

REAL ESTATE TRAINING COLLEGE

2017 CALENDAR

Course 1

Certificate IV and Diploma of Property Services



ALL CLASSES 9am to 4pm

WEEK 1			
Monday	Course 1 in 6 weeks!!!	23-Jan	
Tuesday		24-Jan	
Wednesday		25-Jan	
Thursday		<i>Public Holiday (Australia Day)</i>	26-Jan
Friday		27-Jan	
WEEK 2 REAL ESTATE OVERVIEW and LAW			
Monday		30-Jan	
Tuesday	Work in the Real Estate Industry / Risk Management	31-Jan	
Wednesday	Identify Legal & Ethical Requirements of Property Sales	1-Feb	
Thursday	Interpret legislation to complete Agency Work	2-Feb	
Friday		3-Feb	
WEEK 3 PROSPECTING & LISTING			
Monday	Appraise Property	6-Feb	
Tuesday	List Property for Sale	7-Feb	
Wednesday	Market Property for Sale	8-Feb	
Thursday	Establish & Build Client Agency Relationships	9-Feb	
Friday	Establish & Build Client Agency Relationships	10-Feb	
WEEK 4 PROPERTY DEVELOPMENT + STRATEGIC PLANNING			
Monday		13-Feb	
Tuesday	Present Property Reports	14-Feb	
Wednesday	Present Property Reports - half day 9.30 to 12pm	15-Feb	
Thursday	Develop a Strategic Business Plan in RE/Market the Agency	16-Feb	
Friday		17-Feb	
WEEK 5 PROPERTY MANAGEMENT + BUSINESS BROKING			
Monday	Work in the Business Broking Sector	20-Feb	
Tuesday	Property Management	21-Feb	
Wednesday	Property Management	22-Feb	
Thursday	Property Management	23-Feb	
Friday	Diploma Only : Establish & Manage Agency Trust Accounts	24-Feb	
WEEK 6 DOCUMENTATION			
Monday		27-Feb	
Tuesday	Identify Legal & Ethical Requirements of Property Sales	28-Feb	
Wednesday	Identify Legal & Ethical Requirements of Property Sales	1-Mar	
Thursday	Identify Legal & Ethical Requirements of Property Sales	2-Mar	
Friday	Diploma Only : Manage Budgets & Financial Plans	3-Mar	
WEEK 7 PROPERTY SELLING			
Monday		6-Mar	
Tuesday	Prepare for Auction	7-Mar	
Wednesday	Negotiate Effectively in Property Transactions	8-Mar	
Thursday	Sell & finalise the Sale of Property by Private Treaty	9-Mar	
Friday		10-Mar	

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2017 CALENDAR

Course 2

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ALL CLASSES 9am to 4pm

WEEK 1	REAL ESTATE OVERVIEW and LAW	
Monday	<i>Public Holiday (Adelaide Cup Day)</i>	13-Mar
Tuesday	Work in the Real Estate Industry / Risk Management	14-Mar
Wednesday	Identify Legal & Ethical Requirements of Property Sales	15-Mar
Thursday	Interpret legislation to complete Agency Work	16-Mar
Friday		17-Mar
WEEK 2	PROSPECTING & LISTING	
Monday	Appraise Property	20-Mar
Tuesday	List Property for Sale	21-Mar
Wednesday		22-Mar
Thursday	Market Property for Sale	23-Mar
Friday		24-Mar
WEEK 3	PROSPECTING & LISTING + BUSINESS BROKING	
Monday	Establish & Build Client Agency Relationships	27-Mar
Tuesday	Establish & Build Client Agency Relationships	28-Mar
Wednesday	Work in the Business Broking Sector	29-Mar
Thursday		30-Mar
Friday	Diploma Only : Establish & Manage Agency Trust Accounts	31-Mar
WEEK 4	PROPERTY DEVELOPMENT + STRATEGIC PLANNING	
Monday		3-Apr
Tuesday	Present Property Reports	4-Apr
Wednesday	Present Property Reports - half day 9.30 to 12pm	5-Apr
Thursday	Develop a Strategic Business Plan in RE/Market the Agency	6-Apr
Friday	Diploma Only : Manage Budgets & Financial Plans	7-Apr
WEEK 5	PROPERTY MANAGEMENT	
Monday		10-Apr
Tuesday	Property Management	11-Apr
Wednesday	Property Management	12-Apr
Thursday	Property Management	13-Apr
Friday	<i>Public Holiday (Good Friday)</i>	14-Apr
WEEK 6	DOCUMENTATION	
Monday	<i>Public Holiday (Easter Monday)</i>	17-Apr
Tuesday	Identify Legal & Ethical Requirements of Property Sales	18-Apr
Wednesday	Identify Legal & Ethical Requirements of Property Sales	19-Apr
Thursday	Identify Legal & Ethical Requirements of Property Sales	20-Apr
Friday		21-Apr
WEEK 7	PROPERTY SELLING	
Monday		24-Apr
Tuesday	<i>Public Holiday (ANZAC Day)</i>	25-Apr
Wednesday	Prepare for Auction	26-Apr
Thursday	Negotiate Effectively in Property Transactions	27-Apr
Friday	Sell & finalise the Sale of Property by Private Treaty	28-Apr

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2017 CALENDAR

Course 3

Certificate IV and Diploma of Property Services



ALL CLASSES 9am to 4pm

WEEK 1	REAL ESTATE OVERVIEW and LAW	
Monday		8-May
Tuesday	Work in the Real Estate Industry / Risk Management	9-May
Wednesday	Identify Legal & Ethical Requirements of Property Sales	10-May
Thursday	Interpret legislation to complete Agency Work	11-May
Friday		12-May
WEEK 2	PROSPECTING & LISTING	
Monday		15-May
Tuesday	Appraise Property	16-May
Wednesday	List Property for Sale	17-May
Thursday	Market Property for Sale	18-May
Friday		19-May
WEEK 3	PROSPECTING & LISTING + BUSINESS BROKING	
Monday		22-May
Tuesday	Establish & Build Client Agency Relationships	23-May
Wednesday	Establish & Build Client Agency Relationships	24-May
Thursday	Work in the Business Broking Sector	25-May
Friday		26-May
WEEK 4	PROPERTY DEVELOPMENT + STRATEGIC PLANNING	
Monday		29-May
Tuesday	Present Property Reports	30-May
Wednesday	Present Property Reports - half day 9.30 to 12pm	31-May
Thursday	Develop a Strategic Business Plan in RE/Market the Agency	1-Jun
Friday		2-Jun
WEEK 5	PROPERTY MANAGEMENT	
Monday		5-Jun
Tuesday	Property Management	6-Jun
Wednesday	Property Management	7-Jun
Thursday	Property Management	8-Jun
Friday	Establish & Manage Agency Trust Accounts/Manage Budgets & Financial Plans	9-Jun
WEEK 6	DOCUMENTATION	
Monday	Public Holiday (Queens Birthday)	12-Jun
Tuesday	Identify Legal & Ethical Requirements of Property Sales	13-Jun
Wednesday	Identify Legal & Ethical Requirements of Property Sales	14-Jun
Thursday	Identify Legal & Ethical Requirements of Property Sales	15-Jun
Friday		16-Jun
WEEK 7	PROPERTY SELLING	
Monday		19-Jun
Tuesday	Prepare for Auction	20-Jun
Wednesday	Negotiate Effectively in Property Transactions	21-Jun
Thursday	Sell & finalise the Sale of Property by Private Treaty	22-Jun
Friday		23-Jun

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Course 4

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ALL CLASSES 9am to 4pm

WEEK 1	REAL ESTATE OVERVIEW and LAW	
Monday		3-Jul
Tuesday	Work in the Real Estate Industry / Risk Management	4-Jul
Wednesday	Identify Legal & Ethical Requirements of Property Sales	5-Jul
Thursday	Interpret legislation to complete Agency Work	6-Jul
Friday		7-Jul
WEEK 2	PROSPECTING & LISTING	
Monday		10-Jul
Tuesday		11-Jul
Wednesday	Appraise Property	12-Jul
Thursday	List Property for Sale	13-Jul
Friday	Market Property for Sale	14-Jul
WEEK 3	BUSINESS BROKING + PROSPECTING & LISTING	
Monday	Work in the Business Broking Sector	17-Jul
Tuesday	Establish & Build Client Agency Relationships	18-Jul
Wednesday	Establish & Build Client Agency Relationships	19-Jul
Thursday		20-Jul
Friday		21-Jul
WEEK 4	PROPERTY DEVELOPMENT + STRATEGIC PLANNING	
Monday		24-Jul
Tuesday	Present Property Reports	25-Jul
Wednesday	Present Property Reports - half day 9.30 to 12pm	26-Jul
Thursday	Develop a Strategic Business Plan in RE/Market the Agency	27-Jul
Friday		28-Jul
WEEK 5	DOCUMENTATION	
Monday		31-Jul
Tuesday	Identify Legal & Ethical Requirements of Property Sales	1-Aug
Wednesday	Identify Legal & Ethical Requirements of Property Sales	2-Aug
Thursday	Identify Legal & Ethical Requirements of Property Sales	3-Aug
Friday	Diploma Only : Establish & Manage Agency Trust Accounts	4-Aug
WEEK 6	PROPERTY MANAGEMENT	
Monday		7-Aug
Tuesday	Property Management	8-Aug
Wednesday	Property Management	9-Aug
Thursday	Property Management	10-Aug
Friday	Diploma Only : Manage Budgets & Financial Plans	11-Aug
WEEK 7	PROPERTY SELLING	
Monday		14-Aug
Tuesday	Prepare for Auction	15-Aug
Wednesday	Negotiate Effectively in Property Transactions	16-Aug
Thursday	Sell & finalise the Sale of Property by Private Treaty	17-Aug
Friday		18-Aug

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2017 CALENDAR

Course 5

Certificate IV and Diploma of Property Services



ALL CLASSES 9am to 4pm

WEEK 1	REAL ESTATE OVERVIEW and LAW	
Monday		28-Aug
Tuesday	Work in the Real Estate Industry / Risk Management	29-Aug
Wednesday	Identify Legal & Ethical Requirements of Property Sales	30-Aug
Thursday	Interpret legislation to complete Agency Work	31-Aug
Friday		1-Sep
WEEK 2	PROSPECTING & LISTING	
Monday		4-Sep
Tuesday	Appraise Property	5-Sep
Wednesday	List Property for Sale	6-Sep
Thursday	Market Property for Sale	7-Sep
Friday		8-Sep
WEEK 3	PROSPECTING & LISTING + BUSINESS BROKING	
Monday		11-Sep
Tuesday	Establish & Build Client Agency Relationships	12-Sep
Wednesday	Establish & Build Client Agency Relationships	13-Sep
Thursday	Work in the Business Broking Sector	14-Sep
Friday		15-Sep
WEEK 4	PROPERTY MANAGEMENT	
Monday		18-Sep
Tuesday	Property Management	19-Sep
Wednesday	Property Management	20-Sep
Thursday	Property Management	21-Sep
Friday		22-Sep
WEEK 5	PROPERTY DEVELOPMENT + STRATEGIC PLANNING	
Monday		25-Sep
Tuesday	Present Property Reports	26-Sep
Wednesday	Present Property Reports - half day 9.30 to 12pm	27-Sep
Thursday	Develop a Strategic Business Plan in RE/Market the Agency	28-Sep
Friday	Diploma Only : Establish & Manage Agency Trust Accounts	29-Sep
WEEK 6	DOCUMENTATION	
Monday	Public Holiday (Labour Day)	2-Oct
Tuesday	Identify Legal & Ethical Requirements of Property Sales	3-Oct
Wednesday	Identify Legal & Ethical Requirements of Property Sales	4-Oct
Thursday	Identify Legal & Ethical Requirements of Property Sales	5-Oct
Friday	Diploma Only : Manage Budgets & Financial Plans	6-Oct
WEEK 7	PROPERTY SELLING	
Monday		9-Oct
Tuesday	Prepare for Auction	10-Oct
Wednesday	Negotiate Effectively in Property Transactions	11-Oct
Thursday	Sell & finalise the Sale of Property by Private Treaty	12-Oct
Friday		13-Oct

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2017 CALENDAR

Course 6

Certificate IV and Diploma of Property Services



ALL CLASSES 9am to 4pm

WEEK 1	REAL ESTATE OVERVIEW and LAW	
Monday		23-Oct
Tuesday	Work in the Real Estate Industry / Risk Management	24-Oct
Wednesday	Identify Legal & Ethical Requirements of Property Sales	25-Oct
Thursday	Interpret legislation to complete Agency Work	26-Oct
Friday		27-Oct
PROSPECTING & LISTING		
Monday	Appraise Property	30-Oct
Tuesday	List Property for Sale	31-Oct
Wednesday		1-Nov
Thursday	Market Property for Sale	2-Nov
Friday		3-Nov
WEEK 3 PROSPECTING & LISTING + BUSINESS BROKING		
Monday	Establish & Build Client Agency Relationships	6-Nov
Tuesday	Establish & Build Client Agency Relationships	7-Nov
Wednesday	Work in the Business Broking Sector	8-Nov
Thursday		9-Nov
Friday		10-Nov
WEEK 4 PROPERTY DEVELOPMENT + STRATEGIC PLANNING		
Monday		13-Nov
Tuesday	Present Property Reports	14-Nov
Wednesday	Present Property Reports - half day 9.30 to 12pm	15-Nov
Thursday	Develop a Strategic Business Plan in RE/Market the Agency	16-Nov
Friday		17-Nov
WEEK 5 PROPERTY MANAGEMENT		
Monday		20-Nov
Tuesday	Property Management	21-Nov
Wednesday	Property Management	22-Nov
Thursday	Property Management	23-Nov
Friday	Diploma Only : Establish & Manage Agency Trust Accounts	24-Nov
WEEK 6 DOCUMENTATION		
Monday		27-Nov
Tuesday	Identify Legal & Ethical Requirements of Property Sales	28-Nov
Wednesday	Identify Legal & Ethical Requirements of Property Sales	29-Nov
Thursday	Identify Legal & Ethical Requirements of Property Sales	30-Nov
Friday	Diploma Only : Manage Budgets & Financial Plans	1-Dec
WEEK 7 PROPERTY SELLING		
Monday		4-Dec
Tuesday	Prepare for Auction	5-Dec
Wednesday	Negotiate Effectively in Property Transactions	6-Dec
Thursday	Sell & finalise the Sale of Property by Private Treaty	7-Dec
Friday		8-Dec