

course in property practice

REAL ESTATE

Agency Training Australia – a Registered Training Organisation, offers a comprehensive entry-level course for anyone wishing to commence work in the real estate industry.

The course in *Property Practice (Real Estate)* provides you with the knowledge and relevant qualification required by the Office of Fair Trading prior to employment in a sales or property management role.

→ Call 1300 657 437 or email enquiries@agencytraining.com.au

topics covered

- 17319A: Work in the Real Estate Sector
- 17319B: Prepare for Work in the Property Industry
- 17319C: Communicate with Property Clients

course delivery

3-DAY WORKSHOP

Our face-to-face course is run over three full-day sessions. Training is conducted in a classroom format, led by one of our experienced trainers.

Following the three day workshop participants will be required to undertake a number of take-home assessment tasks to meet the nominal hours set for this course. Once complete you should return your answers to ATA for marking by a qualified assessor.

CORRESPONDENCE

This course is also available via correspondence, giving you the opportunity to undertake this course from the comfort of your own home or office at a time that suits you.

Simply read the course material we post to you, complete the assessment tasks and return your answers to us. A telephone support number is also available to you during business hours.

It's that easy!

outcome

Once you have been assessed as competent you will be issued with a Statement of Attainment. You may then apply to the Office of Fair Trading for a Certificate of Registration

cost

- 3-day Workshop → \$570
- Correspondence → \$515

enquiries

Call ATA on 1300 657 437 or email enquiries@agencytraining.com.au

workshop details

VENUE

The face-to-face course is run every month at a Sydney CBD venue.

TIME

Registration is from 8:30am on the first day. Each session commences at 9:00am and finishes at 5:00pm.

Please note: Participants should bring a writing pad, writing utensils and provisions for lunch.

register today!

To enrol in a face-to-face course or to order your correspondence course, simply complete the attached registration form and return this to ATA.

next workshop date

2006

→ Please refer to the ATA website for workshop dates

registration form



PARTICIPANT INFORMATION – COMPLETE ONE FORM PER PARTICIPANT

Agency Name

Participant Name

Position

Street Address

Town

Postcode

Telephone

Fax

Email

PLEASE SELECT FROM THE FOLLOWING OPTIONS

I wish to attend the Course in Property Practice (Real Estate) workshop to be held on:

_____ (insert workshop dates)

OR

Please send me the Course in Property Practice (Real Estate) correspondence materials

HOW DID YOU HEAR ABOUT THIS COURSE?

- seek.com.au
- Radio
- Word-of-mouth
- Newspaper
- Other, please specify _____

payment information

PLEASE TICK BELOW TO INDICATE THE AMOUNT YOU ARE PAYING

- 3-day Workshop → \$570
- Correspondence → \$515

PLEASE TICK BELOW TO INDICATE YOUR METHOD OF PAYMENT

Cheque Payment – Please attach your cheque to this form (pay cheques to Agency Training Australia) and mail to:
ATA, PO Box 484, Harbord NSW 2096

Direct Deposit – Payment made by direct deposit on _____ (date).
Payment receipts MUST be faxed to 02 9938 1446 with your full name as a reference
Account: Agency Training Australia Bank: Commonwealth Bank
BSB: 062 313 Account number: 10161860

Credit Card – please complete details below:

Card type (please tick): Bankcard Mastercard Visa

Cardholder Name

Card Number

Expiry Date

Amount

Signature

PLEASE NOTE

Full payment is required to confirm your registration. Each training session will be run subject to sufficient numbers. Session dates subject to change. Cancellations will be accepted up until 7 days prior to the training date. After this time no refunds will be given but replacements will be accepted. Correspondence course orders may be cancelled at any time prior to the materials being sent to you. By completion of this registration form you confirm having read ATA's Student Guide at www.agencytraining.com.au or Ph. 1300 657 437.

FAX OR POST FORM TO ATA: F. 02 9938 1446 • PO BOX 484, HARBORD, 2096