



The Board has approved the following training provider and the activities listed for participants to attend in order to complete continuing education.

Please note this document is updated on a regular basis and published on the Board's website www.propertyagentsboard.com.au and was last updated on 25 November 2010.

Training Provider	Contact phone	Contact person	Email/website
API	6223 3011	Melanie McMeekin	
Australian Institute of Management Victoria & Tasmania	03 95348181	Ingrid Fry	
BWIREC	07 3373 9891		www.bwirec.com.au
Consumer Affairs of Tasmania	6233 4555	Joe Wheeler	
Corkhill & Associates Closed Training Session	6224 8222	Pam Corkhill	
Falls Real Estate Closed Training Session	6247 3022	Andrea Brown	
First National Group Closed Training Session		Brenda Chiotellis	
KAPLAN Professional	1300 798 006	Kaye Fisher	kaye.fisher@kaplan.edu.au www.kaplanprofessional.edu.au
L J Hooker Closed Training Session	07 3435 1024	Michael Brown	mbrown@ljh.com.au www.ljhooker.com
Petrusma & Partners Closed Training Session		Jackie Arkley	Jackie@petrusma.com.au
Pilling Systems	08 82448988	David Pilling	jackieh@pillingsystems.com.au
PPM Group	07 5562 0037	Courtney McColl	Courtney@ppmsystem.com www.ppmsystem.com
PRD Nationwide	07 3026 3381	Alex Jacobs	alexjacobs@prd.com.au
Property Council of Australia	6234 4978	Mary Massina	
Raine & Horne (Tasmania) Pty Ltd Closed Training Session	03 6231 0000	Anthony Easter	Hobart@rhtas.com.au
REIA	02 6282 4277		reia@reia.com.au www.reia.com.au
REIT	03 6223 4769	Mark Berry	training@reit.com.au www.reit.com.au
Resort Brokers Closed Training Session	0411 171648	Ian Crooks	iancrooks@resortbrokers.com.au
Roberts Limited Closed Training Session		Heather Bonde	heatherbonde@robertsre.com.au
State Revenue Office	03 6233 6529		www.sro.tas.gov.au

Tasmanian Private Realty Closed Training Session	6264 2888	Sue Clark	info@taspr.com.au
The Mercury	6230 0659	Lou Houbaer	e.houbaer@dbl.newsltd.com.au
TRET	02 93863464	Laura Watts	laurawatts@tret.com.au

Name of Course Sessional	Provider	Course Date	Date Approved	Number of Continuing education hours
2010 Conference	REIT	2/9/10	9/6/2010	4 hours
2010 Land Tax Reform Information Sessions	State Revenue Office	11/8/10 13/8/10	23/7/10	1 hour
2010 Tasmanian Property Summit	REIT/Property Council/API	13/10/10	29/9/10	4 hours
2011 TCE National Property Management Conference	PPM Group	19/6/11- 20/6/11	9/11/10	8 hours
Accelerate Your Real Estate Career	BWIREC	15/8/10- 16/8/10	11/8/10	8 hours
Agents & Lawyers Networking Session	REIT	9/6/10 15/6/10 16/6/10	31/5/2010	1 hour
Agent Success Sales Training	Roberts Limited	28/4/10	27/9/10	4 hours
Appraisal Blitz (Closed Training Session)	Raine & Horne (Tas) Pty Ltd	April 2010	21/7/2010	4 hours
Bullet Proofing Your Agency	Raine & Horne (Tas) Pty Ltd	6/10/10	8/9/10	3 hours
Explode	The Mercury	14/10/10	7/10/10	2.5 hours
Go For Growth	Australian Institute of Management Vic & Tas	14/9/10	19/8/10	8 hours
Life Profiling for Sales Consultants (Closed Training Session)	Raine & Horne (Tas) Pty Ltd	January 2010	21/7/2010	4 hours
Linking Property Management to the Sales Team	Raine & Horne (Tas) Pty Ltd	6/10/10	8/9/10	2 hours
Management-Leadership Training Course	Roberts Limited	19/8/10	8/9/10	6 hours
National Conference for Raine & Horne (Closed Training Session)	Raine & Horne (Tas) Pty Ltd	August 2010	21/7/2010	8 hours
Peter Gilchrist Sales Training (Closed Training Session)	PRD Nationwide	10/2/10	25/11/10	5 hours
Peter Gilchrist Sales Training (Session 2) (Closed Training Session)	PRD Nationwide	5/5/10	25/11/10	5 hours
Peter Gilchrist – Handling the Top 40 Objections & 15 Rules to Turn Your Market Around (Closed Training Session)	PRD Nationwide	4/8/10	25/11/10	5 hours
Peter Gilchrist – Breaking Through the Barriers (Closed Training Session)	PRD Nationwide	10/2/10	25/11/10	5 hours

Pilling Systems	Pilling	23/2/2010	18/2/2010	7 hours
Pilling Systems	Pilling	29/4/2010- 30/4/2010	1/4/2010	8 hours
Property Management Workshop (Closed Training Session)	Raine & Horne (Tas) Pty Ltd	April 2010	21/7/2010	4 hours
Real Estate Insights	Ray White	22/2/2010	18/2/2010	2.5 hours
Roberts Real Estate Auctions	Roberts Limited	21/4/10 22/4/10	8/9/2010	6 hours 6 hours
Real Estate Leadership Conference 2010	TRET	7-9/9/10	16/6/10	8 hours
Real Estate Sales & Listing (Closed Training Session)	Fall & Associates	28/4/2010	14/4/2010	4 hours
Refresh & Renew	Tasmanian Private Realty	20/10/10	28/9/10	8 hours
REIA National Conference	REIA	25/3/2010	23/2/2010	7 hours
Renting in Tasmania – Where to from here?	Consumer Affairs of Tasmania	2/11/10- 3/11/10	29/9/10	8 hours
Resort Brokers Sales Conference	Resort Brokers	27/5/2010		4 hours
Skills Development Program	Roberts Limited	Dec 2009 & February 2010	8/9/10	6 hours
Why Choose you to Lease and Manage & Successfully Selling in Property Management (Closed Training Session)	Raine & Horne (Tas) Pty Ltd	January 2010	21/7/2010	4 hours

* Closed Training Session = Organisation Staff Only

Name of Course - Ongoing Courses	Provider	Course Date	Date Approved	Number of Continuing education hours
Real Estate – Best Practise (Closed Training Session)	Corkhill & Associates	Ongoing	8/7/2010	2 hours
What is Social Media?	First National Group	Ongoing	29/9/10	1 hour
The Features of Style 10	First National Group	Ongoing	29/9/10	1 hour
Introduction to Utopia	First National Group	Ongoing	29/9/10	1 hour
Thinking Outside the Box	First National Group	Ongoing	29/9/10	1 hour
Property Management	First National Group	Ongoing	29/9/10	1 hour
Introduction to Platform	First National Group	Ongoing	29/9/10	1 hour
Auction Action	First National Group	Ongoing	29/9/10	1 hour
You Tube/Multimedia	First National Group	Ongoing	29/9/10	1 hour
The Benefits of First National Commercial	First National Group	Ongoing	29/9/10	1 hour
Introduction to Fusion 2.0	First National Group	Ongoing	29/9/10	1 hour
Property Outlook 2011	First National Group	Ongoing	29/9/10	1 hour
CPPDSM4056A Manage Conflicts and disputes in the property industry	Kaplan	Ongoing / Contact provider	22/4/2010	8 hours
Prospecting & Listing – “The Lifeblood of an Agency”	Kaplan	Ongoing / Contact provider	22/4/2010	7 hours
Your Sale & Working with the Buyer	Kaplan	Ongoing / Contact provider	22/4/2010	7 hours
Hot Points	Kaplan	Ongoing / Contact provider	3/6/2010	7 hours
L J Hooker System E2 – Sales Trust Training	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
Secrets of Securing the Listing	L J Hooker	Ongoing / Contact	8/7/2010	6 hours

		Provider		
Future Champions	L J Hooker	Ongoing / Contact Provider	8/7/2010	8 hours
Supercharge Days	L J Hooker	Ongoing / Contact Provider	8/7/2010	6 hours
Working with Buyers in a Touch Market	L J Hooker	Ongoing / Contact Provider	8/7/2010	6 hours
9 Steps to a Sold Sticker	L J Hooker	Ongoing / Contact Provider	8/7/2010	6 hours
Winning Scripts for Success	L J Hooker	Ongoing / Contact Provider	8/7/2010	6 hours
Successfully Managing the Auction Process from Listing to Auction Day	L J Hooker	Ongoing / Contact Provider	8/7/2010	6 hours
Complete Guide to Successful Auctions	L J Hooker	Ongoing / Contact Provider	8/7/2010	6 hours
Successfully Staging An Auction Event – The L J Hooker Way	L J Hooker	Ongoing / Contact Provider	8/7/2010	6 hours
7 Referral Secrets	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
Positioning yourself to WIN every listing	L J Hooker	Ongoing / Contact Provider	8/7/2010	6 hours
Sales Essentials	L J Hooker	Ongoing / Contact Provider	8/7/2010	6 hours
Powerful Prospecting	L J Hooker	Ongoing / Contact Provider	8/7/2010	6 hours
Best Practice PIM Module 1 – Back to the Future with Your Investor Owner	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
Best Practice PIM Module 2 Back to the Future With Tomorrow’s Tenant	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
Best Practice PIM Module 3 Systemising for Property Management Success – Part 1	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
Best Practice PIM Module 4 Systemising for Property Management Success – Part 2	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
Best Practice PIM Module 5 – “It’s all about Growth!” – Part 1	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
Best Practice PIM Module 6 – “It’s all about Growth!” – Part 2	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
Best Practice PIM Module 7 – “Taking Care of the Asset – the Rent Roll!”	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
Best Practice PIM Module 8 – “What do I say if ...”	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
Best Practice PIM Module 9 – Marketing Rental Property	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
Best Practice PIM Module 10 – “Are you Leading from the Front?”	L J Hooker	Ongoing / Contact Provider	8/7/2010	6 hours
Winning Ways to Grow Your Rent Roll	L J Hooker	Ongoing / Contact Provider	8/7/2010	6 hours
Ad Writing 101	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
Creative and Community Marketing	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
20 Seconds to a Lasting Impression	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
Advanced Business Practices	L J Hooker	Ongoing / Contact Provider	8/7/2010	8 hours
Management Skills Development Program	L J Hooker	Ongoing / Contact Provider	8/7/2010	8 hours

Grow your business on Autopilot	L J Hooker	Ongoing / Contact Provider	8/7/2010	6 hours
High Performance Recruitment	L J Hooker	Ongoing / Contact Provider	8/7/2010	6 hours
Can you Spare A Minute?	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
Peak Performance	L J Hooker	Ongoing / Contact Provider	8/7/2010	8 hours
L J Hooker Kick start	L J Hooker	Ongoing / Contact Provider	8/7/2010	8 hours
Building and Maintaining Business to Business Relationships	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
Maximise Your Income with Financial Services	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
Financial Services – Workshops	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours
The Road to Success with Financial Services	L J Hooker	Ongoing / Contact Provider	8/7/2010	8 hours
Management Skills Development Program	L J Hooker	Ongoing / Contact Provider	8/7/2010	8 hours
A Beginners Guide to Commercial Real Estate	L J Hooker	Ongoing / Contact Provider	8/7/2010	6 hours
Working Your Pipeline (Closed Training Session)	Petrusma & Partners	Ongoing	12/7/2010	2 hours
Sales Success	Roberts Limited	Ongoing	16/8/2010	8 hours
Blueprint Personal Development	Roberts Limited	Ongoing	16/8/10	5 hours
Commercial Real Estate Mastery	REIT	Ongoing / Contact provider	23/2/2010	7 hours
Conflict Resolution for Property Managers	REIT	Ongoing / Contact provider	23/2/2010	7 hours
Commercial Contracts	REIT	Ongoing / Contact provider	23/2/2010	4 hours
Terminating a Tenancy	REIT	Ongoing / Contact provider	23/2/2010	4 hours
Auction Academy General	REIT	Ongoing / Contact provider	23/2/2010	4 hours
Auction Academy Intermediate	REIT	Ongoing / Contact provider	23/2/2010	7 hours
Auction Academy Advanced	REIT	Ongoing / Contact provider	23/2/2010	7 hours
BSBCM401A Make a Presentation	REIT	Ongoing / Contact provider	23/2/2010	8 hours
BSBFIM501A Manage Budgets & Financial plans	REIT	Ongoing / Contact provider	23/2/2010	8 hours
BSBHRM402A Recruit, select and induct staff	REIT	Ongoing / Contact provider	23/2/2010	8 hours
BSBLED401A Develop teams and individuals	REIT	Ongoing / Contact provider	23/2/2010	8 hours
BSBMGT502A Manage people performance	REIT	Ongoing / Contact provider	23/2/2010	8 hours
BSBMGT515A Manage Operational plan	REIT	Ongoing / Contact provider	23/2/2010	8 hours
BSBWOR402A Promote team effectiveness	REIT	Ongoing / Contact provider	23/2/2010	8 hours

CPPDSM3017A Work in the strata/community management sector	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4002A Apply knowledge of state or territory legislative and regulatory framework to complete agency work	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4003A Appraise Property	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4004A Conduct Auction	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4005A Establish and build agency –client relationships	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4006A Establish and manage agency trust accounts	REIT	Ongoing / Contact provider	23/2/2010	4 hours
CPPDSM4007A Identify legal and ethical requirements of property management to complete work	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4008A Identify legal and ethical requirements of property sales to complete work	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4009A Interpret legislation to complete work	REIT	Ongoing / Contact provider	23/2/2010	4 hours
CPPDSM4010A Lease Property	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4011A List property for lease	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4012A List property for sale	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4013A Market property for lease	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4014A Market property for sale	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4015A Minimise agency and consumer risk	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4016A Monitor and manage lease or tenancy agreement	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4017A Negotiate effectively in property transactions	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4018A Prepare and present property reports	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4019A Prepare for auction and complete sale	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4020A Present at tribunals	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4021A Sell and finalise sale of rural property by private treaty	REIT	Ongoing / Contact provider	23/2/2010	8 hours

CPPDSM4022A Sell and finalise the sale of property by private treaty	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4029A Appraise business	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4030A Appraise rural property	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4036A Broker sale of industrial, commercial and retail property	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4046A Handle tenancy disputes	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4049A Implement maintenance plan for managed properties	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4050A Lease industrial, commercial and retail property	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4053A List business for sale	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4056A Manage conflict and disputes in the property industry	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4060A Negotiate sale and manage sale to completion to settlement	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4069A Promote and market listed business	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM4080A Work in the Real Estate Sector	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM5009A Coordinate risk management system in the property industry	REIT	Ongoing / Contact provider	23/2/2010	4 hours
CPPDSM5012A Develop a strategic business plan in the real estate industry	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM5018A Ensure a safe workplace in the property industry	REIT	Ongoing / Contact provider	23/2/2010	4 hours
CPPDSM5020A Manage and monitor effective client service in the real estate industry	REIT	Ongoing / Contact provider	23/2/2010	8 hours
CPPDSM5032A Manage the agency	REIT	Ongoing / Contact provider	23/2/2010	8 hours