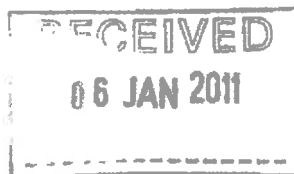




Ms Sweden Jade Harley-Riddell
Director
Professional Real Estate Training Pty Ltd
PO Box 978
INDOOROOPILLY QLD 4068



Dear Ms Harley-Riddell

Approval of renewal of registration

I am pleased to advise that your organisation's application for renewal of registration has been approved. State and national systems have now been updated to reflect the approval of the application. A Certificate of Registration and an Organisation Detail Report listing your organisation's scope of registration is attached. You can also view these details on the National Training Information Service: www.ntis.gov.au. Should you identify any discrepancies with these details, please contact Registration Services immediately on the number listed below.

Registration requirements

Throughout the term of registration, your organisation is required to comply with the requirements of the *Vocational Education, Training and Employment Act 2000*, including the conditions of registration and policies set down by the Training and Employment Recognition Council (the Council). The Council's registration policies are published on the department's website: <http://www.training.qld.gov.au/training-organisations/registration-audit/legislation.html>

It should be noted that a certificate of registration is granted to a legal entity (business or natural person), based upon the entity's demonstrated ability to meet the requirements of the AQTF. While a business may be bought or sold, a certificate of registration cannot be transferred, sold or otherwise assigned to another legal entity. If in the future, you are considering selling your business or changing its legal entity, you should contact Registration Services to understand the impact of your intended actions upon your organisation's certificate of registration.

It is also essential to maintain a current scope of registration at all times. This requires your organisation to comply with the Council's *Policy on transition requirements and maintaining current scope of registration*. To comply with the policy, your organisation must register for reviewed training package qualifications within 12 months of the date of publication on NTIS and ensure that your organisation implements arrangements for all students to transition to new qualifications or complete their studies in superseded qualifications or courses within the transition period. A fact sheet explaining your organisation's obligations is attached.

Compliance with registration policies will be reviewed by the department throughout the life of registration.

Should you have any questions concerning your organisation's registration, please contact Registration Services by phone: 07 3227 8808 or 1300 369 935, or by email: registrationservices@deta.qld.gov.au

Yours sincerely



KERRY DAVEY
Manager
Registration Services
Training and International Quality

23/10/10

Education House
30 Mary Street Brisbane
Queensland 4000 Australia
LMB 527 Brisbane
Queensland 4001 Australia

Website: www.deta.qld.gov.au

ABN 54 468 876 879

Scope of Registration

Professional Real Estate Training Pty Ltd

Registered From 09-JAN-2011 To 08-JAN-2016

National Code: 31303

Street Address 67 Jilba StreetABN: 53143162627GST Registered: Suburb INDOOROPILLYState QLD Postcode 4068Postal Address PO Box 978Suburb INDOOROPILLYState QLD Postcode 4068Chief Executive Title Ms First Name Sweden Jade
OfficerLast Name Harley-RiddellPosition DirectorPhone (07) 3878-8513Fax (07) 3878-7746E-Mail Address mark@pret.com.auWeb Page Address http://www.pret.com.auDay-to-Day Contact Mr Mark Riddell Phone (07) 3878-8513Product/Service Type Training delivery, assessment and issue of qualifications Fax (07) 3878-7746**Training Package**

| Code | Name |
|-------|------------------------------------|
| CPP07 | Property Services Training Package |

— End Of Report —

The Queensland Government disclaims all responsibility (including without limitation, liability in negligence) for all expenses, losses, damages and cost you might incur as a result of the information being inaccurate or incomplete in any way, for any reason.

System: VET Accreditation and Registration System Version V8.02
Environment: Production



31303 - Professional Real Estate Training Pty Ltd

Legal Name Professional Real Estate Training Pty Ltd

Address: 67 Jilba Street

Postal Address:

PO Box 978

INDOOROPILLY Qld 4068

INDOOROPILLY Qld 4068

Status: Active

Daily Contact: Mr Mark Riddell

Type: Education Centre: Private RTO

Responsible Person: Ms Sweden Jade Harley-Riddell (Director)

ABN: 53143162627

Registration From: 09-Jan-2006 to 08-Jan-2016

Phone: 0738788513

Website: <http://www.pret.com.au>

REGISTERED TRAINING PACKAGES

CPP07 Property Services Training Package



31303 - Professional Real Estate Training Pty Ltd

Training Products Registered for Full Delivery

| Code | Title | Registered From | Registered To | Assessment type |
|---|---|-----------------|---------------|-------------------------|
| CPP07 Property Services Training Package | | | | |
| CPP40307 | Certificate IV in Property Services (Real Estate) | 29-Sep-2008 | 08-Jan-2016 | Training and Assessment |

Registrations for Explicitly Included Competencies Only

Registered modules or competencies listed beneath the course/qualification title.

| Code | Title | Registered From | Registered To |
|------|-------|-----------------|---------------|
|------|-------|-----------------|---------------|

National Training Information Service.

- The RTO's senior officers and directors or substantial shareholders who are in a position to influence the management of the organisation must satisfy fit and proper person requirements unless these requirements have already been met through other legislative provisions.
[These are the people identified in section 2.1 of the RTO 1(b) form. Each of these people has completed and declared the RTO 4 form - Fit and proper person requirements declaration.]
- The RTO must also explicitly demonstrate how it ensures the decision making of senior management is informed by the experiences of its trainers and assessors.

Condition 2 – Interactions with the Registering Body

At time of audit: **Compliant**

Description of evidence sighted:

- Completed quality indicator data forms were provided.
- A fax notifying the department of changes to the legal name of the organisation was submitted.
- A copy of an RT03 was provided that demonstrated the organisation notifies the department of changes to contact details as they occur.
- The organisation submitted a business plan for 2010 - 2014 that contained statements regarding the projected income and expenses.
- Minutes from management reviews were provided demonstrating that the Manager conducts regular checks on the state of the business.
- The policies and procedures of the organisation outlined how the organisation will maintain records in accordance with the department's retention policy including returning records to the department and maintenance of records for thirty years.
- The organisation provided a financial statement issued by Winn Stone Accountants verifying that the organisation is in a sound financial position.

Evidence checklist:

| Evidence provided confirms: | Y | N |
|---|-------------------------------------|--------------------------|
| ▪ The RTO's Chief Executive must ensure that the RTO cooperates with its registering body: | | |
| a. in the conduct of audits and in the monitoring of its operations | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. by providing accurate and timely data relevant to measures of its performance | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. by providing timely information about significant changes to its operations | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| d. by providing timely information about significant changes to its ownership | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| e. in the retention, archiving, retrieval and transfer of records consistent with its registering body's requirements | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| f. by providing a statement demonstrating its financial viability, and/or its annual financial statements, and/or a business plan on request of the registering body. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Condition 3 – Compliance with Legislation

At time of audit: **Compliant**

Description of evidence sighted:

- The organisation provided a student/staff handbook that contained information on the legislation pertaining to training and





assessment within the real estate industry.

- A copy of the law manual containing legislation referring to appropriate legislation was provided.
- An extract from the policies and procedures for the organisation was provided that contained legislation details.

Evidence checklist:

| Evidence provided confirms: | Y | N |
|---|-------------------------------------|--------------------------|
| ▪ The RTO must comply with relevant Commonwealth, State or Territory legislation and regulatory requirements that are relevant to its operations and scope of registration. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ It ensures its staff and clients are fully informed of these requirements that affect their duties or participation in vocational education and training. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Condition 4 - Insurance

At time of audit: Compliant

Description of evidence sighted:

- Details of public liability insurance are as follows:
 - Insurer: Vero Insurance Limited
 - Policy No: SMX010739426
 - Value: \$10,000,000
 - Expiry date: 13/12/2010

Evidence checklist:

| Evidence provided confirms: | Y | N |
|--|-------------------------------------|--------------------------|
| ▪ The RTO must hold insurance for public liability throughout its registration period. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Condition 5 - Financial Management

At time of audit: Compliant

Description of evidence sighted:

- The organisation provided a financial statement issued by Winn Stone Accountants verifying that the organisation is in a sound financial position.
- The website outlines the cost for each real estate licence offered by the organisation.
- The organisation does not plan to collect not more than \$1000.00 in advance.
- The student handbook outlines the fees to be charged plus the refund available if the student cancels prior to commencing study with the organisation. All costs are outlined in the student handbook including administration and material costs.
- The organisation has outlined its refund policy within its student handbook.
- The student handbook outlines the costs to be incurred for re-issuance of a qualification or statement of attainment.
- Students are guaranteed in writing that sufficient support will be offered to them to insure that students will be able to complete their studies with the organisation.

Evidence checklist:

| Evidence provided confirms: | Y | N |
|---|-------------------------------------|--------------------------|
| ▪ The RTO must be able to demonstrate to its registering body, on request, that it is financially viability at all times during the period of its registration. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ The RTO must provide the following fee information to each client: <ul style="list-style-type: none"> a) The total amount of all fees including course fees, administration fees, materials fees and any other | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

charges

- b) Payment terms, including the timing and amount of fees to be paid and any non-refundable deposit/administration fee
- c) The nature of the guarantee given by the RTO to complete the training and/or assessment once the student has commenced study in their chosen qualification or course
- d) The fees and charges for additional services, including such items as issuance of a replacement qualification testamur and the options available to students who are deemed not yet competent upon completion of training and assessment, and
- e) The organisation's refund policy.

Does the organisation collect fees in advance from students?

- Yes – continue No – bypass next dot point

Evidence provided confirms how, after 3 January 2011:

- Where the RTO collects fees in advance it must ensure it complies with one of the following options:
- Cross which option is nominated on application**
- Option 1 – The RTO is administered by a state, territory or commonwealth government agency, or
Option 2 – The RTO holds current membership of an approved Tuition Assurance Scheme, or
[Option not currently possible]
 - Option 3 – The RTO may accept payment of no more than \$1000 from each individual student prior to the commencement of the course. Following course commencement, the RTO may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500, or
 - Option 4 – The RTO holds an unconditional financial guarantee from a bank operating in Australia for no less than the full amount of funds held by the RTO which are prepayments from students (or future students) for tuition to be provided by the RTO to those students, or
 - Option 5 – The RTO has alternative fee protection measures of equal rigour approved by the registering body.
[A description of the alternative measures proposed must be provided and accompanied by a comprehensive explanation demonstrating how the proposed measures are of a rigour equal to Options 1 – 4.]
 - RTO cannot yet demonstrate compliance with the fees paid in advance option as awaiting advice from NQC regarding what constitutes an approved Tuition Approval Scheme.

Evidence provided confirms:

- The RTO must have its accounts certified by a qualified Accountant to Australian Accounting Standards at least annually, and provide the certificate to its registering body on request. If the registering body reasonably deems it necessary, the chief executive must provide a full audit report on the RTO's financial accounts from a qualified and independent accountant.

Condition 6 – Certification & Issuing of Qualifications & Statements of Attainment

At time of audit: Compliant

Description of evidence sighted:

- A sample statement of attainment and qualification was supplied that contained the NRT logo and national provider number.



- The organisation provided copies of its quality indicator data demonstrating that it supplies regular data reports regarding student outcomes.
- A policy and procedure clearly stated that the organisation will maintain student records for thirty years and if the organisation should close down it will return records to the State Training Authority within the given timeframe.
- The organisation provided quotes for various AVETMISS compliant software and plans to purchase appropriate software prior to the implementation of the AVETMISS software requirement.

Evidence checklist:

| Evidence provided confirms: | Y | N |
|--|---|---|
| <ul style="list-style-type: none"> ▪ The RTO must issue to persons whom it has assessed as competent in accordance with the requirements of the Training Package or accredited course, a qualification or statement of attainment (as appropriate) that: <ul style="list-style-type: none"> a. meets the Australian Qualifications Framework (AQF) requirements <input checked="" type="checkbox"/> <input type="checkbox"/> b. identifies the RTO by its national provider number from the National Training Information Service <input checked="" type="checkbox"/> <input type="checkbox"/> c. includes the Nationally Recognised Training (NRT) logo in accordance with the current conditions of use. <input checked="" type="checkbox"/> <input type="checkbox"/> ▪ The RTO must retain client records of attainment of units of competency and qualifications for a period of 30 years. <input checked="" type="checkbox"/> <input type="checkbox"/> ▪ The RTO must have a student records management system in place that has the capacity to provide the registering body with AVETMISS compliant data. <input checked="" type="checkbox"/> <input type="checkbox"/> [Evidence required to demonstrate how the RTO plans to comply by 3 January 2011] • The RTO must provide returns of its client records of attainment of units of competency and qualifications to its registering body on a regular basis, as determined by the registering body. <input checked="" type="checkbox"/> <input type="checkbox"/> ▪ The RTO must meet the requirements for implementation of a national unique student identifier. <input type="checkbox"/> <input type="checkbox"/> [Not required until implementation plan is published on www.training.com.au] | | |

Condition 7 – Recognition of Qualifications Issued by Other RTOs

At time of audit: Compliant

Description of evidence sighted:

- The organisation has policies and procedures stating that the organisation will recognise qualifications and statements of attainment issued by other registered training organisation.
- The organisation provided two copies of qualifications from which student were granted credit transfer and RPL.

Evidence checklist:

| Evidence provided confirms: | Y | N |
|--|---|---|
| <ul style="list-style-type: none"> ▪ The RTO recognises the AQF Qualifications and Statements of Attainment issued by any other RTO. <input checked="" type="checkbox"/> <input type="checkbox"/> | | |

Condition 8 – Accuracy and Integrity of Marketing

At time of audit: Compliant

Description of evidence sighted:

- The website of the organisation clearly sets out the costs of all qualifications and statements of attainment offered by the organisation.
- The NRT logo is used appropriately on all documentation sighted including on the statement of attainment and qualification...
- The organisation does not disclose learner results to a third party.





| Evidence checklist: | | |
|---|-------------------------------------|--------------------------|
| Evidence provided confirms: | Y | N |
| <ul style="list-style-type: none"> The RTO must ensure that its marketing and advertising of AQF qualifications to prospective clients is ethical, accurate and consistent with its scope of registration. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> The NRT logo must be employed only in accordance with its conditions of use. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Condition 9 – Transition to Training Packages/Expiry of Accredited Courses

At time of audit: **Compliant**

- Description of evidence sighted:**
- The organisation provided policies and procedures stating that it would transition to the appropriate training package within the given timeframe. The application forms provided supported this statement.
 - Minutes of a staff meeting demonstrated that the transition from the PRD01 package to the CPP package had been discussed.
 - Current marketing materials demonstrate that the organisation is training and assessing the current training package.

| Evidence checklist: | | |
|---|-------------------------------------|--------------------------|
| Evidence provided confirms: | Y | N |
| <ul style="list-style-type: none"> The RTO must manage the transition from superseded Training Packages within 12 months of their publication on the National Training Information Service. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> The RTO must also manage the transition from superseded accredited courses so that it delivers only currently endorsed Training Packages or currently accredited courses. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |



Ms Sweden Jade Harley-Riddell
Director
Professional Real Estate Training Pty Ltd, PRET Australia
PO Box 978
INDOOROOPILLY QLD 4068

02 JUL 2012

Dear Ms Harley-Riddell

Approval of extension to scope of registration

I am pleased to advise that your organisation's application to extend its scope of registration has been approved. A report listing the qualifications and/or courses approved as part of the application is attached. State and national registers have been updated to reflect the approval. You can also view these registration details on the national register at www.training.gov.au (TGA). Should you identify any discrepancies with these details, please contact our office immediately on the number listed below.

Registration requirements

Throughout the term of registration, your organisation is required to comply with the requirements of the *Vocational Education, Training and Employment Act 2000*, including the conditions of registration and policies set down by the Training and Employment Recognition Council (the Council). The Council's registration policies are published on the department's website:

<http://www.training.qld.gov.au/training-organisations/registration-audit/legislation.html>

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It is also essential to maintain a current scope of registration at all times. This requires your organisation to comply with the Council's Policy on *transition requirements and maintaining current scope of registration*. To comply with the policy, your organisation must register for reviewed training package qualifications within 12 months of the date of publication on TGA and ensure that your organisation implements arrangements for all students to transition to new qualifications or complete their studies in superseded qualifications or courses within the transition period. A fact sheet explaining your organisation's obligations is attached.

Compliance with registration policies will be reviewed by the department throughout the life of registration.

Should you have any questions concerning your organisation's registration, please contact Registration Services by phone: 07 3222 2775 or 1300 369 935, or by email: registrationservices@det.qld.gov.au

Yours sincerely


STACEY ROLSTON
A/Manager
Registration Services
Training and International Quality
291612

Education House
30 Mary Street Brisbane
Queensland 4000 Australia
LMB 527 Brisbane
Queensland 4001 Australia

Website: www.det.qld.gov.au

ABN 54 456 676 679



Selected Course Registration Details

Professional Real Estate Training Pty Ltd, PRET Australia

| Course | Delivery Type | Registered From | Registered To |
|---|---------------|-----------------|---------------|
| BSB30407 Certificate III in Business Administration | Full | 19-Jun-2012 | 08-Jan-2016 |

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System: VET Accreditation and Registration System Version V8.02
Environment: Production





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Director
Professional Real Estate Training Pty Ltd, PRET Australia
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02 JUL 2012

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Yours sincerely


STACEY ROLSTON
A/Manager
Registration Services
Training and International Quality
281 6112

Education House
30 Mary Street Brisbane
Queensland 4000 Australia
LMB 527 Brisbane
Queensland 4001 Australia

Website: www.deta.qld.gov.au

ABN 54 456 676 679



Selected Course Registration Details

Professional Real Estate Training Pty Ltd, PRET Australia

| Course | Delivery Type | Registered From | Registered To |
|--|---------------|-----------------|---------------|
| BSB40507 Certificate IV in Business Administration | Full | 19-Jun-2012 | 08-Jan-2016 |

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System: VET Accreditation and Registration System Version V8.02
Environment: Production



Queensland Government
Department of Employment and Training

