
Off-Campus and Flexible Delivery Studies

Off Campus Study Mode

The off-campus mode of study has been designed for students who, for a variety of reasons, are unable to study on campus. Off campus study consists primarily of study by correspondence.

Flexible Delivery Study Mode

Flexible Delivery is an approach to teaching and learning that focuses on the learning preferences of the student. Flexible Delivery can take place in the workplace, at home, a learning centre or a combination of all three.

Following is a selection of courses offered on an off-campus and/or flexible delivery basis. A range of other subjects are also available. Course information is only listed in the following section **if the courses are offered off-campus only**. If they are also offered on-campus please check the appropriate page number for course information.

Course	Page
School of Manufacturing Services – Applied Science	
▪ Diploma of Natural Resource Management	Please refer to 194
▪ Certificate IV in Fire Technology	264
▪ Diploma of Fire Technology	260
▪ Certificate IV in Residential Drafting	Please refer to 202
School of Business Services – Business Administration	
▪ Advanced Diploma of Business (Accounting)*	
▪ Certificate II in Business	Please refer to 50
▪ Certificate III in Business Administration	Please refer to 52
▪ Certificate IV in Business Administration	Please refer to 54
▪ Certificate IV in Business (Estate Agency Practice)	259
▪ Advanced Diploma of Business (Legal Practice)	Please refer to 59
▪ Diploma of Business (Marketing) (<i>incorporating Certificate IV in Business (Marketing)</i>)	Please refer to 65
▪ Certificate IV in Business (Small Business Management)	Please refer to 67
▪ Diploma of Management*	
▪ Course in Real Estate for Agents' Representatives	268
▪ Use Advanced Medical Terminology*	
School of Human Services – Further Education	
Certificates in General Education for Adults (<i>incorporating Certificates, I, II, III and Certificate I in General Education For Adults (Introduction)</i>)	Please refer to 147
School of Human Services - Humanities	
▪ Diploma of Arts (Professional Writing and Editing)	Please refer to 170
▪ National Communication Skills Modules	261
VIOSH Australia	
▪ Certificate IV in Occupational Health & Safety	Please refer to 196

*** For further information on off-campus or flexible delivery studies contact:**

Off Campus Coordinator
 Telephone (03) 5327 8224
 Toll Free 1800 064 821
 Email offcampus_tafe@ballarat.edu.au

***The commencement of all courses is subject to available funding and enrolment quotas.
 In some instances courses will only be available to continuing students to enable completion.***

Certificate IV in

Business

(Estate Agency Practice)

National Course Code: **2404ADA**

General Information

The course is designed to meet the educational requirements for licensing as a real estate agent. On completion of the course, graduates will be able to perform the duties of a licensed estate agent as an employee estate agent, manager of a real estate agency branch office, officer in effective control of an estate agency corporation or as the owner of a real estate agency.

This course replaces the Advanced Certificate in Estate Agency.

Career Opportunities

A real estate agent is a person licensed to sell, lease or manage a property on behalf of the owner. In real estate transactions estate agents act for a vendor or landlord, or in some cases, for a purchaser or tenant, to negotiate a sale or rental agreement. The estate agent follows the instructions of the client and provides advice on market conditions, documentation and advertising. Estate agents are often assisted by licensed sub-agents.

Knowledge of real estate law, practice, accounting procedures and documentation is an important requirement for estate agents.

An estate agent may also administer a real estate business or manage the day-to-day affairs of a real estate office.

Mode of Study and Location

The course is available throughout Victoria as a self-paced off campus course. There is no specific time limit in which the course must be completed. Students are encouraged to determine personal workloads according to ability, previous knowledge and the pressure of domestic and employment responsibilities.

Entry Requirements

The course is open to any person intending to apply for a real estate agents licence. Preference will normally be given to applicants already employed in real estate, or to those who have the guarantee of employment in real estate.

The normal pre-requisite for entry to this course is satisfactory completion of Year 12 of the Victorian

Certificate of Education, or an approved equivalent course. However, mature persons who have suitable business experience may also be admitted to the course.

Course Structure

As a guide, 3 to 4 hours per week of study time should be set aside for each module. Up to 4 modules are recommended for study each semester enabling the course to be completed in 3 years.

Course Content

All modules in the course are compulsory.

Unit Code	Module
ABH500	Real Estate Industry Overview #
ABH501	Introduction to Sales #
ABH502	Introduction to Property Management #
NCS011	Client Interaction
NAP750	Commercial Law Principles
ABH510	Contract Law for Real Estate
ABH522	Contracts for the sale of land
NOS215	Database fundamentals
ABH517	Introduction to specialized property management
ABH528	Introduction to specialized property sales
ABH525	Listings
NGMS114	Managing finance-performance
ABH523	Methods of sale
NCS009	Negotiation skills
ABH524	Property appraisal
ABH511	Property law
ABH514	Property management listings
ABH507	Property research and analysis
ABH504	Real estate accounting
ABH505	Real estate computer accounting
ABH503	Real estate computing
ABH508	Real estate consumer protection
ABH513	Recognising common building styles & faults
ABH515	Renting residential property
ABH512	Residential tenancies
ABH527	Selling by auction
ABH516	Servicing managed properties

Equivalent to the Course in Real Estate for Agents' Representatives.

Total Nominal Hours **539**

Assessment

The course is assessed by formal examinations and/or written assignments. To pass the course, students must record a pass in each module of the course. Students who successfully complete the course will receive a college certificate. A copy of this certificate must be included when applying for an estate agents licence.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Off Campus Coordinator

Telephone (03) 5327 8224

Toll Free 1800 064 821

Email offcampus_tafe@ballarat.edu.au

Off Campus

Communication Skills

General Information

NATIONAL COMMUNICATION SKILLS MODULES

The National Communication Skills curriculum has been accepted by all states as the basis for communications studies in Advanced Certificate and Associate Diploma courses. In Victoria, it is now replacing units from the Communication Skills curriculum, which have formed a part of many TAFE courses. The following modules will be offered as part of some off-campus courses. Off-Campus materials will consist of a Module Resource Book and a Learners Guide. The Module Resource Books are not specific to a course but thoroughly cover the learning outcomes. Learner guides each contain tasks and activities relevant to a particular course together with assignments. For more information about National Communication Skills Modules in relation to particular course please see the relevant course brochure. A description of each Module Resource Book is given below.

Mode of Study and Location

Flexible Delivery/Off-Campus Study

The units marked with an asterisk (*) on this course leaflet are available in an off-campus study mode. (A materials fee is payable per unit). For further information contact the Off-campus Centre on (03) 5327 8224.

Course Content

NCS006: WRITING WORKPLACE DOCUMENTS

The purpose of this module is to provide competency-based training in communication skills to write complex work-related documents.

This module is suitable for participants who independently write routine and non-routine workplace documents. The participants may be responsible for others.

On successful completion of this module, the participant will be able to:

- plan complex workplace documents
- write complex workplace documents

NCS005: DEALING WITH CONFLICT

The purpose of this module is to provide competency-based training to develop skills in dealing with conflict in the workplace.

It is suitable for participants who have an established work orientation, can perform proceduralised tasks under general supervision and more complex, tasks, involving theoretical knowledge and motor skills, under close supervision.

On successful completion of this module, the participant will be able to:

- identify the signs, stages and possible causes of conflict in the workplace
- propose strategies to deal with a specified workplace conflict
- use communication skills to facilitate constructive responses to conflict in the workplace.

NCS001: WORKPLACE COMMUNICATION

The purpose of this module is to provide training for effective communication in the workplace at a simple, routine and predictable level.

Participants are dealing with routine, predictable tasks with few repeatable steps. There is sufficient time to complete the tasks; they are regular and involve dealing with people on a one-to-one basis or working within a group with known participants.

On successful completion of this module, the participant will be able to perform simple, routine and predictable workplace tasks associated with these four learning outcomes:

- handling job-relation information
- giving and receiving instructions
- participating in a small informal work group
- dealing with clients

NCS004: WORK TEAM COMMUNICATION

The purpose of this module is to provide competency-based training to develop effective work team communication skills in the workplace.

This module is suitable for participants who have an established work orientation, can perform proceduralised tasks under general supervision and more complex tasks, involving theoretical knowledge and motor skills, under close supervision.

At the upper level, participants may independently perform more complex tasks.

On successful completion of this module, learner will be able to:

- participate in a small group discussion to reach agreement on a workplace related issue
- co-operate with team members to plan and prepare a simple presentation
- present a job-related report to a group.

NCS007: PRESENTING INFORMATION

The purpose of this module is to provide competency-based training using effective communication skills to present information in the workplace.

This module is suitable for participants who independently perform routine and non-routine tasks which require a combination of motor skills and theoretical knowledge. The participants may be responsible for others.

On successful completion of this module, the participant will be able to independently perform workplace tasks associated with the following learning outcomes:

- presenting written information relevant to a specific task
- delivering an oral presentation relevant to that specific task

NCS015: PRESENTING REPORTS

The purpose of this module is to provide competency-based training in effective communication at the paraprofessional level in writing and presenting a document which investigates a specified issue.

Participants may be working independently using a high degree of technical or applied knowledge and motor skills. They may also have a creative, planning, design or supervisory function which varies from limited to significant.

On successful completion of this module, the participant will be able to use communication skills associated with these learning outcomes:

- researching materials
- analysing information and developing/identifying solutions
- producing a document that entails the investigation of a problem/issue such as a submission/proposal/briefing note/analytical report
- delivering an oral presentation

NCS009: NEGOTIATION SKILLS

The purpose of this module is to provide training for effective negotiation.

This module is suitable for participants who work independently on tasks which require a combination of technical and theoretical knowledge and motor skills. The participants may range from those who have limited creative, planning, design or supervisory

functions, to those who have significant responsibility for these functions.

On successful completion of this module, the participant will be able to use communication skills associated with this learning outcome:

- negotiating to achieve an agreed result.

NCS011: CLIENT INTERACTION

The purpose of this module is to provide training for effective communication with clients after the participants have been suitably employed in the workplace for an extended period.

This module is suitable for participants who work independently on tasks which require a combination of technical and theoretical knowledge and motor skills. The participants may range from those who have limited creative, planning, design or supervisory functions, to those who have significant responsibility for these functions.

The learning outcomes for this module are:

- establishing a working relationship with a client
- maintaining a working relationship with clients.

NCS013: INTERVIEWS

The purpose of this module is to provide competency-based training in effective communication skills for formal interviews.

This module is suitable for participants who work independently on tasks which require a combination of technical and theoretical knowledge and motor skills. The participant may be required to carry out limited creative, planning, design or supervisory functions.

On successful completion of this module, the participant will be able to:

- conduct interviews
- participate as an interviewee.

NCS010: TEAM-BUILDING COMMUNICATION

The purpose of this module is to provide competency-based training in effective communication skills to manage a work team to carry out specified tasks.

This module is suitable for participants who work independently on tasks which require a combination of technical and theoretical knowledge and motor skills. The participant at this level may be required to carry out limited creative, planning, design or supervisory functions.

On successful completion of this module, the participant will be able to apply communication skills to the following tasks:

- selecting strategies to establish a work team communication climate appropriate to a task and an organisation

- organising and managing the work team
- representing the work team to others

NCS012: MEETINGS

This module provides competency-based training in effective communication skills in organising and conducting structured meetings, and in recording the outcomes of those meetings in the workplace.

This module is suitable for participants who work independently on tasks which require a combination of technical and theoretical knowledge and motor skills. The participant may be required to carry out limited creative, planning, design or supervisory functions.

On successful completion of this module, the participant will carry out workplace tasks associated with the following learning outcomes:

- organising and conducting a structured meeting
- taking minutes of a structured meeting

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Off Campus Coordinator

Telephone (03) 5327 8224

Toll Free 1800 064 821

Email offcampus_tafe@ballarat.edu.au

Certificate IV in

Fire Technology

National Course Code: **1948**
State Code: **2407AAA**

General Information

The Certificate IV in Fire Technology is a national course designed to provide a broad grounding in generic workplace skills and knowledge of fire industry operations covering the principles of fire behaviour and fire protection.

Career Opportunities

A graduate from this course would be expected to provide assistance to practitioners in fire safety insurance and systems design.

Further Studies Recognition

Graduates from this course will be granted 17 compulsory module exemptions and may be granted 3 elective module exemptions in the Diploma of Fire Technology and the Advanced Diploma of Fire Technology Management, depending on their outcome.

Mode of Study and Location

Flexible Delivery/Off-Campus Study

The units marked with an asterisk (*) on this course leaflet are available in an off-campus study mode. Equivalent units are available in an off-campus study mode for those marked #. (A materials fee is payable per unit). For further information contact the Off-campus Centre on (03) 5327 8224.

Entry Requirements

All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.

Participants should be able to demonstrate the following competencies:

- Read and write at a level that displays emerging technical knowledge and vocabulary, a developing personal style, increasing complexity in language use and a growing capacity to structure longer pieces of work.
- Participate in extended learning exchanges and exploratory discussions to solve problems.
- Use and analyse everyday data, relation and pattern, number, measurement and shape.

Successful applicants unable to demonstrate these competencies may be required to undertake preliminary bridging courses or complete supplementary learning materials.

Course Structure

Students must complete 17 core modules (compulsory 495 hours for all students) and elective modules totalling a minimum of 110 hours.

Course Content

Unit Code	Core Modules
ABD701	Fire Industry Awareness*
ABD702	Fire Characteristics*
ABD703	Principles of Buildings: Structures and Materials*
ABD704	Building Plans*
ABD705	Fire Protection Systems*
ABD706	Fire Hazards in Buildings*
ABD707	Hazardous Materials*
ABD708	Occupational Health and Safety*
ABD709	Mathematics A*
ABD710	Workplace Project*
NMTS1.20	Computer Skills*
NMTS3.21	Introduction to Law*
NMTS3.09	Workplace Trainer Category1
AAA631	Scientific Spreadsheet Applications*
AAA632	Scientific Database Applications*
NCS004	Work Team Communication*
NCS006	Writing Workplace Documents*

Total Nominal Hours	110
Total Nominal Hours Electives	605

Elective Modules

Unit Code	Modules - Fire Safety
ABD711	Human Behaviour in Fire Incidents *
NMTS4.20	Fire Law*
ABD712	Building Legislation *

OR

Unit Code	Modules - Fire Protection
EA061	Engineering Graphics
EA701	Engineering Drawing (Detail)
ABD712	Building Legislation *

OR

Approved Vocational Modules

An approved vocational module(s) required by the learner in the performance of their work could be considered as appropriate elective(s). Approval would be granted by the Training Provider in conjunction with the industry reference group (National Fire Education Provider Network).

An application for such approval should include full documentation of the accreditation, learning outcomes and assessment methods and criteria for each of the modules.

OR

Operational Firefighter Modules

Any appropriate modules from the Fire Services National Modular Training System approved for this purpose by the Training Provider.

OR

Unit Code	Modules - An Articulation Set
ABD714	Chemistry *
ABD715	Kinematics and Dynamics *
ABD716	Thermodynamics, Fluids and Electrical Applications

Assessment

Competency Based Training

Competency Based Training is concerned with assisting people to gain specific competencies required in the workplace. This course has been designed to meet the particular skills and knowledge of this area. A student will be assessed by performing set tasks at specified standards under prescribed conditions.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the numbers listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees before the enrolment process is complete. All enrolments must first be approved by the relevant School.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Gary Lyttle
School of Manufacturing Services – Applied Science
Telephone 5327 8090

Diploma of

Fire Technology

National Course Code: **1949**
State Code: **2507AAA**

General Information

The Diploma of Fire Technology is designed to develop technical skills and knowledge and to train practitioners and designers to work with engineers and related professionals in the development, commissioning, monitoring and assessment of fire safety systems, practices and procedures and investigation of fire emergency incidents.

The course allows for specialisation in three main streams: fire safety management, fire protection design and fire investigation.

Graduates from this course will be granted 35 compulsory module exemptions and an Elective Technical Block of module exemptions in the Advanced Diploma of Fire Technology Management.

Career Opportunities

Provides students with technical skills and knowledge to work with engineers and related professions in the development, commissioning, monitoring and assessment of fire safety systems, practices and procedures and investigation of fire emergency incidents. The course allows for specialisation in three main streams:

- fire safety management
- fire protection design
- fire investigation

Mode of Study and Location

The course is conducted at the SMB Campus and may be completed by two years of full-time study or equivalent part-time study or a combination of both.

Flexible Delivery/Off-Campus Study

The units marked with an asterisk (*) on this course leaflet are available in an off-campus study mode. Equivalent units are available in an off-campus study mode for those marked #. (A materials fee is payable per unit). For further information contact the Off-campus Centre on (03) 5327 8224.

Entry Requirements

Satisfactory completion of the VCE units 3 & 4 English. Students with units 3 & 4 or higher study in Mathematics, Chemistry and Physics can gain exemption from some units.

OR

Satisfaction of "mature age" entry requirements whereby a prospective student can demonstrate the ability and experience required to achieve the aims of the course.

Mature-aged students with experience in the industry will have knowledge and skills, which will be favourably considered during selection.

Operational Firefighters who have completed approved modules from the Fire Services National Modules Training System will receive advanced standing.

Participants should be able to demonstrate the following competencies:

- Read and write at a level that displays emerging technical knowledge and vocabulary, a developing personal style, increasing complexity in language use and a growing capacity to structure longer pieces of work.
- To participate in extended learning exchanges and exploratory discussions to solve problems.
- Use and analyse everyday data, relation and pattern, number, measurement and shape.

Successful applicants unable to demonstrate these competencies may be required to undertake preliminary bridging courses or complete supplementary learning materials.

Course Structure

Students must complete 35 core modules (compulsory 1165 hours for all students) and an elective technical block of modules, minimum total of 160 hours.

Course Content

Unit Code	Core Modules
ABD701	Fire Industry Awareness*
ABD702	Fire Characteristics*
ABD703	Principles of Buildings: Structures and Materials*
ABD704	Building Plans*
ABD705	Fire Protection Systems*
ABD706	Fire Hazards in Buildings*
ABD707	Hazardous Materials*
ABD708	Occupational Health and Safety*
ABD709	Mathematics A*
ABD710	Workplace Project*
NMTS1.20	Computer Skills*
NMTS3.21	Introduction to Law*
NMTS3.09	Workplace Trainer Category1
AAA631	Scientific Spreadsheet Applications*
AAA632	Scientific Database Applications*
NCS004	Work Team Communication*
NCS006	Writing Workplace Documents*
ABD711	Human Behaviour in Fire Incidents *
ABD712	Building Legislation *

ABD713	Mathematics B
ABD714	Chemistry *
ABD715	Kinematics & Dynamics *
ABD716	Thermodynamics, Fluids & Electrical Applications *
ABD717	Statistics & Probability
ABD718	Reaction Chemistry *
ABD719	Principles of Combustion *
ABD720	Fire Behaviour *
ABD721	Structures at Elevated Temperatures *
ABD722	Material Performance *
ABD723	Smoke Control
ABD724	Fire Protection Systems - Application and Performance
ABD725	Fire Risk Management *
NMTS4.20	Fire Law*
NCS015	Presenting Reports *
NCS012	Meetings *

Total Nominal Hours	160
Total Nominal Hours Electives	1325

Elective Technical Modules

Subject to prerequisite requirements, a set of technical elective modules should be chosen from the following:

Unit Code	Module
ABD731	Suppression Systems Design *
ABD732	Detection and Early Warning System Design
ABD733	Passive Fire Protection Systems *
ABD734	Storage and Handling of Dangerous Goods *
ABD735	Fire Hazard Identification and Assessment *
ABD736	Fire Emergency Planning *
ABD737	Occupational Health and Safety Management *
ABD738	Environmental Management *
ABD739	Principles of Fire and Explosion Investigation
ABD740	Fire and Explosion Investigation 1
ABD741	Fire and Explosion Investigation 2
NMTS4.06	Fire Investigation (Legal Procedures)

Unit Code	Sample sets include:
ABD731	Suppression Systems Design *
ABD732	Detection & Early Warning Systems Design
ABD733	Passive Fire Protection Systems *

OR

Unit Code	Fire Safety Management
ABD734	Storage and Handling of Dangerous Goods *
ABD735	Fire Hazard Identification & Assessment *
ABD736	Fire Emergency Planning *
ABD737	Occupational Health & Safety Management *
ABD738	Environmental Management *

OR

Unit Code	Fire Investigations
ABD739	Principals of Fire and Explosion Investigations
ABD740	Fire and Explosion Investigation 1
ABD741	Fire and Explosion Investigation 2
NMTS4.06	Fire Investigation: Legal Procedures

OR

Approved Vocational Block

An approved vocational module(s) required by the learner in the performance of their work could be considered as appropriate elective(s). Approval would be granted by the Training Provider in conjunction with the industry reference group (National Fire Education Provider Network). An application for such approval should include full documentation of the accreditation, learning outcomes and assessment methods and criteria for each of the modules.

Assessment

Competency Based Training

Competency Based Training is concerned with assisting people to gain specific competencies required in the workplace. This course has been designed to meet the particular skills and knowledge of this area. A student will be assessed by performing set tasks at specified standards under prescribed conditions.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the numbers listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees before the enrolment process is complete. All enrolments must first be approved by the relevant School.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Gary Lyttle
School of Manufacturing Services – Applied Science
Telephone (03) 5327 8090

Course in

Real Estate for Agents' Representatives

National Course Code: **2004AAA**

General Information

The course is designed to meet the educational requirements for employment as a real estate agent's representative. It provides basic vocational training in the law and practice of selling and leasing property thereby giving the agent's representative the knowledge required to deal with consumers. Special emphasis is also given to interpretation of legislation and preparation of documentation to a legally acceptable standard. Students who successfully complete the Course in Real Estate for Agents Representatives are eligible for exemption from the first 3 modules of the Certificate IV in Business (Estate Agency Practice). This course meets the educational requirement for licensing of an estate agent.

Career Opportunities

What is a Real Estate Agents' Representative?

An agent's representative is a person employed by a licensed estate agent to sell, lease or manage a property on behalf of the owner. The licensed estate agent is responsible for the professional actions of the agent's representative.

In a real estate transaction an agent's representative acts on behalf of a principal, who may be a vendor or a landlord, or in some cases, a purchaser or a tenant, to negotiate a sale or rental agreement. The agent's representative follows the instructions of the principal and provides evidence on market conditions, documentation and advertising. There is a significant amount of documentation associated with real estate transactions including agency agreements, sales contracts and tenancy agreements. Knowledge of the relevant legislation and the documentation is an important requirement of agents' representatives.

The majority of agents' representatives are employed with real estate firms dealing in residential sales. Residential property management is another major area of employment for agents' representatives and there are some opportunities for work in commercial and industrial sales, leasing and management.

Employment Eligibility

To be eligible to commence employment as an agent's representative, a person must be at least 18 years old and have passed the Course in Real Estate for Agents' Representatives. The applicant is ineligible for

employment as an agent's representative if he/she is an insolvent under administration: has had a claim upheld against the Estate Agents Guarantee Fund: or, has within the last

10 years been convicted or had proven against him/her an offence involving fraud, dishonesty, violence or drug trafficking, which is punishable by imprisonment of 3 months or more. Any person who is ineligible under the above criteria may apply to the Estate Agents Disciplinary & Licensing Appeals Tribunal for permission to act as an agent's representative.

Any person who has completed the course in Sub-Agency Practice, the Sub-Agents Preliminary Education course, the Estate Agents Licensing course, or the first 3 modules of the Course in Estate Agency Practice or the Advanced Certificate in Estate Agency, is not required to complete the Course in Real Estate for Agents' Representatives to be eligible for employment as an agent's representative.

Further information regarding eligibility may be obtained by contacting:

Licensing Services,
Office of Fair Trading & Business Affairs,
GPO Box 123A
Melbourne, 3000
Telephone (03) 9627 6299

Mode of Study and Location

The course is available throughout Victoria as a self-paced off campus course. This means you study at home, in your own time, as quickly or as slowly as you wish. The time you spend on the course depends on your skill level and knowledge when you start the course. About a semester is considered the average time to complete the course, however you have the flexibility to start and finish the course within a timeframe suitable to you.

Entry Requirements

The course is open to any person who is at least 18 years old and has been promised employment, or is intending to seek employment as a real estate agent's representative.

Course Content

Module ABH501 - Real Estate Industry Overview

*Introduction to Real Estate **
*Real estate legislation & licensing **
*Real estate employment **
*The role of the regulatory bodies & industry associations **
*Industry ethics & image **
*Introduction to consumer law **

Module ABH502 - Introduction to Sales

*Listing properties for sale **
*Contract between agent & vendor **
*Section 32 Sale of Land **
*Selling real estate **
*Taking the offer to the vendor & closing the sale **
*Accounting to the vendor **

Module ABH503 – Introduction to Property Management

*Property management concepts **
*Tenancy documentation **
*Residential & retail legislation **
*Rights & duties of landlords & tenants **
*Dispute resolution **

Total Nominal Hours **50**

Assessment

The course is assessed by formal tests and written assignments. To gain a pass in the course, students must pass 4 module tests and 4 assignments. Contact the Off Campus Centre to arrange a convenient time. Students who successfully complete the course will receive a certificate.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Off Campus Coordinator
 Telephone (03) 5327 8224
 Toll Free 1800 064 821
 Email offcampus_tafe@ballarat.edu.au