



WHAT CONTINUED PROFESSIONAL DEVELOPMENT (CPD) DO I NEED TO DO?

CPD has changed from 1st of July 2024

NOTE: The current CPD year is 1st of July 2024 to 30th of June 2025 for everyone.

If you are not sure of what Class of licence you hold go to this link:

<https://verify.licence.nsw.gov.au/home/Property>

NSW Class 1 and 2 Agent – Real Estate, Stock and Station or Strata, Business Broking, Onsite Residential Property Manager and Commercial Agents

holders of just **one category** of class 1 or 2 licence will be required to complete a minimum of **five hours CPD training**, including **four compulsory topics set for their licence type**. Delivered via in-person classroom session or an interactive webinar session delivered by a trainer

CPD FOR MORE THAN ONE LICENCE CATEGORY I.E. REAL ESTATE & STOCK AND STATION

You will need to do Compulsory CPD for one licence category and also the same for the other category. If some of the topics covered in your training session are delivered as combined topics, you would only need to complete the main 5-hour session plus the topics that are stand alone in a second training session.

Examples of Combined Topics for Multiple Licence Categories (If the topic/s have been tailored to each Category setting.)	
Strata Managing Agents	New Supervision Guidelines for strata managing agencies You need to complete three (3) more topics relevant to Strata to complete your CPD for Strata Licence
Stock and Station Agents or Dual Agents	1. Introduction to work health and safety obligations in stock and station agencies 2. New Supervision Guidelines for stock and station agencies You need to complete two (2) more topics relevant to Stock and Station to complete your CPD for your Stock & Station Licence
Business Brokers	1. Introduction to work health and safety obligations in business broking agencies 2. New Supervision Guidelines for business broking agencies You need to complete two (2) more topics relevant to Business Broking to complete your CPD for your Business Broking Licence

REMINDER Licensees-in-charge must have all training detailed in a training plan for the agency. RMC has a service to customise this to your office.

Note for Residential Salespeople: You will need to do an additional topic. Under-quoting and price misrepresentations (online course delivered by TAFE NSW)- this Online course which is being jointly developed between NSW Fair Trading and TAFE NSW. To enrol through TAFE NSW please visit this link: <https://store.training.tafensw.edu.au/product/price-representation-in-real-estate-underquoting/>

Assistant Agents

You must still complete three (3) units of the Certificate IV in Real Estate Practice course.

Class 1 or Class 2 Licence AND Assistant Agent Certificate in another category

If you hold additional licenses, such as Real Estate, Stock & Station, or Strata, you must complete the Continuing Professional Development (CPD) requirements for your Class 1 and/or Class 2 licenses, as well as the CPD for your Assistant Agent Certificate.

The CPD for the Assistant Agent Certificate requires a minimum of 3 units per year from a valid Certificate IV qualification, which is necessary for obtaining a Class 2 Agent Licence.

CLASS 2 LICENCE OR NEW LICENCE CATEGORY	CPD REQUIRED TO BE COMPLETED
If your NSW Class 2 Licence or new Licence Category was issued by NSW FT between 1st of July 2024 and 31st of March 2025	You must complete the relevant CPD for the new level and Category you hold.

NEW ASSISTANT AGENTS

The information below applies only to the first year from your issue date. Your CPD requirements will depend on when your issue date was set by NSW Fair Trading.

ASST AGENT CERTIFICATE DATE ISSUED	REQUIRED CPD
If your certificate was issued between 1 July 2024 & 30 September 2024	MUST complete AT LEAST 3 UNITS from a valid Certificate IV qualification that is required for the issue of a class 2 Agent licence in Real Estate (with or without restrictions).
If your certificate was issued between 1 October 2024 & 31st March 2025	MUST complete AT LEAST 1 UNIT from a valid Certificate IV qualification that is required for the issue of a Class 2 Agent licence in Real Estate (with or without restrictions). NOTE: We recommend always completing three (3) units to stay on track.

IMPORTANT NOTE: COMPULSORY CPD TOPICS ARE DIFFERENT DEPENDING ON WHAT LICENCE CATEGORY YOU HOLD.

IN SOME CASES YOU MAY NEED TO COMPLETE MORE THAN 5 HOURS

FOR MORE INFORMATION VISIT

<https://www.fairtrading.nsw.gov.au/news-and-updates/notices/changes-to-supervision-guidelines-and-cpd-2024>

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