

STAFF-IN-CONFIDENCE (WHEN COMPLETE)

## Enrolment Form

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

Please complete the following form in full and return.

If you have any questions please contact our Student Manager or visit our website at : **www.reint.com.au**

**Phone:** +618 8981 8905

**Post:** GPO Box 3869 | Darwin | NT | 0801

**Email:** students@reint.com.au

### Section 1 – Personal Details *(Please choose by placing an X in the boxes that apply to you)*

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	Date of Birth:		

### Section 2 – Identification

Have you previously completed a course with REINT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Previous Course Name		
<b>Unique Student Identifier (USI)</b>		
REINT is required by law to verify your <b>Unique Student Identifier (USI)</b> before we can issue certification.		
Do you have a USI?	<input type="checkbox"/> Yes	Your USI No. <input type="text"/>
** Obtaining your USI?	<input type="checkbox"/> No <input type="checkbox"/> I will obtain my own USI from <a href="http://www.usi.gov.au/">http://www.usi.gov.au/</a> . I understand that any delay in supplying my USI to REINT may result in a delay in course participation and certification.	
<b>Provide at least ONE form of ID (e.g. Driver's License) (Must be certified copy)</b>		
ID Type:		
ID #:		
Is ID certified by (JP, Commissioner of Oaths or at Post Office (Admin to sign):		
<b>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>		

**Section 3 – Qualification / Course Details**

I wish to enrol in the following course:

Qualification / Course Name:	<input type="checkbox"/> CPP40307 – Cert IV in Property Services (Real Estate)	
	<input type="checkbox"/> CPP50307 – Diploma in Property Services (Agency Management)	
Delivery Mode & Commencement :	<input type="checkbox"/> Classroom	Date:
	<input type="checkbox"/> Correspondence	Time:
	<input type="checkbox"/> Online	Location:
	<input type="checkbox"/> Workplace – Based	
	<input type="checkbox"/> Assessment Only (RPL)	

**Section 4 – Contact Details**

**Personal Contacts**

Phone: (Home)		Mobile:	
Email:			
<b>Residential Address:</b>			
Address:			
Suburb:		State:	
		Postcode:	
<b>Mailing Address (if different to residential address):</b>			
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 – Marketing Feedback**

<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	<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
Other :		
<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	<input type="checkbox"/> Industry Body / Regulator <input type="checkbox"/> Employer <input type="checkbox"/> Work Colleague <input type="checkbox"/> Family / Friend <input type="checkbox"/> REINT
Other :		

**Section 7 - Payment**

<b>Responsibility for Payment</b>	<input type="checkbox"/> Student (myself) <input type="checkbox"/> My Employer <input type="checkbox"/> My Parent / Guardian	<input type="checkbox"/> Other: (Please identify)
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**COURSE FEE STRUCTURE**

<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 \$150.00 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>If while studying the Cert IV Course a non-member is employed by one of the REINT's members the cost of the remaining course will revert to the member price.</li> </ul>	<p><b>Introductory Course :</b>                      A non-refundable Administration Fee of \$150.00 is included in the course. This course must be paid in a single instalment.</p>	<b>Payment</b>	<b>REINT MEMBER PRICE</b>	<b>NON-MEMBER PRICE</b>	
			1	\$475.00	\$690.00
			<b>Total</b>	\$475.00	\$690.00
		<p><b>Cert IV Course (option 1: for students who have completed the Introductory Course)</b>                      This course is payable in 3 Payments. As this option is available to only students who have completed the Introductory Course, the non-refundable Admin Fee is waived.</p>	<b>Payment</b>		
			1	\$575.00	\$990.00
			2	\$1500.00	\$1500.00
			3	\$1500.00	\$1500.00
			<b>Total</b>	<b>\$4050.00</b>	<b>\$4680.00</b>
		<p><b>Complete Cert IV Course (option2: for students who have NOT completed the Introductory Course)</b>                      This course is payable in 3 payments. A non-refundable Administration Fee of \$150.00 is included in this course fee.</p>	<b>Payment</b>		
			1	\$1050.00	\$580.00
			2	\$1500.00	\$1100.00
			3	\$1500.00	\$1500.00
			4		\$1500.00
			<b>Total</b>	<b>\$4050.00</b>	<b>\$4680.00</b>
		<p><b>Diploma (option 1: for students who have completed the Cert IV Course)</b>                      This is payable in two payments. A non – refundable Admin Fee of \$150.00 is included in the course fee</p>	<b>Payment</b>		
		1	\$850.00	\$930.00	
		2	\$700.00	\$930.00	
		<b>Total</b>	<b>\$1550.00</b>	<b>\$1860.00</b>	
	<p><b>Complete Diploma (option1: for students who have NOT completed the Cert IC Course)</b>                      This course is payable in 4 payments. A non-refundable Admin Fee of \$150.00 is included in the course fee.</p>	<b>Payment</b>			
		1	\$1200.00	\$940.00	
		2	\$1400.00	\$1100.00	
		3	\$1500.00	\$1500.00	
		4	\$1500.00	\$1500.00	
		5		\$1500.00	
		<b>Total</b>	<b>\$5600.00</b>	<b>\$6540.00</b>	



<b>D.</b>	<b>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) – eg: 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"/> Well	<input type="checkbox"/> Minimal <input type="checkbox"/> Not at all
<b>E.</b>	<b>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.</b>	<b>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.</b>	<b>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"/> 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
	<input type="checkbox"/> Other: (Please identify)		

### 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:

<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.
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Section 9 –Client Enrolment and Policy Acceptance Declaration	
<p>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 / Territory Government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.</p>	
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.	
<p><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.</p>	
<p><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.</p>	
<p><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.</p>	
<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>	/ /

**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 \_\_\_\_\_

<b>Admin Use Only</b>							
<b>Client Name :</b>							
<b>Course Enrolled :</b>							
<b>LLN Assessment completed :</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>	/ /	<b>Initial:</b>	
<b>Enrolment processed in SMS :</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>	/ /	<b>Initial:</b>	
<b>Client File Created :</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>	/ /	<b>Initial:</b>	
<b>Invoice Raised :</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>	/ /	<b>Initial:</b>	

<b>Invoice Sent :</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>	/ /	<b>Initial:</b>	
<b>Confirmation Letter Sent :</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>	/ /	<b>Initial:</b>	
<b>Training &amp; Assessment Resources Sent</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>	/ /	<b>Initial:</b>	
<b>Trainer / Assessor Advised :</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>	/ /	<b>Initial:</b>	
<b>Client Induction Completed :</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>	/ /	<b>Initial:</b>	



**Units of Competency required for Certificate IV in Property Services (Real Estate).**

	<b>Code</b>	<b>Title</b>
1	CPPDSM3008A	Maintain and protect condition of managed properties
2	CPPDSM3017A	Work in the strata/community management sector
3	CPPDSM4003A	Appraise Property
4	CPPDSM4005A	Establish and build client-agency relationships
5	CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work
6	CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work
7	CPPDSM4009B	Interpret legislation to complete agency work
8	CPPDSM4010A	Lease property
9	CPPDSM4011A	List property for lease
10	CPPDSM4012A	List property for sale
11	CPPDSM4013A	Market property for lease
12	CPPDSM4014A	Market property for sale
13	CPPDSM4015B	Minimise agency and consumer risk
14	CPPDSM4016A	Monitor and manage lease or tenancy agreement
15	CPPDSM4017A	Negotiate effectively in property transactions
16	CPPDSM4019A	Prepare for auction and complete sale
17	CPPDSM4020A	Present at tribunals
18	CPPDSM4022A	Sell and finalise the sale of property by private treaty
19	CPPDSM4046A	Manage tenancy disputes
20	CPPDSM4049A	Implement maintenance plan for managed property
21	CPPDSM4050A	Lease industrial, commercial and retail property
22	CPPDSM4056A	Manage disputes and conflicts in the property industry
23	CPPDSM4060A	Negotiate sale and manage sale through to completion or
24	CPPDSM4080A	Work in the real estate industry
<b>Extra units of Competency required for Diploma in Property Services (Agency Management)</b>		
<b>25</b>	<b>CPPDSM4006A</b>	<b>Establish and maintain trust accounts</b>
<b>26</b>	<b>CPPDSM5012A</b>	<b>Develop a strategic business plan</b>
<b>27</b>	<b>BSBHRM405A</b>	<b>Recruit, select and induct staff</b>
<b>28</b>	<b>BSBFIM501</b>	<b>Manage budgets and financial plans</b>