



RECORD MANAGEMENT, PROCESS & ISSUE OF ATTAINMENTS POLICY

REAL ESTATE EXPLAINED will only issue qualifications and statements of attainment that are within our scope of registration and that certify the achievement of:

- Qualifications or industry/enterprise competency standards from nationally endorsed Training Packages, or
- Qualifications, competency standards or modules specified in accredited courses.

These qualifications, statements of attainment and statements of attendance can only be delivered by a registered training office who has met the standards of the National Vocation Regulator (NVR), whose standards and auditing processes are intended to provide the basis for a nationally consistent and nationally recognised, training system.

- All participants will be registered on the database via our Wise.Net Student Management Service
- As participants progress through their training sessions with **REAL ESTATE EXPLAINED** their results will be promptly and accurately updated on the system
- The trainers & assessors will ensure that the participants reach the required level of competence in both skills and knowledge before marking as 'Competent'
- Those participants deemed 'Not Yet Competent' will be offered additional assistance and re-assessment. They are also open to lodge an appeal to the CEO and an independent arbiter on their assessments
- Statements of Attainment will be issued for CPP07 Property Services – CPP40307 Real Estate for the units which the participant has successfully completed.
- Participants who successfully complete all 24 units of the above will be issued with a Certificate IV CPP07 Property Services – CPP40307 Real Estate
- Participants who successfully complete a 4 hour Continuing Professional Development (CPD) lesson will receive a Statement of Attendance

Each of these Certificates and Statements will specify the following:

- Unique participant identification number
- **REAL ESTATE EXPLAINED's** national provider number
- The participant's *full* name
- Each of the units (code and description) / training package to which the document relates
- Nationally Recognised Training (NRT) logo

The document will be issued without alteration or correction of any kind.

The Chief Executive Officer will personally check all the Certificates, Statements of Attainment and Statements of Attendance comply with the above specifications and reflect the true outcome of the participant's training with **REAL ESTATE EXPLAINED** prior to signing.

A true and accurate record of the participant's achievement will be available for 30 years via soft or hard copy. **REAL ESTATE EXPLAINED** will forward a record of the results to ASQA (or equivalent body at the time) as they may request and also make records available for inspection by their Auditors.