive Learning Resources

- Once you have successfully completed the online Registration Form, the box on the right hand-side of the Registration Form link should be ticked.
- Now you can access the Interactive Learning Resources of Compulsory Topic 1.

Registration Form

## Compulsory Topic 1: Introduction to work health and safety obligations in residential sales and property management

- ILC1: Interactive Learning - 1. Introduction to work health and safety obligations in residential sales and property management
- PGC1: Participant's Guide - 1. Introduction to work health and safety obligations in residential sales and property management (PDF)  
You can download this pdf version once you completed accessing the interactive learning materials above.  
**Restricted** Not available unless: The activity ILC1: Interactive Learning - 1. Introduction to work health and safety obligations in residential sales and property management is marked complete
- ASC1: Assessment - 1. Introduction to work health and safety obligations in residential sales and property management  
**Restricted** Not available unless: The activity ILC1: Interactive Learning - 1. Introduction to work health and safety obligations in residential sales and property management is marked complete

## 5. Accessing the Interactive Learning Resources (cont.)

ILC1: Interactive Learning - 1. Introduction to work health and safety obligations in residential sales and property management

Start a new attempt

Enter

Click here to start

Exit activity

Click "Exit activity" to exit this activity anytime and go back to the last page

courses This course

Hide blocks Standard view

Introduction to work health an... > ILC1

Review mode

Introduction to Work Health and Safety

0% COMPLETE

SECTION 1 of 4

Introduction

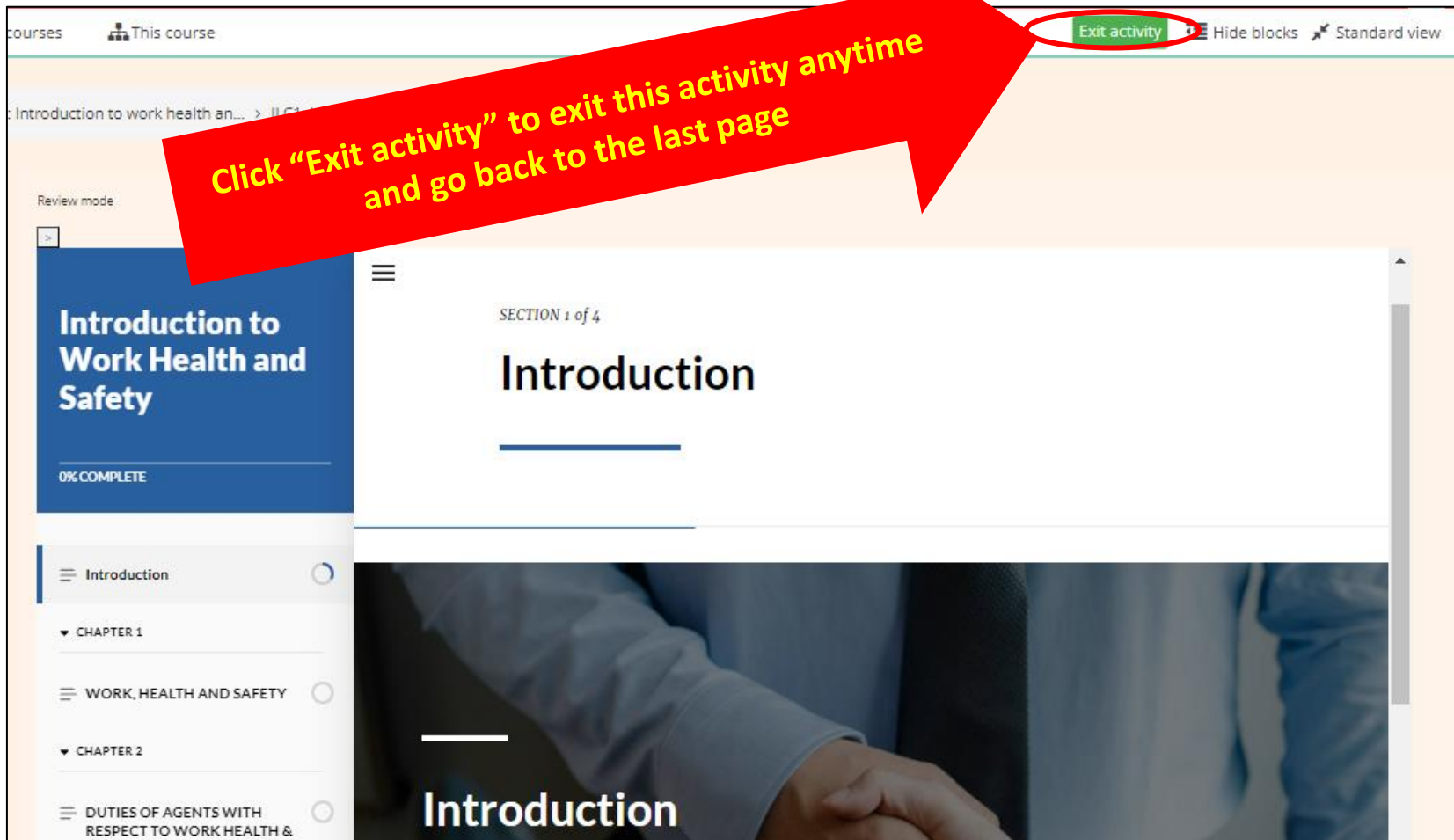
Introduction

CHAPTER 1

WORK, HEALTH AND SAFETY

CHAPTER 2

DUTIES OF AGENTS WITH RESPECT TO WORK HEALTH &

The screenshot shows a web-based learning interface. At the top, there are navigation options like 'courses' and 'This course'. A green button labeled 'Exit activity' is circled in red. Below this, the main content area is titled 'SECTION 1 of 4' and 'Introduction'. On the left, there is a blue sidebar with the title 'Introduction to Work Health and Safety' and a progress indicator '0% COMPLETE'. Below the sidebar, there is a list of navigation items including 'Introduction', 'CHAPTER 1', 'WORK, HEALTH AND SAFETY', 'CHAPTER 2', and 'DUTIES OF AGENTS WITH RESPECT TO WORK HEALTH &'. The bottom of the page features a large image of two hands shaking, with the word 'Introduction' overlaid in white text.

## 5. Accessing the Interactive Learning Resources (cont.)

### IMPORTANT!!!

Please read the instruction carefully in the interactive content to continue to the next chapter until the end of the chapter to complete this activity.

E.g. "You need to click the tick boxes to be able to proceed to the next page"

Exit activity Hide blocks Standard view

cedures, or equipment as a  
er simple steps or control

Introduction ✓

CHAPTER 1

WORK, HEALTH AND SAFETY ✓

CHAPTER 2

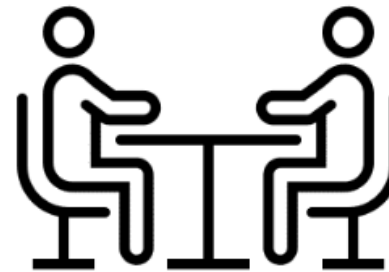
DUTIES OF AGENTS WITH RESPECT TO WORK HEALTH & SAFETY ✓

CHAPTER 3

WHS CASE STUDY ✓

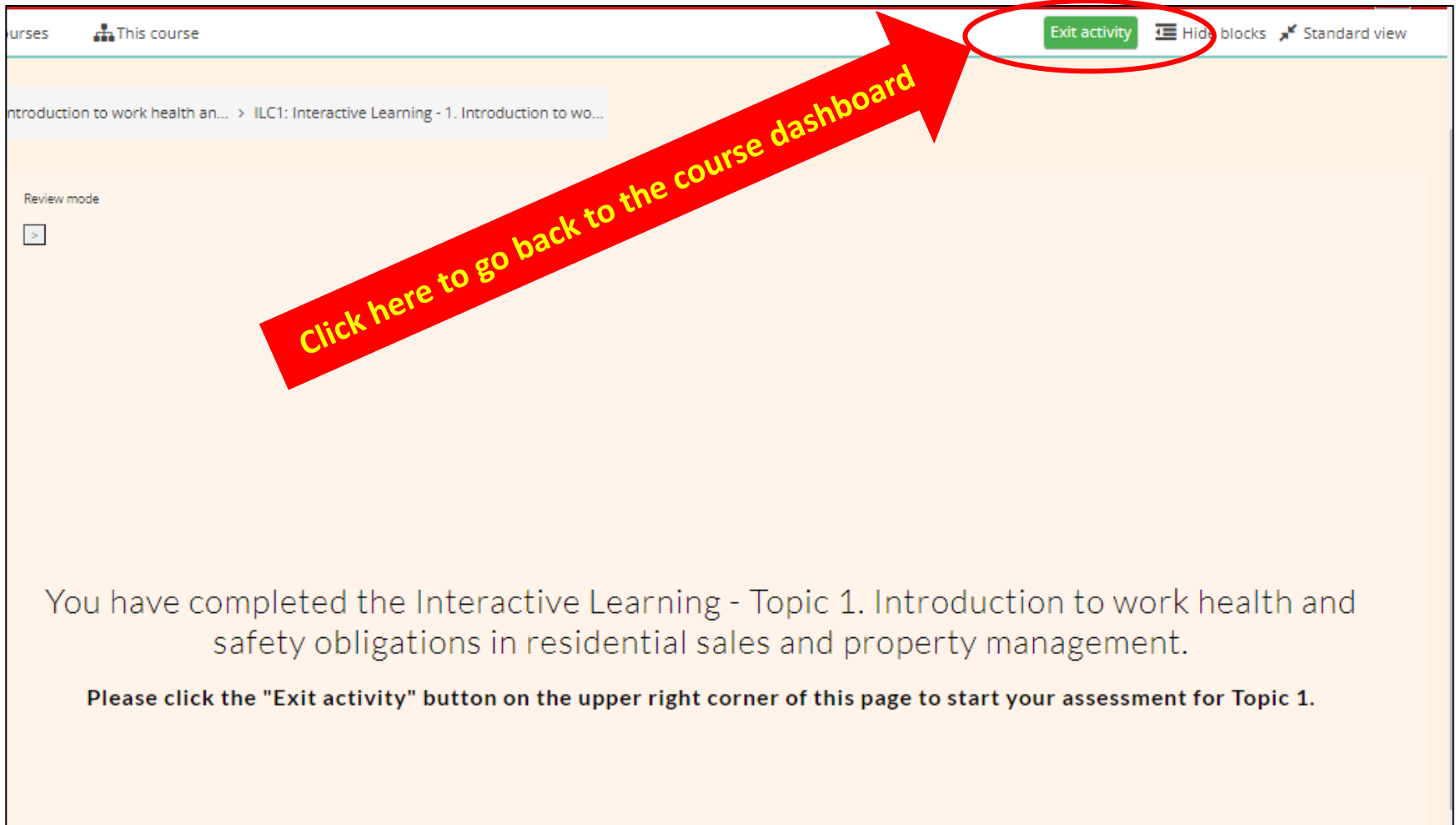
Click Exit to close this Activity

EXIT



Click here to complete this activity

## 5. Accessing the Interactive Learning Resources (cont.)



urses This course

Exit activity Hide blocks Standard view

Introduction to work health an... > ILC1: Interactive Learning - 1. Introduction to wo...

Review mode

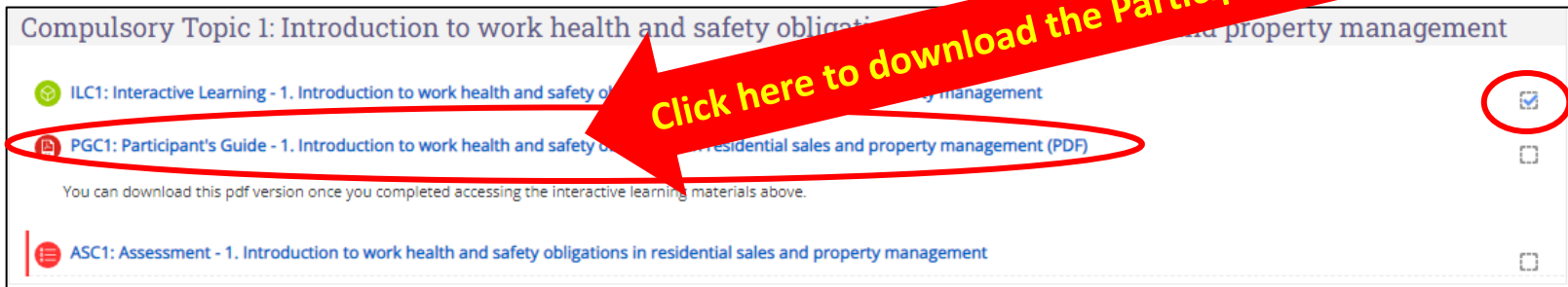
Click here to go back to the course dashboard

You have completed the Interactive Learning - Topic 1. Introduction to work health and safety obligations in residential sales and property management.

Please click the "Exit activity" button on the upper right corner of this page to start your assessment for Topic 1.

## 6. Downloading the Participant's Guide

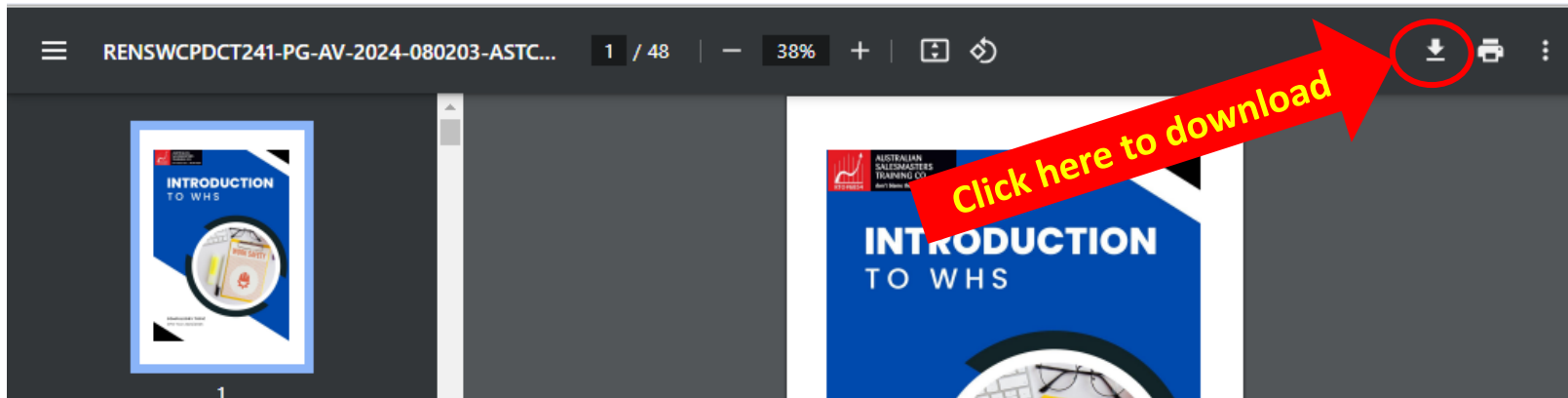
- Once you have completed accessing the Interactive Learning Resources and went back to the course dashboard, the box on the right hand-side of the Interactive Learning Resources link should be ticked
- Now you can download the PDF version of the Participant's Guide & start/attempt the assessment/quiz.



Compulsory Topic 1: Introduction to work health and safety obligations in residential sales and property management

- ILC1: Interactive Learning - 1. Introduction to work health and safety obligations in residential sales and property management
- PGC1: Participant's Guide - 1. Introduction to work health and safety obligations in residential sales and property management (PDF)**
- ASC1: Assessment - 1. Introduction to work health and safety obligations in residential sales and property management

You can download this pdf version once you completed accessing the interactive learning materials above.






RENSWCPDCT241-PG-AV-2024-080203-ASTC... 1 / 48 38%

Click here to download

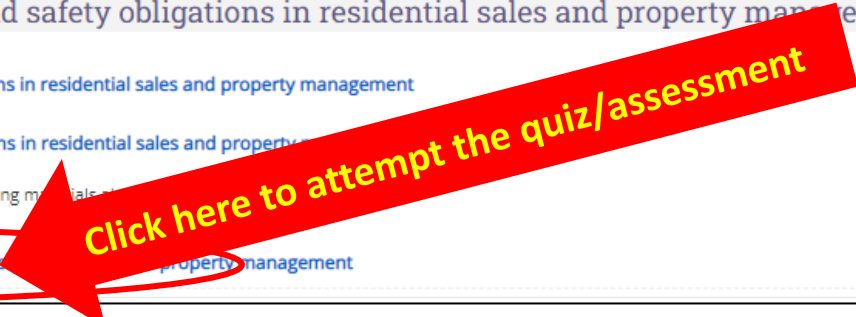
## 7. Starting a quiz/assessment

- To start/attempt a quiz/assessment, click the Assessment link.
- Click “Attempt quiz now” to start your attempt.

Compulsory Topic 1: Introduction to work health and safety obligations in residential sales and property management

 ILC1: Interactive Learning - 1. Introduction to work health and safety obligations in residential sales and property management	<input checked="" type="checkbox"/>
 PGC1: Participant's Guide - 1. Introduction to work health and safety obligations in residential sales and property management	<input type="checkbox"/>
 ASC1: Assessment - 1. Introduction to work health and safety obligations in residential sales and property management	<input type="checkbox"/>

You can download this pdf version once you completed accessing the interactive learning materials.

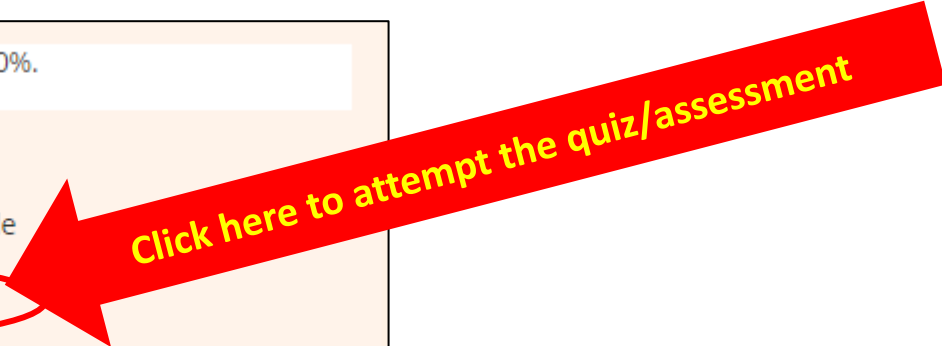


In order to complete this topic, you need to get grade 100%.

Attempts allowed: 3

Grading method: Highest grade

**Attempt quiz now**



## 7. Starting a quiz/assessment (cont.)

- Read the questions attentively and select the correct answer.
- Click the “Next page” button or click the number on the quiz navigation pane on the left to navigate the questions.

The screenshot shows a quiz interface for 'Real Estate Reforms Assessment'. On the left, a 'Quiz navigation' pane contains a grid of question numbers from 1 to 30. The number '1' is highlighted with a red box and a red arrow pointing to it with the text 'Click the number to navigate the questions'. The main area displays 'Question 1' with a status of 'Not yet answered' and a mark of '1.00'. The question text is '1. Which of the following were not part of the reforms introduced in March 2020:'. Below the question is a 'Select one:' prompt followed by six radio button options: a. Improved licensing, b. Increased CPD requirements, c. Increased trust account requirements, d. Defined commission rates, e. Strengthened disciplinary provisions, and f. Increased qualifications and training requirements, and a clear learning pathway for new entrants. A red circle highlights the question text and options, with a red arrow pointing to it and the text 'Select the correct answer'. At the bottom right, a green 'Next page' button is highlighted with a red arrow and the text 'Click here for next question'. A 'Finish attempt ...' link is visible at the bottom left.



## 7. Starting a quiz/assessment (cont.)

- For every topic you will have only three (3) attempts to successfully complete the assessment.
- Once the assessment is satisfactorily completed, the topic will disappear from your course, and you will not be able to reattempt or access the quiz.

Compulsory Topic 1: Introduction to work health and safety obligations in residential sales and property management ✎

You have completed the Compulsory Topic 1: Introduction to work health and safety obligations in residential sales and property management.

- You can continue to complete Compulsory Topic 2, 3 & 4, by following the same process as Compulsory Topic 1.
- You can start Elective Topic 1, 2, & 3 by following the same process as Compulsory Topics.
- Once you have satisfactorily completed all topics, the system will automatically issue your certificate and send it to your email.



**Thank You!**

***If you need help in accessing ASTC Online, please***

***contact ☎ **9700 9333 ext:119*****

***or email to ✉ **info@astc.edu.au*****