# CPD session proposal

This proposal template is for eligible organisations to submit a CPD session for Queensland property agents to the Office of Fair Trading (OFT), seeking approval. The included notes provide guidance on what information is required and how it will be evaluated. Two examples of completed proposals are also provided as supporting information.

Each individual CPD session must be submitted for evaluation on a separate proposal template.

Registered Training Organisations (RTOs) are **not** required to submit a proposal to seek approval for a fully accredited unit of competency under CPP41419, CPP51122 or CPP40521 to be accepted as a CPD Session. Units undertaken as accredited versions through an RTO will be listed on the OFT website as automatically approved. Only ‘CPD versions’ of units delivered by RTOs or other providers will require pre-approval by submitting this template.

Please submit your completed proposal to [CPD.OFT@justice.qld.gov.au](mailto:CPD.OFT@justice.qld.gov.au). Received proposals will be either approved or refused by the Commissioner for Fair Trading, and you will be notified in writing of the outcome.

**<Name of CPD provider and RTO code (if applicable)>**

[**Note:** A CPD provider must be an RTO with a registration number issued by the Australian Skills Quality Authority (ASQA) that has been delivering training from the national Property Services Training Package for a minimum of two years; or an industry body[[1]](#footnote-1) that has been delivering training to the property sector for a minimum of two years; or a government agency or department.

**<Session title> CPD session code**

[**Note:** Title should reflect CPD session content.] <Allocated by OFT upon approval>

## Scope

**Topic category:**

<Specify which of the four broad topics the proposed CPD session falls within. (Sound financial management and/or Relationship management and/or Emerging industry trends and /or Legislative requirements.) Provide a brief description of **how** the session will meet the nominated topic category.>

**Training objective:**

<Describe the intended outcome the attendees will achieve by completing this CPD session.>

**CPD session description:**

<Briefly describe what the CPD session covers.>

**Is the proposed CPD session a ‘CPD version’ of any individual unit of competency within the following qualifications? CPP41419 Certificate IV in Real Estate practice or the CPP51122 Diploma of Property (Agency Management) or the CPP40521 Certificate IV in Strata Community Management:**

<Yes or No>

[**Note:** If yes, the CPD session will be evaluated by the OFT as a Type 1 CPD session. If no, the CPD session will be evaluated by the OFT as a Type 2 CPD session. A property agent is required to complete 2 to 3 hours training in Type 1 in a CPD year. A property agent must also complete a further 2 to 3 hours of either Type 1 or Type 2 training in a CPD year.]

**If yes:** <Provide the individual unit of competency name, and its individual unit code from the national training package.>

[**Note:** If this proposal is for a Type 1 CPD session, the session must be a ‘CPD version’ of an accredited unit of competency. This means the topic headings in the CPD session content of this proposal must correlate to the **elements** of that published unit of competency on the training.gov.au website. The OFT will make a comparison as part of the evaluation process.

However, once the CPD session is approved, the OFT will allocate a unique CPD session code and notify you of that code. On the OFT website each approved CPD session will only be referenced using its allocated CPD session code, and therefore you must use the allocated CPD session code in your promotions of the session and in any record-keeping. This will assist to avoid potential confusion in the marketplace in relation to ‘CPD versions’ and accredited training courses.]

**Is all content that references legislation, statutory requirements, forms, government authorities, courts, or other terminology Queensland-focused?**

<Yes or No>

## Training delivery

**Method:**

<Specify whether this CPD session will be delivered to students in a classroom setting, online, as a recording, or any combination of these. This is expected to vary depending on the provider’s own resources and the provider’s assessment of what best suits both the content and attendees.>

**Attendance tracking:**

<Specify how full session attendance will be tracked and/or verified. This information will vary depending on how the session is being delivered, and the provider’s own processes and resources. The OFT requires this information to evaluate whether a provider has a valid means in place to ensure bona fide attendance. The following are examples only and are not intended to exclude other valid methods that might be proposed:

* For a contact session, that all students must sign in and complete an informal questionnaire at the end of the CPD session.
* For an interactive webinar, that the provider will require students to have cameras remain on.
* For a pre-recorded session, describe any technology is in place to ensure the entire session has been watched (for example, the video will stop if the screen is minimised, and it requires audience response to progress.>

**Duration:**

<Specify the duration of the delivery of this CPD session. The session total must be a minimum of two to three hours. It is acceptable for a provider to deliver a session over multiple sittings or stages. For example, you may develop session content but decide it is more beneficial to deliver it over six 30 minute webinars for a total of three hours of training delivery.>

## CPD session content

### Topics

**1. <Title of specific learning to be delivered>*.*** *[As many as are to be included.]*

1.1 <Description of learning component.> [*As many as are to be included.]*

1.2 <Description of learning component.>

1.3 <Description of learning component.>

**2. <Title of specific learning to be delivered>*.***

2.1 <Description of learning component.>

2.2 <Description of learning component.>

**3. <Title of specific learning to be delivered>*.***

3.1 <Description of learning component.>

3.2 <Description of learning component.>

3.3 <Description of learning component.>

3.4 <Description of learning component.>

## Certification

<Confirm that a CPD certificate will be issued, and that it will contain the required particulars.>

[Note: For a Type 1 ‘CPD version’ session, and a Type 2 CPD session, a CPD certificate must be issued to each attendee to confirm attendance. Format and presentation are at the provider’s discretion; however, it must include the following particulars:

* The attendee’s name.
* The title of the CPD session and the CPD session code allocated by the OFT.
* The date, place, method of delivery and duration of the training delivered.
* The name and signature of the person in the RTO or other training provider who is authorised to issue the certificate.
* An authenticity measure to suit the certification type (i.e., whether hardcopy or electronic). Examples might include use of the organisation’s seal, a corporate identifier, a unique watermark, embossing, uniquely numbered certificates, inclusion of a non-copiable QR code, use of an un-editable document, or any other reasonable method.]

## Ongoing CPD session evaluation and review

<Describe how the CPD provider intends to monitor and evaluate the CPD session, to ensure its effectiveness and currency for the duration of its availability.>

## Approval checklist

For approval, the submitted proposed CPD session must meet the following criteria:

* The provider is a registered RTO, industry body, or government entity.
* The submission is made in accordance with the provided submission template.
* The title of the CPD session accurately reflects content.
* The content of the CPD session falls within one of the four topic categories and a brief explanation has been provided:
  + Sound financial management
  + Relationship management
  + Emerging industry trends
  + Legislative requirements.
* Content that references legislation, statutory requirements, forms, government authorities, courts or other terminology **is Queensland-focused**.
* For a Type 1 session, that the submission cites the relevant unit of competency code from the CPP41419 Certificate IV in Real Estate practice or the CPP51122 Diploma of Property (Agency Management) or the CPP40521 Certificate IV in Strata Community Management.
* For a Type 1 session, that the topic headings in CPD session content correlate to the **elements** of that published unit of competency on the training.gov.au website.
* Duration of CPD session is considered reasonable and realistic to properly cover the content to be delivered, (i.e., “two to three hours”)
* Sufficient measures are in place to ensure attendees have attended the entire CPD session.
* Certification will satisfy the required framework.

1. An industry body is a membership organisation established to develop industry standards, that advocates and lobbies on behalf of members in the property sector, provides professional advice to their members, and requires their members to comply with established ethical standards. [↑](#footnote-ref-1)