

CONFIDENTIAL

## TRAINING ENROLMENT FORM

Information contained in this document is in accordance with Real Estate Institute Northern Territory Inc. Privacy Policy

Please complete the following information in full and return this document to the Real Estate Institute of Northern Territory (REINT). Questions should be directed to the REINT Student Services Manager - [students@reint.com.au](mailto:students@reint.com.au) or visit our website at [www.reint.com.au](http://www.reint.com.au).

REINT Training Contact Details  
Telephone: +618 8981 8905  
Email: [students@reint.com.au](mailto:students@reint.com.au)  
Post: GPO Box 3869, Darwin, NT, 0801

### SECTION 1 – PERSONAL DETAILS

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other:				
Surname:					
Given Names:					
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	Date of Birth:	

### SECTION 2 – IDENTIFICATION

Have you previously undertaken studies with REINT?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what were the previous studies?	

### SECTION 2A – UNIQUE STUDENT IDENTIFIER (USI) NUMBER

**ⓘ** REINT is required by law to verify your Unique Student Identifier (USI) before we can issue certification.

Do you have a USI?	<input type="checkbox"/> Yes	<b>Your USI No.</b>	
Obtaining your USI	If you do not have a USI Number, you will need to obtain one by going to <a href="http://www.usi.gov.au/">www.usi.gov.au/</a> <b>ⓘ</b> Note that not providing the REINT with your USI number may result in a delay in course participation and certification.		

### SECTION 2B – PERSONAL IDENTIFICATION

**ⓘ** You are required to provide at least one (1) form of certified ID, such as an Australian Passport or Australian Driver's License.

### SECTION 3 – QUALIFICATION / COURSE DETAILS

I wish to be enrolled in the following course:

Qualification / Course Name:	<input type="checkbox"/> CPP41419 – Cert IV in Real Estate Practice (Release 1) (full qualification) <ul style="list-style-type: none"> <li><input type="checkbox"/> - Introductory Course (for interim registration)</li> <li><input type="checkbox"/> - Restricted Property Management Representative</li> <li><input type="checkbox"/> - Restricted Sales Representative</li> </ul> <input type="checkbox"/> CPP51119 – Diploma of Property (Agency Management) (Release 1) <small>(ⓘ) CPP41419 - Certificate IV in Real Estate Practice is prerequisite for the Diploma course)</small>		
Delivery Mode & Commencement:	<input type="checkbox"/> Classroom <input type="checkbox"/> Correspondence <input type="checkbox"/> Online <input type="checkbox"/> Workplace – Based <input type="checkbox"/> Assessment Only (RPL)	Date:	
		Time:	
		Location:	

**TRAINING ENROLMENT FORM**

--	--	--

**SECTION 4 – CONTACT DETAILS**

<b>Personal Contacts</b>			
Phone: (Home)		Mobile:	
Email:			
<b>Residential Address:</b>			
Address:			
Suburb:		State:	Postcode:
<b>Mailing Address (if different to residential address):</b>			
Mailing Address:			
Suburb:		State:	Postcode:
<b>Emergency Contact:</b>			
Name:		Relationship:	
Contact Tel:		Mobile No:	

**SECTION 5 – WORKPLACE DETAILS (IF APPLICABLE)**

Company Name:			
Address:			
Suburb:		State:	Postcode:
Email Address:			
Contact Person:		Contact Tel No:	

**SECTION 6 – PERSONAL INFORMATION**

<b>A.</b>	<b>Indigenous Status (Please choose by placing an X in the boxes that apply to you)</b>		
<input type="checkbox"/>	Yes, Aboriginal	<input type="checkbox"/>	Yes, Aboriginal and Torres Strait Islander
<input type="checkbox"/>	Yes, Torres Strait Islander	<input type="checkbox"/>	No, Neither Aboriginal or Torres Strait Islander

<b>B. Employment Status</b> <i>(Please choose by placing an X in the boxes that apply to you)</i>			
<input type="checkbox"/>	Full-Time Employee	<input type="checkbox"/>	Employed – Unpaid Worker in Family Business
<input type="checkbox"/>	Part-Time Employee	<input type="checkbox"/>	Unemployed – Seeking Full-Time Work
<input type="checkbox"/>	Self-Employed (Not Employing Others)	<input type="checkbox"/>	Unemployed – Seeking Part-Time Work
<input type="checkbox"/>	Employer	<input type="checkbox"/>	Not Employed – Not Seeking Employment
<b>C. Disability Status</b> <i>(Please choose by placing an X in the boxes that apply to you)</i>			
Do you consider that you have a disability, impairment / long term condition that may affect your participation in the course?			
<input type="checkbox"/> Yes <input type="checkbox"/> No – Go to Section D.			
Disability, Impairment or Long-Term Condition:			
<input type="checkbox"/>	Hearing / Deafness	<input type="checkbox"/>	Physical
<input type="checkbox"/>	Vision	<input type="checkbox"/>	Intellectual
<input type="checkbox"/>	Acquired Brain Impairment	<input type="checkbox"/>	Learning
<input type="checkbox"/>			Medical Condition
<input type="checkbox"/>			Mental Illness
<input type="checkbox"/>			Not Specified
<input type="checkbox"/> Other:			
Do you require any additional support?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Specify support required:			
<b>D. Individual Information</b> <i>(Please choose by placing an X in the boxes that apply to you)</i>			
Are you an Australian Citizen?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If NO, what is your country of birth?			
Please State your Visa Classification (if applicable) – e.g.: 572, 457 etc.			
Is English your First Language?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If NO, what language do you usually speak?			
How well do you speak English?		<input type="checkbox"/> Very Well (fluent)	<input type="checkbox"/> Minimal
		<input type="checkbox"/> Well	<input type="checkbox"/> Not at all
<b>E. Education</b> <i>(Please choose by placing an X in the boxes that apply to you)</i>			
What is your highest level of education COMPLETED?			
<input type="checkbox"/>	Did not go to school	<input type="checkbox"/>	Completed Year 10 or Equivalent
<input type="checkbox"/>	Year 8 or Below	<input type="checkbox"/>	Completed Year 11 or Equivalent
<input type="checkbox"/>	Completed Year 9 or Equivalent	<input type="checkbox"/>	Completed Year 12 or Equivalent
Year / Month Completed:		School Attended:	
<b>F. Training</b> <i>(Please choose by placing an X in the boxes that apply to you)</i>			
Have you completed any other courses / qualifications? (Specify Below) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Qualification Level	Discipline /Subject Area	Qualification Level	Discipline /Subject Area
<input type="checkbox"/>	Certificate I	<input type="checkbox"/>	Diploma/Adv. Diploma

<input type="checkbox"/>	Certificate II		<input type="checkbox"/>	Bachelor	
<input type="checkbox"/>	Certificate III		<input type="checkbox"/>	Post Grad	
<input type="checkbox"/>	Certificate IV		<input type="checkbox"/>	Masters/Doctorate	
<input type="checkbox"/> Other:					

<b>G. List relevant industry licences you hold</b>		
Examples: <ul style="list-style-type: none"> <li>Occupational Licenses</li> <li>Industry Inductions</li> <li>First Aid</li> <li>High Risk</li> </ul>		
<b>H. Reason for Study</b> <i>(Please choose by placing an X in the boxes that apply to you)</i>		
<b>Which of the following statements best describes your reason for enrolling in this course?</b>	<input type="checkbox"/> Personal Interest <input type="checkbox"/> To get a job <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> I want extra skills for my job <input type="checkbox"/> Requirement of my job <input type="checkbox"/> Other: (Please identify)	<input type="checkbox"/> To start my own business <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To try another career <input type="checkbox"/> Meet CPD / license / vocational requirements <input type="checkbox"/> To gain a qualification

<b>SECTION 7 – MARKETING FEEDBACK</b>		
<b>How did you hear about REINT Training?</b>	<input type="checkbox"/> Email received <input type="checkbox"/> Press Advertisement <input type="checkbox"/> Internet Search <input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Billboard / Signage Other:	<input type="checkbox"/> Industry Body / Regulator <input type="checkbox"/> Employer <input type="checkbox"/> Work Colleague <input type="checkbox"/> Family / Friend <input type="checkbox"/> I am a Past Student <input type="checkbox"/> From a past student of REINT
<b>How did you hear about this course?</b>	<input type="checkbox"/> Email received <input type="checkbox"/> Press Advertisement <input type="checkbox"/> Internet Search <input type="checkbox"/> Television <input type="checkbox"/> Radio Other:	<input type="checkbox"/> Industry Body / Regulator <input type="checkbox"/> Employer <input type="checkbox"/> Work Colleague <input type="checkbox"/> Family / Friend <input type="checkbox"/> REINT

SECTION 8 - PAYMENT																									
<b>Responsibility for Payment</b>	<input type="checkbox"/> Student (myself)	<input type="checkbox"/> Other: (Please identify)																							
	<input type="checkbox"/> My Employer <input type="checkbox"/> My Parent / Guardian																								
COURSE FEE STRUCTURE																									
<p><b>IMPORTANT INFORMATION</b></p> <ul style="list-style-type: none"> <li>Invoices/receipts will be raised and sent within 7 days of enrolment date.</li> <li>Payment is expected within 14 days.</li> <li>Payment must be received before course material will be issued.</li> <li>The Admin and resource fees are payable immediately. No refund is applicable for these fees.</li> <li>Cancellation fees may apply, refer to refund policy.</li> <li>The non-refundable Administration Fee of \$200.00 will be waived for Diploma Students if continuing on from Cert IV studies with the REINT, within 6 months of successful completion of their Cert IV.</li> <li>While studying any of the qualifications, a non-member is employed by one of the REINT's members and can provide proof of employment, the cost of the remaining course will revert to the member price.</li> <li>Member price will apply only to students employed by a member.</li> </ul>	<p><b>Introductory Course: (Required for Interim Registration)</b> A non-refundable Administration Fee of \$220.00 is included in the course.</p> <p>Introductory Course comprises of Five (5) Core Units of Competency. The Introductory Course must be completed before a student can continue onto any other course.</p>	<table border="1"> <thead> <tr> <th>Payment</th> <th>REINT MEMBER PRICE</th> <th>NON-MEMBER PRICE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$650.00</td> <td>\$730.00</td> </tr> <tr> <td>2</td> <td>\$645.00</td> <td>\$765.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$1295.00</b></td> <td><b>\$1495.00</b></td> </tr> </tbody> </table>	Payment	REINT MEMBER PRICE	NON-MEMBER PRICE	1	\$650.00	\$730.00	2	\$645.00	\$765.00	<b>Total</b>	<b>\$1295.00</b>	<b>\$1495.00</b>											
	Payment	REINT MEMBER PRICE	NON-MEMBER PRICE																						
	1	\$650.00	\$730.00																						
	2	\$645.00	\$765.00																						
	<b>Total</b>	<b>\$1295.00</b>	<b>\$1495.00</b>																						
	<p><b>Restricted Property Management Representative:</b></p> <ol style="list-style-type: none"> <li>Successful completion of the Introductory Course</li> <li>Payment and successful completion of the required Units of Competency for Restricted Property Management qualification.</li> </ol>	<table border="1"> <thead> <tr> <th>Payment</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$645.00</td> <td>\$765.00</td> </tr> <tr> <td>2</td> <td>\$645.00</td> <td>\$765.00</td> </tr> <tr> <td>3</td> <td>\$645.00</td> <td>\$765.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$1935.00</b></td> <td><b>\$2295.00</b></td> </tr> </tbody> </table>	Payment			1	\$645.00	\$765.00	2	\$645.00	\$765.00	3	\$645.00	\$765.00	<b>Total</b>	<b>\$1935.00</b>	<b>\$2295.00</b>								
	Payment																								
	1	\$645.00	\$765.00																						
	2	\$645.00	\$765.00																						
	3	\$645.00	\$765.00																						
<b>Total</b>	<b>\$1935.00</b>	<b>\$2295.00</b>																							
<p><b>Restricted Sales Representative:</b></p> <ol style="list-style-type: none"> <li>Successful Completion of The Introductory Course</li> <li>Payment and successful completion of the required units of Competency for Restricted Sales qualification.</li> </ol>	<table border="1"> <thead> <tr> <th>Payment</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$645.00</td> <td>\$765.00</td> </tr> <tr> <td>2</td> <td>\$645.00</td> <td>\$765.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$1290.00</b></td> <td><b>\$1530.00</b></td> </tr> </tbody> </table>	Payment			1	\$645.00	\$765.00	2	\$645.00	\$765.00	<b>Total</b>	<b>\$1290.00</b>	<b>\$1530.00</b>												
Payment																									
1	\$645.00	\$765.00																							
2	\$645.00	\$765.00																							
<b>Total</b>	<b>\$1290.00</b>	<b>\$1530.00</b>																							
<p><b>Certificate IV in Real Estate Practice:</b></p> <ul style="list-style-type: none"> <li>Full Cert IV compromises of a combination of 18 Units of Competency derived from:               <ol style="list-style-type: none"> <li>The Introductory Course</li> <li>The Restricted Property Management Course</li> <li>Restricted Sales Course</li> </ol> </li> </ul>	<table border="1"> <thead> <tr> <th>Payment</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$650.00</td> <td>\$730.00</td> </tr> <tr> <td>2</td> <td>\$645.00</td> <td>\$765.00</td> </tr> <tr> <td>3</td> <td>\$645.00</td> <td>\$765.00</td> </tr> <tr> <td>4</td> <td>\$645.00</td> <td>\$765.00</td> </tr> <tr> <td>5</td> <td>\$645.00</td> <td>\$765.00</td> </tr> <tr> <td>6</td> <td>\$860.00</td> <td>\$1020.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$4090.00</b></td> <td><b>\$4810.00</b></td> </tr> </tbody> </table>	Payment			1	\$650.00	\$730.00	2	\$645.00	\$765.00	3	\$645.00	\$765.00	4	\$645.00	\$765.00	5	\$645.00	\$765.00	6	\$860.00	\$1020.00	<b>Total</b>	<b>\$4090.00</b>	<b>\$4810.00</b>
Payment																									
1	\$650.00	\$730.00																							
2	\$645.00	\$765.00																							
3	\$645.00	\$765.00																							
4	\$645.00	\$765.00																							
5	\$645.00	\$765.00																							
6	\$860.00	\$1020.00																							
<b>Total</b>	<b>\$4090.00</b>	<b>\$4810.00</b>																							
<p><b>Diploma of Property (Agency Management):</b></p> <ol style="list-style-type: none"> <li>Successful Completion of the full Cert IV</li> <li>Successful completion of the 12 Units of Competency of the Diploma</li> <li>Payment one includes the \$220.00 non-refundable admin fee.</li> </ol>	<table border="1"> <thead> <tr> <th>Payment</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$1315.00</td> <td>\$1555.00</td> </tr> <tr> <td>2</td> <td>\$1095.00</td> <td>\$1335.00</td> </tr> <tr> <td>3</td> <td>\$1095.00</td> <td>\$1335.00</td> </tr> <tr> <td>4</td> <td>\$1095.00</td> <td>\$1335.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$4600.00</b></td> <td><b>\$5560.00</b></td> </tr> </tbody> </table>	Payment			1	\$1315.00	\$1555.00	2	\$1095.00	\$1335.00	3	\$1095.00	\$1335.00	4	\$1095.00	\$1335.00	<b>Total</b>	<b>\$4600.00</b>	<b>\$5560.00</b>						
Payment																									
1	\$1315.00	\$1555.00																							
2	\$1095.00	\$1335.00																							
3	\$1095.00	\$1335.00																							
4	\$1095.00	\$1335.00																							
<b>Total</b>	<b>\$4600.00</b>	<b>\$5560.00</b>																							

**SECTION 8A – PAYMENT OPTIONS & METHOD**

<input type="checkbox"/> <b>Cash</b>	To be paid in person at the REINT Office 1/6 Lindsay Street, Darwin, NT, 0800 ⓘ Note: If paying by cash, the provision of material cannot proceed until the payment has been received by REINT.
<input type="checkbox"/> <b>Direct Deposit</b>	Account Name: Real Estate Institute of Northern Territory BSB: <b>035-302</b> Account No.: <b>263316</b> ⓘ please include your surname with the transaction details
<input type="checkbox"/> <b>Credit Card</b>	Type of Card <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> AMEX Name on Credit Card Credit Card Number: Expiry Date: <input type="text"/> / <input type="text"/> / <input type="text"/> CSV: <input type="text"/>

**SECTION 8B – AGREEMENT TO PAYMENT TERMS AND STUDY PLAN**

I hereby agree to the payment terms and plan as outlined.

<b>Client Signature:</b>		<b>Date:</b>	/ /
<b>RTO Signature:</b>		<b>Date:</b>	/ /

**Employer Account Payment Authority**

Agency Name	
Agency Address	
Telephone	Email

I, the signatory below, authorise the REINT to charge to invoice the forenamed Agency, being a financial member of the REINT all the fees and charges associated with the applicant whose name appears in this enrolment form

Name of authorised person
Title of Authorised person

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 9 – LANGUAGE, LITERACY & NUMERACY DECLARATION**

**Language Literacy and Numeracy (LLN)**

These are the 5 core skills that make up the Australian Core Skills Framework (ACSF). These skills have been identified as the basic skills that a person needs in the community, classroom and workplace. These skills are further explained in the Student Information Handbook

To determine if applicants require assistance please select one of the following:

- Is English your first language spoken at home? Yes  No

If NO, please state the language spoken. \_\_\_\_\_

- What is your proficiency in spoken English? Very well  Well  Not well  Not at all

<input type="checkbox"/> I appreciate that the REINT is interested in my LLN Standards, however I affirm that I do not require any assistance with LLN for the course I have chosen to undertake.  Please finalise my enrolment	<input type="checkbox"/> I am unsure if my LLN standards are sufficient for the course I have chosen to undertake and I elect to for my LLN standards to be assessed by the REINT.  If you selected this option an REINT trainer will contact you to arrange assessment. Any associated costs may be passed onto the applicant.
---	---

Office Use					
	Yes	No	N/A	Date	Comments
LLN Test completed					
Referrals given to student					
LLN test filed					
Staff member name and signature					



**Recognition of Prior Learning (RPL)**

- Do you wish to apply for Recognition of Prior Learning (RPL)? REINT recognises prior qualifications and/or experience which may reduce the amount of study required to achieve a qualification being sought.  Yes
- No

If YES, please contact REINT on (08) 8981 8905 or [training@reint.com.au](mailto:training@reint.com.au) for an application form.

**Credit Transfer**

- Do you wish to apply for Credit Transfer? REINT recognises prior qualifications and/or experience which may reduce the amount of study required to achieve a qualification being sought.  Yes
- No

If YES, please contact REINT on (08) 8981 8905 or [training@reint.com.au](mailto:training@reint.com.au) for an application form.

**Degree of Law**

- Do you have a degree in law conferred by an Australian university and an admission or entitlement to admission, to practice law in Northern Territory?  Yes
- No

If YES, please contact REINT on (08) 8981 8905 or [training@reint.com.au](mailto:training@reint.com.au).

**Traineeship Details (if applicable)**

Participants undertaking a TRAINEESHIP **must** complete this section:

Name of Australian Apprenticeship Centre \_\_\_\_\_

Australian Apprenticeship Centre Contact \_\_\_\_\_

Workplace Supervisor’s Name \_\_\_\_\_

Date Commenced with Employer \_\_\_\_\_

**Please Note:** *You must have an Australian Apprenticeship Centre (AAC) assigned before your enrolment into the Traineeship Program can be processed.*

**Course Requirements**

To undertake this course, you will be required to:

- ❖ Undertake a Language, Literacy and Numeracy Pre-training Review
- ❖ Undertake pre-reading prior to and throughout the course
- ❖ Bring black or blue pen and paper
- ❖ Bring either a laptop, tablet or iPad (with access to Microsoft Word and Email) to access the internet (free Wi-Fi access to websites relevant to your training).

**Course Details**

Course Name: \_\_\_\_\_ Commencement Date: \_\_\_\_\_  
 Course Code: \_\_\_\_\_

**Mode of Study:**

**Combined Face to Face Classroom and Online (Learners are required to have access to internet and email)**

**Face to Face training will be delivered over a 16 to 18 week period Monday, Wednesday and Thursday 9:00am – 5.00pm or over a 12 months duration.**

**Resources Required**

- ❖ USB (PDF copies)
- ❖ Hard Copy to collect at REINT
- ❖ Hard Copy to be posted (COD)

Face to Face training is held at REINT Training Venue 1/6 Lindsay Street Darwin NT 0801 Contact: training@reint.com.au

**SECTION 10 – CLIENT ENROLMENT & POLICY ACCEPTANCE DECLARATION**

I, \_\_\_\_\_, declare that I have answered all questions truthfully to the best of my knowledge. I understand that these details are confidential and are protected by relevant privacy laws. I give my consent to the REINT to release my name, date of birth, contact details and statistical information to the relevant Federal, State or Territory Government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.

I also declare that I have read both the Student and Course Information Handbook.

I declare that I have read, understood, and agree with the following:	Initial
All enrolments are confirmed in writing before the course starts, giving details of the course start times and venue. In the unlikely event you do not receive confirmation of a course prior to the commencement date, please contact us immediately.	

I have read and understood the terms and conditions provided by REINT in the pre-enrolment information, upon which I am enrolling.	
I have read and understood the Course Requirements for the course I am enrolling in.	
I agree to maintain full attendance for each training unit. Learners who do not meet this requirement will be required to re-schedule that unit. An administration fee will be charged after the third reschedule.	
I have completed the Course Fees section and attached a cheque or provided credit card details for my \$200.00 non refundable deposit.	
I understand I am given up to 12 months to complete my course. If I have not completed my course within this timeframe, I will be required to re-enrol and pay the applicable fees.	
<b>PRIVACY</b> The Primary purpose of collecting person information that you supply on this form is to process your enrolment and government reporting. We may also use these details to keep you informed of upcoming events and will not disclose your information to a third party. For more details of our Privacy Policy, please visit the website or contact the REINT.	
<b>REFUND POLICY</b> Clients who withdraw from a course prior to the commencement of the course maybe entitled to a part refund. Refunds are provided on a sliding scale determined by the amount of notice you provide. For a full copy of the Refund Policy visit our website or contact us.	
<b>COLLECTION OF FEES</b> By signing this enrolment form you acknowledge that you will be liable for all collection fees and charges should non-payment of our invoice/s result in the matter being handed to our Debt Collection Agency.	
By completing and lodging this form you will be deemed to consent to the above terms and conditions.	
<b>Client Name:</b>	
<b>Client Name:</b>	
<b>Client Signature:</b>	<b>Date:</b> /   /
<b>Parent/Guardian Name:</b>	<b>Date:</b> /   /
<b>Parent/Guardian Signature:</b>	<b>Date:</b> /   /
<b>RTO Staff Name:</b>	
<b>RTO Signature:</b>	<b>Date:</b> /   /

## Privacy Notice

Under the Data Provision Requirements 2012, the Real Estate Institute of NT Inc is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by the Real Estate Institute of NT Inc for statistical, regulatory and research purposes. The Real Estate Institute of NT Inc may disclose your personal information for these purposes to third parties, including:

- ◇ School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship.
- ◇ Employer – if you are enrolled in training paid by your employer.
- ◇ Commonwealth and State or Territory government departments and authorised agencies.
- ◇ NCVER.
- ◇ Organisations conducting student surveys; and
- ◇ Researchers

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- ◇ Issuing a VET Statement of Attainment or VET Qualification and populating Authenticated VET Transcripts.
- ◇ facilitating statistics and research relating to education, including surveys.
- ◇ understanding how the VET market operates, for policy, workforce planning and consumer information; and
- ◇ administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## Learner Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

**Learner's Signature\*:** \_\_\_\_\_

**Date:**     /     /     \_\_\_\_\_

**Parent/Guardian Signature:**

*(if learner is under 18 years of age)* \_\_\_\_\_

**Date:**     /     /     \_\_\_\_\_

**INTRODUCTORY COURSE**

<b>Code</b>	<b>Title</b>
CPPREP4001	Prepare for professional practice in Real Estate
CPPREP4002	Access and Interpret ethical practice in Real Estate
CPPREP4003	Access and interpret legislation in Real Estate
CPPREP4004	Establish marketing and communication profiles in Real Estate
CPPREP4005	Prepare to work with Real Estate trust accounts
	<b>RESTRICTED PROPERTY MANAGEMENT (Required to complete the Introductory Course and then):</b>
CPPREP4101	Appraise residential property for sale or lease
CPPREP4102	Market Property
CPPREP4121	Establish landlord relationships - residential
CPPREP4122	Manage tenant relationships - residential
CPPREP4123	Manage Tenancy
CPPREP4124	End Tenancy
CPPREP4125	Transact in Trust Accounts
CPPREP4204	Establish Commercial Property Lease
CPPREP4503	Present at hearings in real estate
	<b>RESTRICTED SALES (Required to complete the Introductory Course and then):</b>
CPPREP4101	Appraise residential property for sale or lease
CPPREP4102	Market Property
CPPREP4103	Establish vendor relationships
CPPREP4104	Establish buyer relationships
CPPREP4105	Sell Property
CPPREP4203	Complete Commercial Property for sale.

**CPP41419 – CERTIFICATE IV in Real Estate Practice (Release 1)**

<b>Code</b>	<b>Title</b>
CPPREP4001	Prepare for professional practice in Real Estate
CPPREP4002	Access and Interpret ethical practice in Real Estate
CPPREP4003	Access and interpret legislation in Real Estate
CPPREP4004	Establish marketing and communication profiles in Real Estate
CPPREP4005	Prepare to work with Real Estate trust accounts
CPPREP4101	Appraise residential property for sale or lease
CPPREP4102	Market Property
CPPREP4121	Establish landlord relationships - residential
CPPREP4122	Manage tenant relationships - residential
CPPREP4123	Manage Tenancy
CPPREP4124	End Tenancy
CPPREP4125	Transact in Trust Accounts
CPPREP4204	Establish Commercial Property Lease
CPPREP4503	Present at hearings in real estate
CPPREP4103	Establish vendor relationships
CPPREP4104	Establish buyer relationships
CPPREP4105	Sell Property
CPPREP4203	Complete Commercial Property for sale.

**CPP51119 – DIPLOMA of Property (Agency Management) Release 1**

<b>Code</b>	<b>Title</b>
CPPREP5001	Manage compliance in the property industry
CPPREP5002	Establish and monitor property industry trust account management practices
CPPREP5003	Manage ethical practice in the property industry
CPPREP5004	Manage a safe workplace in the property industry
CPPREP5005	Manage teams in the property industry
CPPREP5006	Manage operational finances in the property industry
CPPREP5007	Develop a strategic business plan in the property industry
CPPREP5009	Develop a marketing and service Strategy in Real Estate
CPPREP5012	Manage customer service activities in property industry
BSBHRM604	Manage employee relations
BSBMGT605	Provide leadership across the organisation
BSBMGT517	Manage operational plan.