

Approved Provider - Delivery of Compulsory Learning Topics Application Form

This application is for entities seeking approval to deliver the compulsory learning topics under the CPD Requirements for the property industry.

Entities seeking approval by the Secretary must demonstrate:

- a commitment to improving the capabilities of licence holders to achieve compliance with their responsibilities under the Act;
- an ability to deliver the nominated annual topics to a high standard;
- the learning is delivered at a reasonable cost; and
- the learning is accessible to industry participants across NSW.

Entities must also agree to comply with the *Continuing Professional Development (CPD) Conditions of Approval (Conditions)*.

For further information regarding the requirements for approval, please read the Approved Provider Guidelines (Guidelines).

Period of Approval

Approval is provided for a period of three CPD years (unless the applicant specifies a lesser period) and will expire at the end of the third CPD year. Approval can be revoked by the Commissioner for Fair Trading at any time.

Applications may be submitted at any time.

Lodgement

Completed forms are to be submitted via email to REandP@customerservice.nsw.gov.au.

PART 1 – APPLICANT DETAILS

A. Organisation Details			
1. Organisation Name			
2. Organisation Type <i>Please outline the function of your organisation</i>			
3. Year established		ACN or ABN	
	<i>Please attach a copy of your company extract and/or business name registration</i>		
4. ASQA registration number If applicable			

B. Contact Details

Contact Person

Please provide contact details for a person for any correspondence or enquiries from Fair Trading in relation to this application.

1. Name	
2. Position	
3. Email Address	
4. Telephone	

Organisation Details for Fair Trading Website

If your application is approved, information about the availability of your organisation's delivery of compulsory CPD topics will be published on Fair Trading's website. Please provide the following organisation details for publication (subject to your consent under Part 4 of this application).

1. Email Address	
2. Phone Number	

PART 2 - DELIVERY

A. Delivery of Compulsory Learning Topics

Please provide details of the topics you intend to deliver.

Please note: approved applicants will be required to update this information each CPD year.

Topic	Delivering Yes/No	Channels for Delivery	Locations	Participant Fees
Real Estate Reforms				
Rules of Conduct				
Risk Management				

B. Sub-Contracting

Do you intend to sub-contract the development, delivery or assessment of the compulsory learning topic/s your organisation intends to deliver?

Yes

No

If Yes, please provide details of the organisation/person who will be sub-contracted. Please outline the sub-contracted organisation's/person's qualifications or experience, the services/functions to be provided and your organisation's quality control process.

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PART 3 – CAPABILITY

A. Organisational Capability

Please provide a summary outlining your organisation's capability to deliver compulsory learning topics in accordance with the Guidelines and Conditions. (200 word limit)

B. Complaint Handling

Please outline your organisation's complaint handling policy procedures. Alternately, please attach a copy of any policy or procedure.

C. Fraud Prevention

Please outline your organisation's fraud prevention procedures. Alternately, please attach a copy of any policy or procedure.

PART 4 – CONSENT

If approved as a provider of compulsory learning topics under the CPD Requirements, I consent to:

Delivering topics in compliance with the CPD Requirements, Approved Provider Guidelines and Continuing Professional Development (CPD) Conditions of Approval; and

Fair Trading publishing on its website the organisation name, email address, contact phone number and topics to be delivered.

Name	
Position	
Signature	

Privacy information

The Privacy and Personal Information Protection Act 1998 (the PPIP Act) outlines how NSW public sector agencies manage personal information. Fair Trading, as a public sector agency that holds personal information, must not disclose personal information to a person (other than the individual to whom the information relates) unless:

- a) the disclosure is directly related to the purpose for which the information was collected, and the agency disclosing the information has no reason to believe that the individual concerned would object to the disclosure, or*
- b) the individual concerned is reasonably likely to have been aware, or has been made aware in accordance with section 10 of the PPIP Act, that information of that kind is usually disclosed to that other person or body, or*
- c) the agency believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person, or*
- d) the disclosure is permitted or required by an Act, including an Act of the Commonwealth, or any other law.*