



NSW ANNUAL TRAINING PLAN CUSTOMISATION FOR 2023 -2024 CPD YEAR AND/ OR 2024- 2025 CPD YEAR



ANNUAL TRAINING PLAN NOW REQUIRED

About the Annual Training Plan

From 23 March 2023 every Licensee in Charge must prepare a 12-month written training plan for the CPD year outlining how they are providing:

1. Compulsory CPD for Class 1 & Class 2 Agents
2. A plan for your Assistant Agents training i.e. the three (3) units of the Licence course they must do as a minimum each CPD year
Note: it would be a good idea to break them down by person as everyone will be at a different stage of completing the required 18 units.
3. Record relevant elective training the team is attending.
4. A record of when the staff member joined your organisation – *if you are using the RMC supervision guidelines – that is covered in your Staff register.*
5. This plan must be reviewed and updated each year and we suggest monthly.

Purpose

The purpose of mandating a training plan is to ensure all agency Principals and Lic in Charge's are thinking about the training needs of their business. Planning for and documenting the professional development of all property and stock agents is an

important step towards a more trusted, empowered and accountable property services sector.

Template

NSW Fair Trading has provided a complex template as a minimum standard

Remember

Clause 8.2 of the Supervision Guidelines state that the Licensee in Charge is responsible to ensure that all staff complete the necessary CPD training.

As always, at Real Mastery Consulting we strive to make compliance a little bit easier and as such, for a small investment, we are offering the service of customising the training plan for your office and team.

The Investment (which includes gst)

0-5 team members:	\$599
5-10 team members:	\$899
Over 10 staff:	Ask us for a quote

To book a time for a chat with our General Manager

Charmaine Potts phone or email:

Phone: 0452 420 431

Or Email: cpotts@realmastery.com.au

OR to start the process complete the payment form for

Enquires contact: 0452 420 431 Charmaine Potts

IMPORTANT you must keep training plans for a minimum 3 years

REAL MASTERY CONSULTING

FRANCHISING ● TRAINING ● COACHING

Payment Authorisation Form [NSW FAIR TRADING TRAINING PLAN](#)

Please TICK what your payment is for:	<input type="radio"/> 23 /24 CPD Year	<input type="radio"/> 24/25 CPD Year
Payment Method (Please select):	<input type="checkbox"/> EFT	<input type="checkbox"/> VISA
	<input type="checkbox"/> Mastercard	
Office Name :		
Name on Card (if different to student name)		
Card Number:		
Expiry:	/	(month/year)
Amount \$:	<input type="checkbox"/> 0-5 staff =\$599 <input type="checkbox"/> 6-10 Staff= \$899 <input type="checkbox"/> over 10 staff call for a quote All figures are inclusive of GST PLUS PROCESSING FEE: \$ Please note the following processing fees apply for credit card payments is 1.5% Please note we will add a credit card fee if applicable when processing and invoicing	
TOTAL \$		
Mobile Number:	Email Address:	

Please state if you would like a tax invoice: Yes No

If you would prefer to **EFT** the funds.... Please please complete form and email to cpotts@realmastery.com.au for Enquires or questions contact: 0452 420 431 Charmaine Potts