

# 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 or visit our website at www.reint.com.au.

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

	www.ie	eint.com.au.			1 001.	01 0 20x 0000, 2a		
SECTION I – P	ERSONAL D	ETAILS						
Title:	∃ Mr	☐ Mrs	☐ Ms	☐ Mis	SS	☐ Other:		
Surname:								
Given Names:								
Gender:	☐ Male	☐ Female ☐	l Other	Date of	Birth:			
SECTION 2 – II	DENTIFICAT	ION						
Have you previously ι	ındertaken stu	idies with REINT?	□ Yes □	No				
If yes, what were the	previous stud	es?						
SECTION 2A -	UNIQUE STU	DENT IDENTIFIER	(USI) NUMBE	R				
①REINT is require	d by law to verif	y your Unique Student	Identifier (USI) be	fore we ca	n issue certi	fication.		
Do you have a USI?	□ Yes		Your USI No	).				
Obtaining your USI	Note tha					oing to <b>www.usi.gov.au/</b> esult in a delay in course		
SECTION 2B -I	PERSONAL II	DENTIFICATION						
①You are required	l to provide at le	ast one (1) form of certi	ified ID, such as a	n Australia	n Passport	or Australian Driver's License.		
SECTION 3 – Q	UALIFICATIO	ON / COURSE DET	AILS					
I wish to be enro	lled in the foll	owing course:						
	☐ CPP414	19 – Cert IV in Real E	Estate Practice (	Release 1	L) (full qua	lification)		
Qualification / Course Name:	☐ CPP41419 – Cert IV in Real Estate Practice (Release 1) (full qualification) ☐ - Introductory Course (for interim registration) ☐ - Restricted Property Management Representative ☐ - Restricted Sales Representative ☐ CPP51122 – Diploma of Property (Agency Management) (①CPP41419 - Certificate IV in Real Estate Practice is prerequisite for the Diploma course)					urse)		
Delivery Mode &	☐ Classroo		Date:					
Commencement:	☐ Online ☐ Workpl	ace – Based nent Only (RPL)	Time:					
	LI Assessi	nent Only (RPL)	Location:					



	TRAINING ENROLMENT FORM							
S	ECTION 4 -	CONTACT DETAILS						
	ersonal Cont							
Phone	: (Home)			Mobile:				
Email:								
R	esidential Ad	ldress:						
Addres	SS:							
Suburb	):			State:		Postcode:		
N	lailing Addre	ess (if different to residential address):						
Mailing	g Address:							
Suburb	):			State:		Postcode:		
E	mergency Co	ontact:						
Name:				Relationsl	hip:			
Contac	ct Tel:			Mobile No	o:			
S	ECTION 5 -	WORKPLACE DETAILS (IF APPLICA	BLE)					
Compa	any Name:							
Addres	is:							
Suburb	):			State:		Postcode:		
Email A	Address:						1	
Contac	Contact Person: Contact Tel No:							
	SECTION	I 6 – PERSONAL INFORMATION						
Α.		s Status (Please choose by placing an X	in the box	xes that ap	ply to you)			
	Yes, Aborig	inal		Yes, Abor	iginal and T	Γorres Strait Islar	nder	
	Yes. Torres	Strait Islander		No, Neith	er Aborigin	nal or Torres Stra	nit Islander	



В.	Employment S	tatus (Please choose by	placing an X	in the	e bo	exes that app	oly to you)	
	Full-Time Empl	oyee				Employed –	Unpaid W	orker in Family Business
	Part-Time Emp	loyee				Unemploye	d – Seeking	g Full-Time Work
	Self-Employed	(Not Employing Others)				Unemploye	d – Seekinę	g Part-Time Work
	Employer					Not Employ	ed – Not S	eeking Employment
c. D	isability Status (	Please choose by placin	g an X in the l	ooxes	tha	t apply to yo	u)	
Do you consider that you have a disability, impairment / long ter course?					n cc	ndition that	may affect	your participation in the
☐ Yes	□No	– Go to Section D.						
Disabi	Disability, Impairment or Long-Term Condition:							
☐ Hea	aring / Deafness		☐ Physical				☐ Medic	al Condition
□ Vis	ion		☐ Intellect	ual			☐ Menta	l Illness
☐ Acc	quired Brain Impa	airment	☐ Learning				□ Not Sp	ecified
□ Oth	ner:							
Do you	ı require any add	litional support?		□ Y	'es		No	
Specify	y support require	d:						
D. lı	ndividual Inform	ation (Please choose by	placing an X	in the	box	kes that apply	y to you)	
Are yo	u an Australian C	itizen?		□ Y	'es		No	
If NO,	what is your cou	ntry of birth?						
Please 572, 4		Classification (if applicat	ole) – e.g.:					
Is Engl	ish your First Lan	guage?		□ Y	'es		No	
If NO,	what language d	o you usually speak?						
How w	ell do you speak	English?		□ v		Well (fluent	)	☐ Minimal ☐ Not at all
E. E	ducation (Please	choose by placing an X	in the boxes t	hat a	pply	y to you)		
V	Vhat is your high	est level of education Co	OMPLETED?					
	Did not go to so	chool				Completed	Year 10 or	Equivalent
	Year 8 or Below	V				Completed	Year 11 or	Equivalent
	Completed Yea	r 9 or Equivalent				Completed	Year 12 or	Equivalent
Year /	Month Complete	ed:	School Atte	ended	<b>:</b>			
F. T	raining (Please c	hoose by placing an X in	the boxes th	at app	oly t	о уои)		
Н	lave you complet	ed any other courses / o	qualifications	? (Spe	cify	Below)	☐ Yes	□No
Qualifi	cation Level	Discipline /Subject Are	a	Qual	ific	ation Level		Discipline /Subject Area
	Certificate I				Dij	oloma/Adv. [	Diploma	



Certificate II		Bachelor	
Certificate III		Post Grad	
Certificate IV		Masters/Doctorate	
Other:			



G. List relevant in	ndustry licences you hold	
Examples:  Occupational Licenses  Industry Inductions  First Aid High Risk		
H. Reason for St	udy (Please choose by placing an X in the box	
Which of the follow statements best describes your read for enrolling in this course?	☐ To get a better job or promotion☐ I want extra skills for my job	☐ To start my own business ☐ To develop my existing business ☐ To try another career ☐ Meet CPD / license / vocational requirements ☐ To gain a qualification
	, , , , , , , , , , , , , , , , , , , ,	
SECTION 7 -	MARKETING FEEDBACK	
How did you hear about REINT Training?	<ul> <li>□ Email received</li> <li>□ Press Advertisement</li> <li>□ Internet Search</li> <li>□ Television</li> <li>□ Radio</li> <li>□ Billboard / Signage</li> </ul>	☐ Industry Body / Regulator ☐ Employer ☐ Work Colleague ☐ Family / Friend ☐ I am a Past Student ☐ From a past student of REINT
	Other:	
How did you hear about this course?	☐ Email received ☐ Press Advertisement ☐ Internet Search ☐ Television ☐ Radio  Other:	☐ Industry Body / Regulator ☐ Employer ☐ Work Colleague ☐ Family / Friend ☐ REINT



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SECTION 8 -						
Responsibility		lent (myself)	☐ Other: (Please identify	')		
for Payment		Employer				
ioi i ayinent	□ Му Г	Parent / Guardian				
COURSE FEE S	TRUCTUE	RE				
		Introductory Course: (Required for	Interim Registration)		REINT	NON-
IMPORTAN	IT	A non-refundable Administration Fe		Payment	MEMBER PRICE	MEMBER PRICE
INFORMATION		in the course.		1	\$650.00	\$730.00
<ul> <li>Invoices/receipts w</li> </ul>		m the course.		2	\$645.00	\$765.00
raised and sent wit		Introductory Course comprises of F	ve (5) Core Units of			
days of enrolment of		Competency. The Introductory Cour				
<ul> <li>Payment is expecte</li> </ul>		before a student can continue onto		Total	\$1295.00	\$1495.00
14 days.		before a student can continue onto	any other course.			
• Payment must be re	eceived					
before course mate	rial will	Restricted Property Management R	epresentative:	Payment		
be issued.				1	\$645.00	\$765.00
• The Admin and reso	ource	<ol> <li>Successful completion of the</li> </ol>	ne Introductory Course	2	\$645.00	\$765.00
fees are payable				3	\$645.00	\$765.00
immediately. No ref		<ol><li>Payment and successful co</li></ol>	•			
applicable for these		Units of Competency for R	• •			
Cancellation fees m	•	Management qualification	•	Total	\$1935.00	\$2295.00
apply, refer to refu policy.	na					
The non-refundate	مام					
Administration Fee		Restricted Sales Representative:		Payment		
\$220.00 will be wai		Restricted sales representative.		1	\$645.00	\$765.00
for Diploma Studen		Successful Completion of T	he Introductory Course	2	\$645.00	\$765.00
continuing on from		1. Successial completion of t	ne miroductory course			
studies with the RE	INT,	Payment and successful co	mnletion of the required			
within 6 months of		units of Competency for Re				
successful completi	on of	qualification.	Stretca Sales	Total	\$1290.00	\$1530.00
their Cert IV.		qualification.				
<ul> <li>While studying any</li> </ul>						
qualifications, a nor						
member is employed one of the REINT's	ed by	Certificate IV in Real Estate Practice	<b>:</b>	Payment	4.00	1
members and can p	rovido			1	\$650.00 \$645.00	\$730.00
proof of employme		Full Cert IV compromises of a compromises of a compromise compromise compromises.	ombination of 18 Units of	2 3	\$645.00	\$765.00 <b>\$765.00</b>
cost of the remaining		Competency derived from:		4	\$645.00	\$765.00
course will revert to		The Introductory Course		5	\$645.00	\$765.00
member price.		2. The Restricted Property Ma	anagement Course	6	\$860.00	\$1020.00
Member price will a	apply	3. Restricted Sales Course		Total	\$4090.00	¢4910.00
only to students em				Total	\$4090.00	\$4810.00
by a member.		Diploma of Property (Agency Mana		Payment		
		Diploma of Property (Agency Mana	gement):	1	\$1315.00	\$1555.00
		1 Successful Completic = of th	on full Cort IV	2	\$1095.00	\$1335.00
		Successful completion of the successful		3	\$1095.00	\$1335.00
		2. Successful completion of the		4	\$1095.00	\$1335.00
		Competency of the Diplom				
		3. Payment one includes the	szzu.uu non-retundable	Total	\$4600.00	\$5560.00
		admin fee.				



SECTION 8A	- PAYMENT OPTIONS	& METHOD				
☐ Cash	To be paid in person at 1  Note: If paying by cash, th				NT, 0800 ent has been receipted by REINT.	
Direct Deposit	Account Name: Rea BSB: 035 Account No.: 263	-302		·	rname with the transaction details	
☐ Credit Card	Type of Card					
SECTION 8B	- AGREEMENT TO PA	YMENT TERMS A	ND STUE	OY PLAN		
I hereby agree to t	ne payment terms and pla	n as outlined.				
Client Signature:				Date:	/ /	
RTO Signature:				Date:	/ /	
	unt Payment Authority	1				
Agency Name						
Agency Address						
Telephone		Email				
financial mem	•		_		renamed Agency, being a the applicant whose name	
Name of authorise	d 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 detern	nine if applicants require a	ssistance	please	select	one of	the foll	owing:					
•	Is English your first langu	age spok	en at ho	me?					Y	es 🗌	No	
If N	IO, please state the langua	ige spoke	n.									
•	What is your proficiency English?	in spoken	1		Very well		Well		Not well		Not at all	
	I appreciate that the REI interested in my LLN Sta that I do not require any the course I have chose.  Please finalise my enrol	andards, h y assistan n to unde	ice with				my LLN:  If you secontact	have c standa elected you to	my LLN stan hosen to un rds to be ass this option arrange asse assed onto	dertake a sessed by an REINT essment.	and I elect the REINT trainer wi Any associ	to for
Office	Use											
		Yes	No	N/A		Date		С	omments			
	st completed											
	als given to student											
LLN te	st filed											
Staff n	nember name and											
signatı	ıre											



Rec	ognition 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
If Y	ES, please contact REINT on (08) 8981 8905 or training@reint.com.au for an application form.	Ш	NO
Cre	dit 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
If Y	ES, please contact REINT on (08) 8981 8905 or training@reint.com.au for an application form.		
Deg	gree of Law	П	Yes
•	Do have a degree in law conferred by an Australian university and an admission or entitlement to admission, to practice law in Northern Territory?	П	
If Y	ES, please contact REINT on (08) 8981 8905 or <u>training@reint.com.au</u> .	Ш	No
Tra	ineeship Details (if applicable)		
Par	ticipants undertaking a TRAINEESHIP <b>must</b> complete this section:		
Nar	me of Australian Apprenticeship Centre		
Aus	stralian Apprenticeship Centre Contact		
Wo	rkplace Supervisor's Name		
Dat	e Commenced with Employer		
Ple	ase Note: You must have an Australian Apprenticeship Centre (AAC) assigned <u>before</u> your enroln Traineeship Program can be processed.	ent int	o the



### **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).

Cours	e Name:			
<b>C</b>	- Cada		Commencement Date	; ;
Cours	e Code:			
/lode (	of Study:			
		10 11 11		
				see to intornot and amail)
ombir	ned Face to Face Classroom a	nd Online (Learners a	re required to have acce	ess to internet and email)
ace to	Face training will be delivered	ed over a 16 to 18 wee	-	nesday and Thursday 9:00am
ace to		ed over a 16 to 18 wee	-	•
ace to	Face training will be delivered	ed over a 16 to 18 wee	-	•
ace to	Face training will be delivered or over a 12 months duration Resources Requi	ed over a 16 to 18 wee	-	•
ace to .00pm	Face training will be delivered or over a 12 months duration Resources Requi	ed over a 16 to 18 wee	-	•



I have read and understoo upon which I am enrolling	od the terms and conditions provided by F ;.	REINT in the pr	e-enrolment informatio	on,		
I have read and understoo	od the Course Requirements for the cours	e I am enrollin	g in.			
_	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.					
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.						
enrolment and governme	ollecting person information that you sup nt reporting. We may also use these deta se your information to a third party. For r ct the REINT.	ils to keep you	ı informed of upcoming			
refund. Refunds are provi	m a course prior to the commencement of ded on a sliding scale determined by the a visit our website or contact us.					
	form you acknowledge that you will be lia ur invoice/s result in the matter being han		_			
By completing and lodging	g this form you will be deemed to consent	to the above	terms and conditions.			
Client Name:				,		
Client Name:						
Client Signature:		Date:	/ /			
Parent/Guardian Name:		Date:	/ /			
Parent/Guardian Signature:		Date:	/ /			
RTO Staff Name:						
RTO Signature:		Date:	/ /			



### **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 <a href="https://www.ncver.edu.au">www.ncver.edu.au</a>).

# 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**

Code	Title
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
	RESTRICTED PROPERTY MANAGEMENT
	(Required to complete the Introductory Course and then):
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
	RESTRICTED SALES
	(Required to complete the Introductory Course and then):
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)**

Code	Title
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.



# **CPP51122 – DIPLOMA of Property (Agency Management)**

Code	Title
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.
CPPREP5010	Manage customer service activities in the property industry.
BSBLDR502	Manage Business Operational Plans
BSBPOPS602	Provide Leadership Across the Organisation
BSBHRM612	Contribute to the Development of Employee & Industrial relation
	strategies