



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](http://www.propertyagentsboard.com.au) and was last updated on 12 August 2010.

Training Provider	Contact phone	Contact person	Email/website
REIT	03 6223 4769	Mark Berry	<a href="mailto:training@reit.com.au">training@reit.com.au</a> <a href="http://www.reit.com.au">www.reit.com.au</a>
REIA	02 6282 4277		<a href="mailto:reia@reia.com.au">reia@reia.com.au</a> <a href="http://www.reia.com.au">www.reia.com.au</a>
KAPLAN Professional	1300 798 006	Kaye Fisher	<a href="mailto:kaye.fisher@kaplan.edu.au">kaye.fisher@kaplan.edu.au</a> <a href="http://www.kaplanprofessional.edu.au">www.kaplanprofessional.edu.au</a>
L J Hooker Closed Training Session	07 3435 1024	Michael Brown	<a href="mailto:mbrown@ljh.com.au">mbrown@ljh.com.au</a> <a href="http://www.ljhooker.com">www.ljhooker.com</a>
Raine & Horne (Tasmania) Pty Ltd Closed Training Session	03 6231 0000	Anthony Easter	<a href="mailto:Hobart@rhtas.com.au">Hobart@rhtas.com.au</a>
State Revenue Office	03 6233 6529		<a href="http://www.sro.tas.gov.au">www.sro.tas.gov.au</a>
BWIREC	07 3373 9891		<a href="http://www.bwirec.com.au">www.bwirec.com.au</a>

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
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
Appraisal Blitz (Closed Training Session)	Raine & Horne (Tas) Pty Ltd	April 2010	21/7/2010	4 hours
Life Profiling for Sales Consultants (Closed Training Session)	Raine & Horne (Tas) Pty Ltd	January 2010	21/7/2010	4 hours
National Conference for Raine & Horne (Closed Training Session)	Raine & Horne (Tas) Pty Ltd	August 2010	21/7/2010	8 hours
Pilling Systems	Pilling	23/2/2010	18/2/2010	7 hours
Pilling Systems	Pilling	29/4/2010-	1/4/2010	8 hours

		30/4/2010		
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
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
REIA National Conference	REIA	25/3/2010	23/2/2010	7 hours
Resort Brokers Sales Conference	Resort Brokers	27/5/2010		4 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
<b>CPPDSM4056A</b> 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 Provider	8/7/2010	6 hours
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	L J Hooker	Ongoing / Contact Provider	8/7/2010	3 hours

about Growth!” – Part 2				
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
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 /	23/2/2010	7 hours

		Contact provider		
<b>BSBCM401A</b> Make a Presentation	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>BSBFIM501A</b> Manage Budgets & Financial plans	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>BSBHRM402A</b> Recruit, select and induct staff	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>BSBLED401A</b> Develop teams and individuals	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>BSBMGT502A</b> Manage people performance	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>BSBMGT515A</b> Manage Operational plan	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>BSBWOR402A</b> Promote team effectiveness	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM3017A</b> Work in the strata/community management sector	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4002A</b> Apply knowledge of state or territory legislative and regulatory framework to complete agency work	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4003A</b> Appraise Property	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4004A</b> Conduct Auction	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4005A</b> Establish and build agency –client relationships	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4006A</b> Establish and manage agency trust accounts	REIT	Ongoing / Contact provider	23/2/2010	4 hours
<b>CPPDSM4007A</b> Identify legal and ethical requirements of property management to complete work	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4008A</b> Identify legal and ethical requirements of property sales to complete work	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4009A</b> Interpret legislation to complete work	REIT	Ongoing / Contact provider	23/2/2010	4 hours
<b>CPPDSM4010A</b> Lease Property	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4011A</b> List property for lease	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4012A</b> List property for sale	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4013A</b> Market property for lease	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4014A</b> Market property for sale	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4015A</b> Minimise agency and consumer risk	REIT	Ongoing / Contact provider	23/2/2010	8 hours

<b>CPPDSM4016A</b> Monitor and manage lease or tenancy agreement	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4017A</b> Negotiate effectively in property transactions	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4018A</b> Prepare and present property reports	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4019A</b> Prepare for auction and complete sale	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4020A</b> Present at tribunals	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4021A</b> Sell and finalise sale of rural property by private treaty	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4022A</b> Sell and finalise the sale of property by private treaty	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4029A</b> Appraise business	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4030A</b> Appraise rural property	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4036A</b> Broker sale of industrial, commercial and retail property	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4046A</b> Handle tenancy disputes	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4049A</b> Implement maintenance plan for managed properties	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4050A</b> Lease industrial, commercial and retail property	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4053A</b> List business for sale	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4056A</b> Manage conflict and disputes in the property industry	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4060A</b> Negotiate sale and manage sale to completion to settlement	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4069A</b> Promote and market listed business	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM4080A</b> Work in the Real Estate Sector	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM5009A</b> Coordinate risk management system in the property industry	REIT	Ongoing / Contact provider	23/2/2010	4 hours
<b>CPPDSM5012A</b> Develop a strategic business plan in the real estate industry	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM5018A</b>	REIT	Ongoing /	23/2/2010	4 hours

Ensure a safe workplace in the property industry		Contact provider		
<b>CPPDSM5020A</b> Manage and monitor effective client service in the real estate industry	REIT	Ongoing / Contact provider	23/2/2010	8 hours
<b>CPPDSM5032A</b> Manage the agency	REIT	Ongoing / Contact provider	23/2/2010	8 hours