

Approved CPD provider

Delivery of continuing professional development under the
Real Estate and Business Agents Act 1978 and *Settlement Agents Act 1981*

Application form

Information for applicants

This application is for entities seeking approval to deliver continuing professional development (CPD) activities for the real estate and settlement industries.

A person seeking approval from the Commissioner for Consumer Protection (the Commissioner) to deliver CPD activities must demonstrate:

- a strong property services subject matter delivery history;
- a record of training excellence in property services;
- a commitment to improving the capabilities of licence holders and registered agents to achieve compliance with their responsibilities under legislation and the objectives of the compulsory CPD regime; and
- a framework to deliver CPD activities to a high standard showing how training is to be delivered (whether interactive, online or other) and how the qualifications and expertise of individual employees will be relevant to the property sector.

A person must also agree to comply with the CPD Conditions of Approval (the Conditions).

Period of approval

For all applicants, approval is provided for a period of three calendar years (maximum) from the date of approval by the Commissioner.

Providers whose approval is at risk will be contacted by Consumer Protection.

Approval can be revoked by the Commissioner at any time.

How to lodge

Completed forms are to be submitted via email to CPD@lgirs.wa.gov.au.

1. Applicant details

Organisation name: _____

Organisation type (please outline the function of your organisation):

Year established: _____

ACN or ABN: _____

Are you a Registered Training Organisation: Yes No

Registration number (if applicable): _____

2. Contact details

Contact person

Please provide contact details for any correspondence or enquiries from Consumer Protection in relation to this application.

Title: _____

Given name(s): _____

Family/surname: _____

Position: _____

Daytime telephone number: _____

Mobile number: _____

Email address: _____

Organisation details for publication

If your application is approved, information about the availability of your organisation's delivery of CPD activities will be published on the Consumer Protection website. Please provide the following organisation details for publication (subject to your consent under Part 5 of this application).

Email address: _____

Daytime telephone number: _____

Mobile number: _____

Website: _____

3. Delivery

Please indicate which sector you are seeking approval to deliver training in:

☐

Real estate and business agents

☐

Settlement agents

Please provide details of the CPD activities you intend to deliver.

Subject (i.e. legal requirements, ethics or professional responsibility, professional skills)	Topic (i.e. topics must be from the approved list)	Channels for delivery (i.e. online or in-person)	Location(s) (i.e. place from where training will be delivered)

4. Capability

A. Organisational capability

Please provide a summary of the following:

- history of training delivery related to the property services industry, particularly over the past 12 months;
- capability and history of training delivery over the past 12 months in the following formats:
 - face to face learning in an interactive environment;
 - interactive webinars or similar; and
 - other relevant training formats.
- how your training will improve the capabilities of licence holders to achieve compliance with their responsibilities under the *Real Estate and Business Agents Act 1978* and/or *Settlement Agents Act 1981*;
- and experience and qualifications of employees involved in training development and delivery.

B. Training framework

Please outline your organisation's proposed training delivery framework, including:

- how the CPD activities will be developed by your organisation;
- how quality training will be guaranteed; and
- how training will be delivered.

C. Fraud prevention

Please outline how your organisation will comply with the fraud prevention requirements of the Conditions of Approval. Please attach a copy of any policy or procedure.

5. Consent

If approved as an approved provider of CPD activities, I agree to and declare that I will:

- deliver CPD activities in compliance with approved CPD provider guidelines,
- comply with the Conditions of Approval; and
- allow for publication of my organisation's details as it relates to CPD training delivery (including organisation name, email address and contact number) on the Consumer Protection website.

Title: _____

Given name(s): _____

Family/surname: _____

Position: _____

Signature: _____

Date signed (DD/MM/YYYY) _____

Privacy statement

The Department of Local Government, Industry Regulation and Safety follows the best practice guidelines of the Privacy Commissioner. Please refer to our Privacy Statement at www.wa.gov.au/organisation/departments/departments-of-local-government-industry-regulation-and-safety/privacy-policy-lgirs for information about general website privacy. The information you have provided will not be disclosed to other parties unless:

- we are required to do so by law; and
- you have provided your consent.

You can (subject to permitted exceptions) access your personal information by contacting the Department of Local Government, Industry Regulation and Safety's Consumer Protection Division on 1300 30 40 54.

Department of Local Government, Industry Regulation and Safety

www.lgirs.wa.gov.au

Consumer Protection Division

Gordon Stephenson House
Level 2/140 William Street Perth Western Australia 6000
Locked Bag 14 Cloisters Square Perth WA 6850

Call: 1300 30 40 54 Email: consumer@lgirs.wa.gov.au
www.consumerprotection.wa.gov.au



Disclaimer: The information contained in this form is provided as general information and a guide only. It should not be relied upon as legal advice or as an accurate statement of the relevant legislation provisions. If you are uncertain as to your legal obligations, you should obtain independent legal advice.

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