

Pre Enrolment Information

- Before enrolling, all students should read the Student Handbook in conjunction with the following documentation to ensure they understand some key points. A summary can be found below:

- **Training and Assessment Strategies**
<http://reit.com.au/wp-content/uploads/Training-assessment-strategy.pdf>
- **Fees and Refunds Policy**
<http://reit.com.au/wp-content/uploads/Fees-refunds-Policy.pdf>
- **Client Service Standards**
<http://reit.com.au/wp-content/uploads/Client-service-standards1.pdf>
- **Code of Practice (training)**
<http://reit.com.au/wp-content/uploads/code-of-practice-training.pdf>
- **Privacy Policy**
<http://reit.com.au/wp-content/uploads/PRIVACY-Policy-REIT.pdf>

- REIT (The Real Estate Institute of Tasmania) is a Registered Training Organisation (RTO), with the national provider code of 0412. No third party arrangements exist, meaning all enrolments are directly with REIT, and no other RTOs are contracted to provide training on REIT's behalf.

- The REIT is responsible for the quality of quality training and assessment services to all students, in accordance with the requirements of the Standards for Registered Training Organisations 2015, regulated by ASQA. Please refer to the Code of Practice for more details and for information on REIT's complaints and appeals process.

- The REIT adheres to all relevant State and Federal legislation. Please refer to the REIT's Privacy Policy and other relevant policies and procedures.

- All students studying nationally recognised training in Australia from 1 January 2015 will be required to have a Unique Student Identifier (USI). A USI is an account (or reference number) made up of numbers and letters. The USI will allow students online access to their training records and results through their online USI account. No student will be issued a statement of attainment, certificate or refund without a USI.

- The Fees & Refund Policy for each course can be found <http://reit.com.au/wp-content/uploads/Fees-refunds-Policy.pdf>

- There are non-refundable administration fees for all courses at REIT. Please ensure you read the Fee and Refund Policy for information on the fees that apply to the course you are enrolling in.

- Timeframes for each course REIT offers can be found in the training and assessment strategies, and on the course information brochures.

- The durations listed on the course calendar consist of the contact class component only. Students complete further study and the assessment process after attendance at classes at their own pace. Full information on Volume of Learning (consisting of learning content, independent learning, practising skills and assessment time) can be found in the training and assessment strategies.

- Training is offered in contact classes throughout Tasmania, and prospective students can find locations and calendars of scheduled courses on www.reit.com.au Students can discuss their class selection during the sign up process.

- Training is offered also by online/distance learning. Students studying by online/distance learning for a Certificate III, Certificate IV or Diploma qualification will have access to tutors for each unit of competency if required. Please contact the Training Department.

- If you are thinking about enrolling and aren't sure if your English Language, Literacy and Numeracy skills are at the standard required to achieve competence in the course, please contact the REIT team before you enrol. We can provide you with a short Literacy and Numeracy exercise to complete which will help you to know if you will need some additional literacy and numeracy assistance before you enrol with REIT in the course, and refer you to some providers that can assist you. It is important that you do this before you enrol, as the legal documentation and legislation that forms part of the course requires you to have a working knowledge of the English language.

- Do you have previous experience in real estate? If so, consider applying for Recognition of Prior Learning. Please select the Recognition of Prior Learning option on your training plan, REIT will provide you with the relevant checklists. (Please note RPL is not an option for students undertaking the Property Representatives Course, this course is designed to assist students with passing the Property Agents Board exam).

- Assessment for each unit of competency take the form of a structured assessment process, incorporating both comprehensive written assessments testing skills, understanding and knowledge, and consisting of case studies which replicate 'real life' real estate situations, along with activities that are assessed verbally or in classroom settings. Competence is, in this way, determined progressively with your trainer or assessor ensuring that you are genuinely competent in each unit of competency before you are issued your Statement of Attainment/Certificate.

- Assessments are completed and submitted either electronically or by hard copy.

- The REIT does not offer VET-Fee Help, and does not offer courses of study to students on overseas study visas for the purposes of visa applications.

- Funding may be available to eligible candidates, Federal Government incentives apply to employers of eligible trainees when undertaking a traineeship registered with the Tasmania Government. If funding is accessed a representative from an Australian Apprenticeship Centre will need to also sign the student into a training contract. Contact the Training Department for further information.

- Under the Standards for Registered Training Organisations 2015, REIT does not collect student fees in excess of \$1500.

- At all times REIT is here to assist students in achieving competence, and we encourage you to make contact with any of the REIT Training team as you work your way through your course if we can assist in any way.

- Upon successful completion of all units of competency in the enrolled course, students are issued with a Statement of Attainment, Record of Results or Certificate (depending on which course of study is undertaken). Certificates and Record of Results are issued for the completion of a Certificate III, Certificate IV or Diploma. A Statement of Attainment is issued for partial completion of units (including the Property Representatives Course if all assessments are completed).

Contact: reit@reit.com.au for more information or to clarify any information prior to enrolment.