

ASTC Online Guide

NSW CPD Courses

<https://astconline.edu.au>

Table of Contents

- 1. Create an account**
- 2. Enrol in CPD Compulsory + Elective**
- 3. Start Your CPD Course**
- 4. Completing Online Registration Form**
- 5. Accessing Online Presentation**
- 6. Downloading Participant's Guide**
- 7. Starting a quiz/assessment**
- 8. Completing the course**

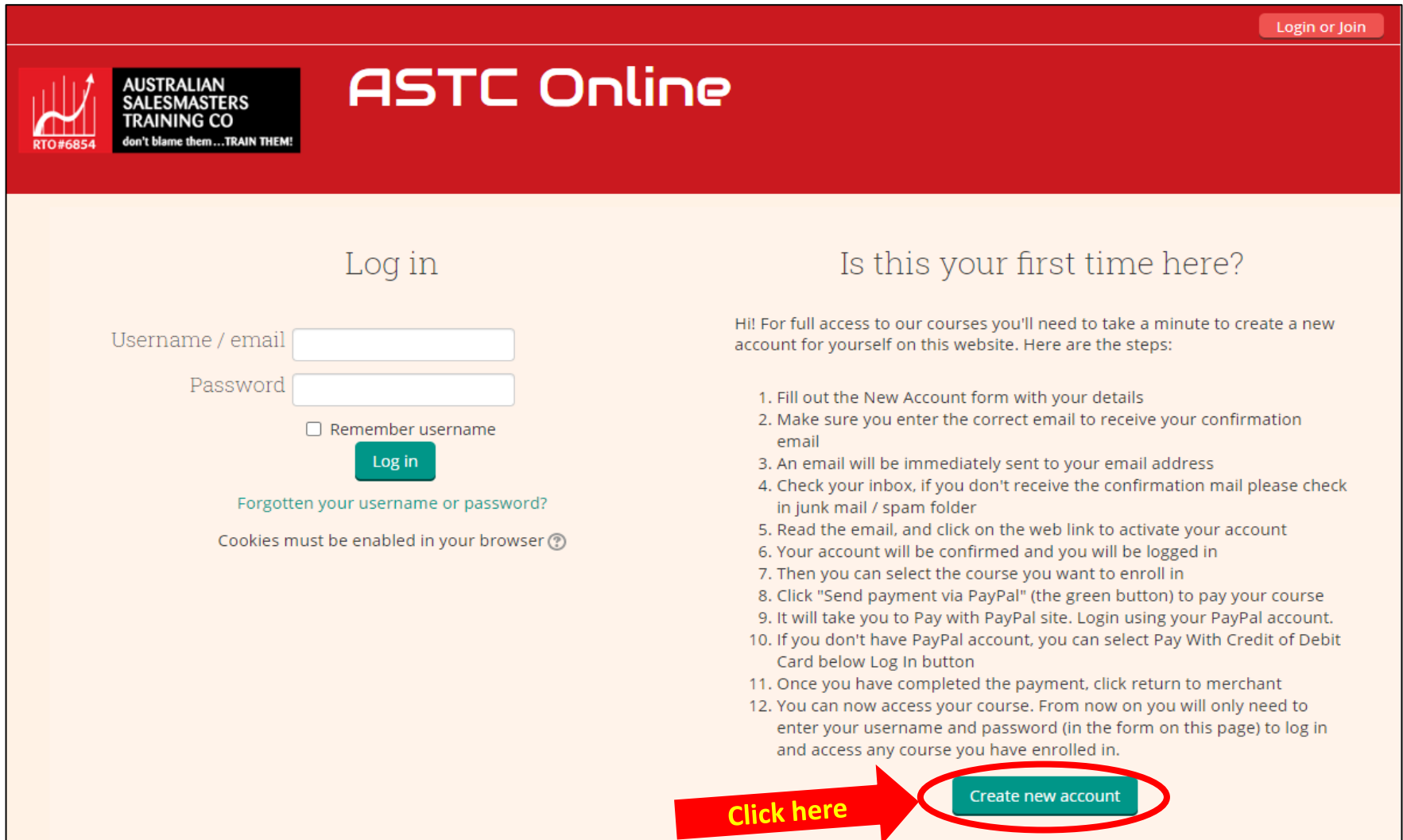
1. Create an account

- Click the “Login or join” button

The image shows a screenshot of the ASTC Online website. The top navigation bar is red and contains the company logo on the left, the text "ASTC Online" in the center, and a "Login or Join" button on the right. A yellow arrow points to the "Login or Join" button with the text "Click here". Below the navigation bar is a grey "ANNOUNCEMENTS" section with the text "undefined". The main content area features a woman in a white business suit sitting in a modern chair, interacting with a futuristic, glowing blue interface. The interface displays various data visualizations including a calendar, a search bar, a world map, and several charts and graphs.

1. Create an account (cont.)

- Click the “Create new account” button



The screenshot shows the top navigation bar in red with a white 'Login or Join' button. Below this is a dark red header containing the Australian Salesmasters Training Co logo (with RTO #6854 and the slogan 'don't blame them... TRAIN THEM!') and the 'ASTC Online' text in white. The main content area is light beige and split into two columns. The left column is titled 'Log in' and contains input fields for 'Username / email' and 'Password', a 'Remember username' checkbox, a green 'Log in' button, and links for 'Forgotten your username or password?' and 'Cookies must be enabled in your browser'. The right column is titled 'Is this your first time here?' and contains a welcome message and a 12-step guide to creating an account. At the bottom of the page, a red arrow points to a green 'Create new account' button, which is circled in red.

ASTC Online

Log in

Username / email

Password

Remember username

[Log in](#)

[Forgotten your username or password?](#)

Cookies must be enabled in your browser ⓘ

Is this your first time here?

Hi! For full access to our courses you'll need to take a minute to create a new account for yourself on this website. Here are the steps:

1. Fill out the New Account form with your details
2. Make sure you enter the correct email to receive your confirmation email
3. An email will be immediately sent to your email address
4. Check your inbox, if you don't receive the confirmation mail please check in junk mail / spam folder
5. Read the email, and click on the web link to activate your account
6. Your account will be confirmed and you will be logged in
7. Then you can select the course you want to enroll in
8. Click "Send payment via PayPal" (the green button) to pay your course
9. It will take you to Pay with PayPal site. Login using your PayPal account.
10. If you don't have PayPal account, you can select Pay With Credit of Debit Card below Log In button
11. Once you have completed the payment, click return to merchant
12. You can now access your course. From now on you will only need to enter your username and password (in the form on this page) to log in and access any course you have enrolled in.

[Click here](#) [Create new account](#)

1. Create an account (cont.)

- Fill in all required fields
- Click the “Create my new account” button

New account ▼ Collapse all

▼ Choose your username and password

Username*

Password* Unmask

▼ More details

Email address*


Email (again)*

First name*

Surname*

City/town

Country ▼

Click here 

There are required fields in this form marked *.

1. Create an account (cont.)

- Click the “Continue” button

Log In

AUSTRALIAN SALESMASTERS TRAINING CO
RTO#6854 don't blame them...TRAIN THEM!

ASTC Online

Search courses

> Confirm your account

An email should have been sent to your address at **Student.test@gmail.com**

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

Click here → [Continue](#)

General Inquiries
info@astc.edu.au

Exciting New Courses

- Certificate of Registration NSW
- CPD Points NSW - Body Language Magic
- CPD Points NSW - Communication in the Real Estate Industry
- CPD Points NSW - Market Property for sale
- CPD Points NSW - Sales Practices
- CPD Points NSW - Time Management
- CPD Points NSW - Work, Health and Safety

Connect with us

- Facebook
- Youtube
- Wechat

Australian Salesmasters Training Co © 2017 | Registered Training Organisation #6854 ABN:94084084284

1. Create an account (cont.)

- You will receive an email to confirm your new account. If it's not in your inbox, check in spam or junk mail
- Click the link provided to confirm your new account

A new account has been requested at 'ASTC Online' using your email address.

To confirm your new account, please go to this web address:

<http://astconline.edu.au/login/confirm.php?data=P168DXGEVFJ5BSp/username>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

ASTC Online Support



Click this link

1. Create an account (cont.)

- Once you confirm, you will be taken back to the online portal
- Click the “Courses” button to see the CPD course list

The screenshot displays the ASTC Online user interface. At the top, there is a navigation bar with 'Messages' on the left and a 'User' profile icon on the right. Below this is a header section featuring the 'AUSTRALIAN SALESMASTERS TRAINING CO' logo with the tagline 'don't blame them...TRAIN THEM!' and the text 'ASTC Online'. A search bar labeled 'Search courses' is positioned on the right side of the header. A secondary navigation bar contains links for 'Home', 'Dashboard', 'Events', and 'My Courses'. The main content area shows a confirmation message: 'Your registration has been confirmed' followed by 'Thanks, User Name' and 'Your registration has been co'. A green 'Courses' button is prominently displayed and circled in red, with a red arrow pointing to it from the right, accompanied by the text 'Click here'. The footer is divided into three columns: 'General Inquiries' with the email 'info@astc.edu.au', 'Exciting New Courses' listing various CPD Points NSW courses, and 'Connect with us' with links for Facebook, Youtube, and Wechat.

2. Enrol in CPD Compulsory + Elective

- On the course list, Real Estate → NSW → click the arrow "▶" next to "CPD 2023 – 2024 for Property Agents" to expand the list. You will find CPD for Residential Real Estate Salespeople & Residential Property Managers. Then select the course you want to enrol in.

▼ Real Estate

▼ NSW

▶ CPD 2023 - 2024 for Property Agents

▶ CPD COR Holders

▼ Real Estate

▼ NSW

▼ CPD 2023 - 2024 for Property Agents

🗑️ CPD 2023 - 2024 Residential Real Estate Salespeople (Online)



🗑️ CPD 2023 - 2024 Residential Property Managers (Online)




2. Enrol in CPD Compulsory + Elective (cont.)

- Select the course you want to enrol in
- Click the “Pay Now” button to pay. You can pay using PayPal or Credit Card (MasterCard/Visa/AMEX)

Enrolment options

CPD 2023 - 2024 Residential Real Estate Salespeople (Online)



CPD 2023-2024 for Real Estate Class 1 or 2 Licence holder.

From 23 March 2023, the CPD requirements are:

You must complete 4 hours of training on compulsory topics relevant to the class of licence you hold.

The training must be delivered by an approved provider and require the completion of an assessment activity.

Compulsory topics must be delivered in:

- A face-to-face interactive training environment - max 40 attendees
- An interactive webinar - max 25 attendees

If you are unable to attend either of these learning forums, you may complete a minimum of 10 hours of compulsory and elective topics by online module.

CPD Compulsory topics for Residential Real Estate Salespeople (4 hours) are:

- Review of relevant changes to Regulations & Legislation
- Importance of Supervision Guidelines
- Privacy, Proof of ID, Cyber-security, fraud prevention, and data collection
- Price disclosures, representations & underquoting
- Contracts for Sale - Terms, Conditions, and responsibilities of agents


CPD Elective topics (6 hours) are:

- Authority to bid and exchange contracts - agent responsibilities
- Rental increase and notice requirements in Residential or Commercial Property Management
- Advertising and Marketing - responsibilities under Australian Consumer Law, avoiding misleading or inaccurate representations, reviewing advertised pricing, and other important obligations.
- Conflict resolution and management skills

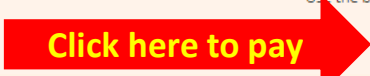
This course requires a payment for entry.

RENSWCPD2310


Cost: AUD 288.00



Use the button below to pay and be enrolled within minutes!

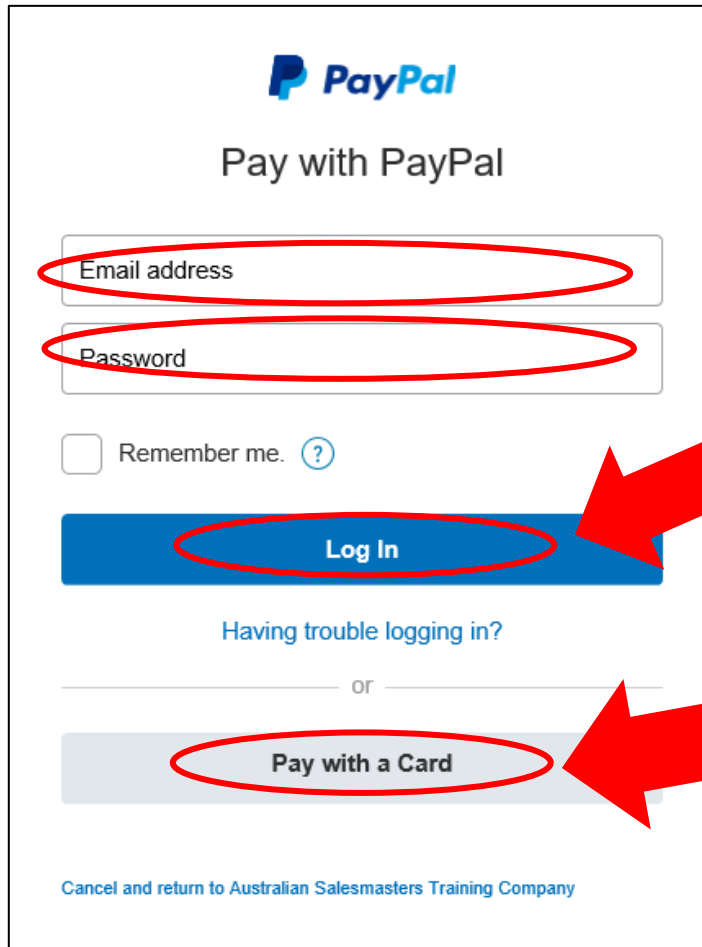


Click here to pay



2. Enrol in CPD Compulsory + Elective (cont.)

- On the PayPal login page, you can login if you want to pay using PayPal.
- If you don't have a PayPal account, click the "Pay with a Card" button below the "Log In" button to pay with a Credit Card (MasterCard/Visa/AMEX)



The screenshot shows the PayPal login interface. At the top is the PayPal logo. Below it is the heading "Pay with PayPal". There are two input fields: "Email address" and "Password", both of which are circled in red. Below these fields is a checkbox labeled "Remember me." with a question mark icon. A blue "Log In" button is also circled in red. Below the button is a link that says "Having trouble logging in?". A horizontal line with "or" in the center separates the login section from the payment section. Below the line is a grey "Pay with a Card" button, also circled in red. At the bottom left, there is a link that says "Cancel and return to Australian Salesmasters Training Company".

Click here to login to PayPal

Click here if you want to pay with Credit Card

2. Enrol in CPD Compulsory / Elective (cont.)

- Enter your Credit Card details and click “Pay Now” to process the payment

Fill out the payment details

PayPal Guest Checkout

We don't share your financial details with the seller.

Country: Australia

Card number

Expires: CVV

First name: Last name

Billing address

Address line 1

Address line 2

Suburb

State/Territory

Postcode

Shipping

Shipping method

Choose a shipping method

Contact Details

Phone type: Mobile Phone country code: 61 (AU)

Phone number

Email address

I am at least 18 years old and I confirm that I have read, consent and agree to PayPal's [Privacy Policy](#).

Pay Now

Cancel and return to Australian Salesmasters Training

9-2017

Click here to pay

Click here if you want to cancel the payment and go back to the eLearning portal

Tick this before clicking "Pay Now"

2. Enrol in CPD Compulsory / Elective (cont.)

- Please confirm the amount and the last 4 digits of your credit card before processing the payment
- If the information is correct, click “Pay Now” to process the payment

The screenshot shows a PayPal checkout interface. At the top left is the PayPal logo. To its right, a shopping cart icon is followed by the text "\$88.00 AUD" and a dropdown arrow. Below this, there are two redacted fields. The "Pay with" section shows a "VISA" logo and "Visa x- [redacted]". To the right of this, the amount "\$88.00 AUD" is displayed. A large blue "Pay Now" button is centered at the bottom of the main content area. To the right of the button, there is a "PayPal Buyer Protection" section with a graphic of a card reader and a card. Below the button, a line of text reads "This transaction will appear on your statement as PayPal * AUSTRALIANS." At the bottom left, a link "Cancel and return to Australian Salesmasters Training Company" is circled in red. A large red arrow points from the "Pay Now" button to the text "Click here to pay". Another large red arrow points from the "Cancel and return to Australian Salesmasters Training Company" link to the text "Click here if you want to cancel the payment and go back to the eLearning portal".

PayPal

\$88.00 AUD

Pay with

VISA Visa x- [redacted]

\$88.00 AUD

Pay Now

PayPal Buyer Protection

When you shop with PayPal, your eligible purchases may be safeguarded by PayPal's Buyer Protection.

This transaction will appear on your statement as PayPal * AUSTRALIANS.

Cancel and return to Australian Salesmasters Training Company

Terms Privacy Feedback

PayPal helps protect your privacy and security. For more information regarding our Privacy Policy, User Agreement, Combined Financial Services Guide and Product Disclosure Statement and Privacy Policy.

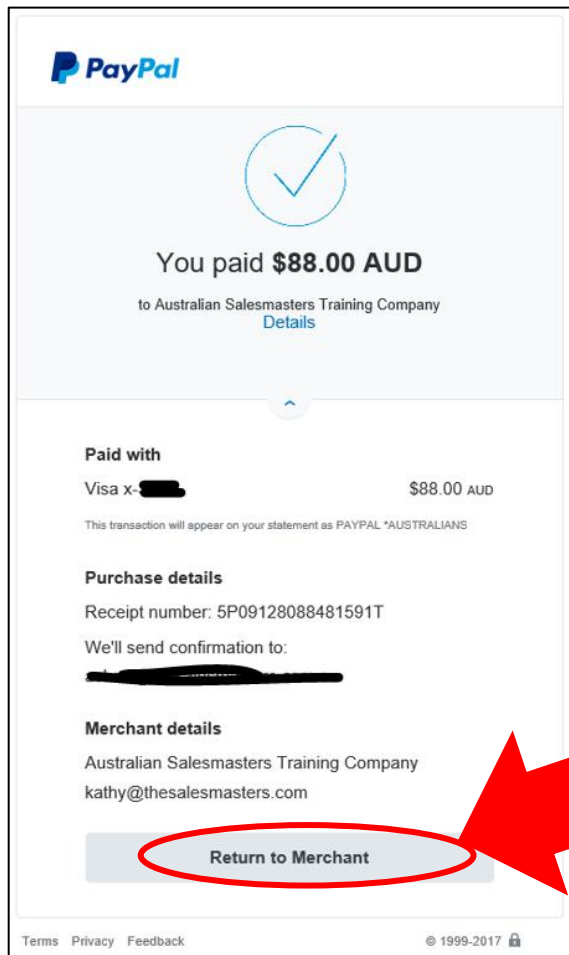
Copyright© 1999-2017 PayPal, Inc. All rights reserved. PayPal Australia Pty Limited ABN 93 111 195 389 (AFSL 307141) All financial product advice provided in this site has not taken into account your objectives, financial situations or needs.

Click here to pay

Click here if you want to cancel the payment and go back to the eLearning portal

2. Enrol in CPD Compulsory / Elective (cont.)

- If the payment is successful, you will see the page below and you will receive two emails (a Receipt from PayPal & an Invoice from Australian Salesmasters Training)
- Click “Return to Merchant” to return to the eLearning portal



Click here to return to the eLearning portal

3. Start Your CPD Course

- On your Dashboard, select your course from “My Courses” drop-down menu



- Or click on your course from your home page



4. Completing Online Registration Form

- On the course page, you will see a welcome message and some important information
- Before you can access the resources, you have to complete a “Registration Form”
- **Please read the information below before completing the Registration Form!**

Welcome to CPD 2023 - 2024 Residential Property Managers course.

This course was specially designed for Class 1 and Class 2 Licences holders to give them the opportunity to meet all requirements needed to maintain their work in the Real Estate industry.

To start the course please complete the [registration form](#) below.

Important:

1. You need to submit the registration form to access the course materials.
2. If you already enrolled in any of our 2023 CPD topics you don't need to resubmit another [registration form](#) and you will automatically have access to this course materials, unless if you want to update your information details.
3. Be informed that either after submitting the [registration form](#) or directly accessing the course you **will not** be able access compulsory & elective topics simultaneously, which means that you will need to complete one topic at a time.
4. You will first be provided with an interactive learning material to assist you in understanding the topic and then you will be able to access the assessment along with the PDF that will help you solve the questions.
5. All assessments are in the form of MCQs and True/False.
6. To access the next topic, you need to score a 100%.
7. For every topic you will have **only three (3) attempts** to successfully complete the assessment.
8. **Once the assessment is satisfactory completed, you will not be able to reattempt or access the quiz.**
9. If you fail to complete the assessment within 3 attempts, please contact us during our working hours (**Monday - Friday from 9 am till 5 pm**) to discuss this matter.
10. You can contact us through phone **02 9700 9333** Or send us an email at info@astc.edu.au.
11. After successfully completing all 3 topics you will receive your electronic certificate within 24 hours. If you don't receive the certificate within the time frame mentioned please contact us.




 [Registration Form](#)

Click here to fill out the online registration form

4. Completing Online Registration Form (cont.)

- Complete all the required fields
- Click “Submit Form”

 AUSTRALIAN SALESMASTERS TRAINING COMPANY
don't learn them...TEACH THEM

Registration for CPD Points - Continuing Professional Development

Personal Information

Title: Mr Mrs Miss Ms Other

First (Given) Name: Other Name:

(Please make sure you enter your first/given name as printed in your certificate / licence)

Surname: Date of birth (dd/mm/yyyy)

(Please make sure you enter your surname as printed in your certificate / licence)

Address

<input type="text" value=""/>	<input type="text" value=""/>
Unit Number	Building Name
<input type="text" value=""/>	<input type="text" value=""/>
Street Number	Address Line 1
<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	Address Line 2
<input type="text" value=""/>	<input type="text" value=""/>
City	State <input type="text" value=""/>
<input type="text" value=""/>	Postcode <input type="text" value=""/>

Email Address: Telephone Number:

Mobile Number: Do you hold NSW Fair Trading / Access Canberra Certificate / Licence? Certificate Licence

NSW Fair Trading / Access Canberra Certificate/Licence Number: NSW Fair Trading / Access Canberra Certificate/Licence Expiry Date:

Agency Information

Agency Name:

Mailing Address:

Address Line 1

Address Line 2

City State Postcode

Telephone Number: Fax Number:

Email Address:

Correspondence Mailing Address Personal Agency

Please tick your preferred mailing address for all correspondence.



5. Accessing Interactive Learning Resources

- Once you have successfully completed the online Registration Form, the box on the right hand-side of the Registration Form link should be ticked.
- Now you can access the Interactive Learning Resources of Compulsory Topic.

Registration Form

Compulsory Topic - Residential Property Managers (4 Hours)

[Interactive Learning - Residential Property Managers](#)

[Participant's Guide - Residential Property Managers \(PDF\)](#)

You can download this pdf version once you completed accessing the interactive learning materials above.

Restricted Not available unless: The activity [Interactive Learning - Residential Property Managers](#) is marked complete

Assessment - Residential Property Managers

Restricted Not available unless: The activity [Interactive Learning - Residential Property Managers](#) is marked complete

5. Accessing Interactive Learning Resources (cont.)

Interactive Learning - Residential Property Managers

Enter

Click here to start

Click "Exit activity" to exit this activity anytime and go back to the last page

Exit activity

Hide blocks Standard view

Residential Property Managers

30% COMPLETE

Overview

Introduction

CHAPTER 1

LEGISLATIVE CHANGES - A REVIEW OF RELEVANT CHANGES TO REGULATIONS AND LEGISLATION

CHAPTER 2

SUPERVISION GUIDELINES

CHAPTER 3

SECTION 1 of 10

Overview

Residential Property Managers

Compulsory CPD Module - 4 hours

5. Accessing Interactive Learning Resources (cont.)

This course Exit activity Hide blocks Standard view

IMPORTANT!!!
Please read the instruction carefully in the interactive content to continue to the next chapter until the end of the chapter to complete this activity.
E.g. "You need to click the tick boxes to be able to proceed to the next page"

CHAPTER 7

- MANAGING UNFORESEEN RENTAL TERMINATIONS - INCARCERATED, ABANDONED OR DECEASED

CHAPTER 8

- RENTAL BONDS - MANAGEMENT, COMMUNICATION AND ACCOUNTABILITY

puted bond then within 14 days of
t of bond less any damages or

ayment of Bond to Former Co-

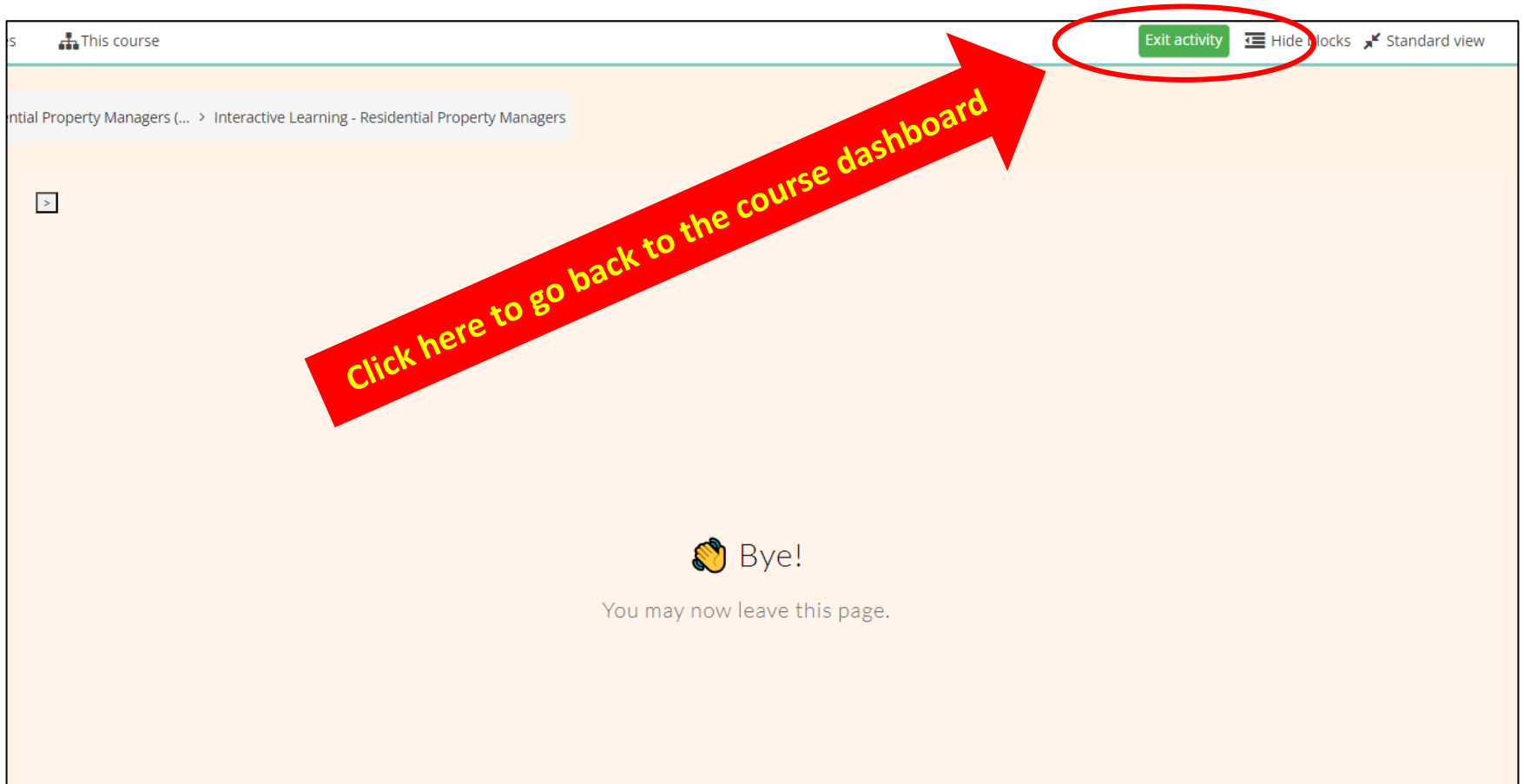
Note that tenancies under the NSW Land and Housing Corporation or the Aboriginal Housing Office have different rules concerning rental bonds and these can be found in the Residential Tenancies Act 2010 (ss 156D). They are not discussed specifically in this CPD unit.

Click Exit to close this Activity

EXIT

Click here to complete this activity

5. Accessing Interactive Learning Resources (cont.)



s This course

Exit activity Hide blocks Standard view

ntial Property Managers (... > Interactive Learning - Residential Property Managers

>

Click here to go back to the course dashboard

👋 Bye!

You may now leave this page.

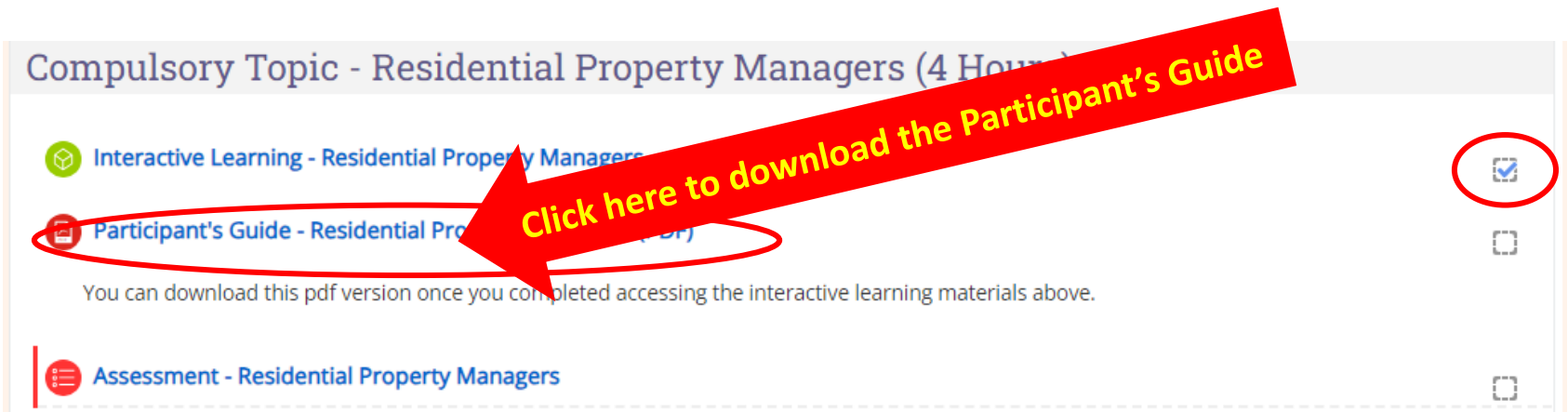
6. Downloading the Participant's Guide

- Once you have completed accessing the Interactive Learning Resources and went back to the course dashboard, the box on the right hand-side of the Interactive Learning Resources link should be ticked
- Now you can download the PDF version of the Participant's Guide & start/attempt the assessment/quiz.

Compulsory Topic - Residential Property Managers (4 Hours)

- Interactive Learning - Residential Property Managers
- Participant's Guide - Residential Property Managers
- Assessment - Residential Property Managers

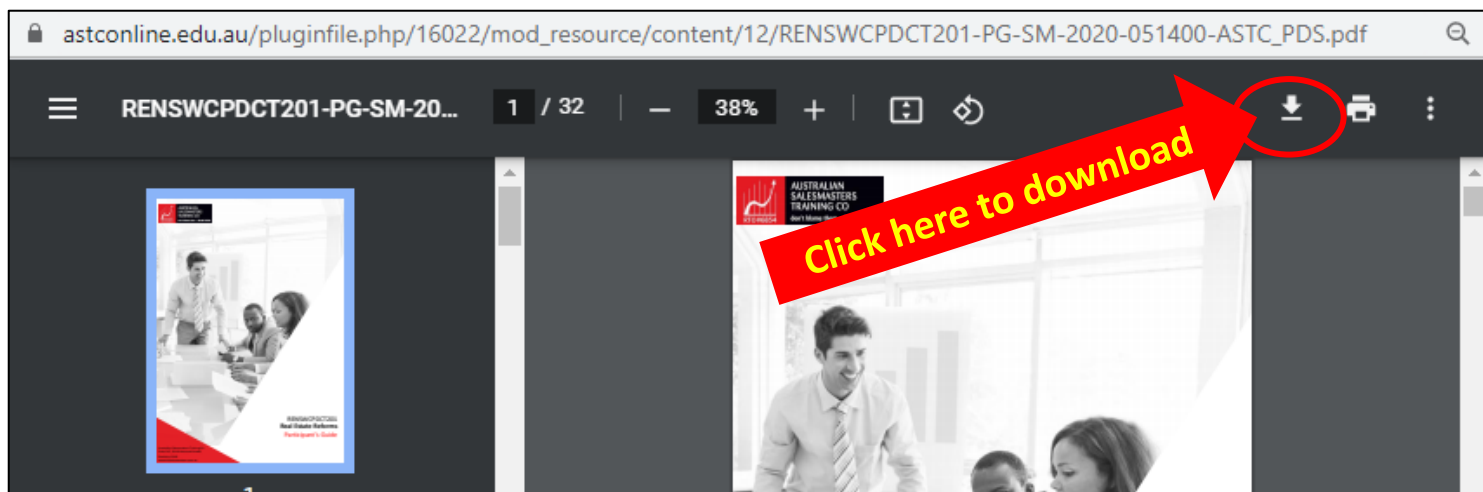
You can download this pdf version once you completed accessing the interactive learning materials above.



astconline.edu.au/pluginfile.php/16022/mod_resource/content/12/RENSWCPDCT201-PG-SM-2020-051400-ASTC_PDS.pdf

RENSWCPDCT201-PG-SM-20... 1 / 32 38% +




Click here to download



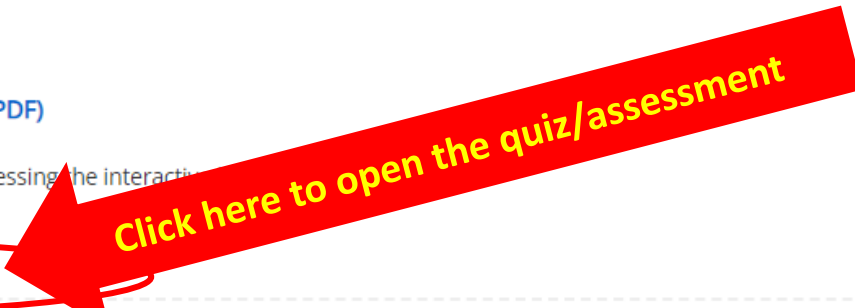
7. Starting a quiz/assessment

- To start/attempt a quiz/assessment, click the Assessment link.
- Click “Attempt quiz now” to start your attempt.

Compulsory Topic - Residential Property Managers (4 Hours)

-  [Interactive Learning - Residential Property Managers](#)
-  [Participant's Guide - Residential Property Managers \(PDF\)](#)
-  [Assessment - Residential Property Managers](#)

You can download this pdf version once you completed accessing the interactive

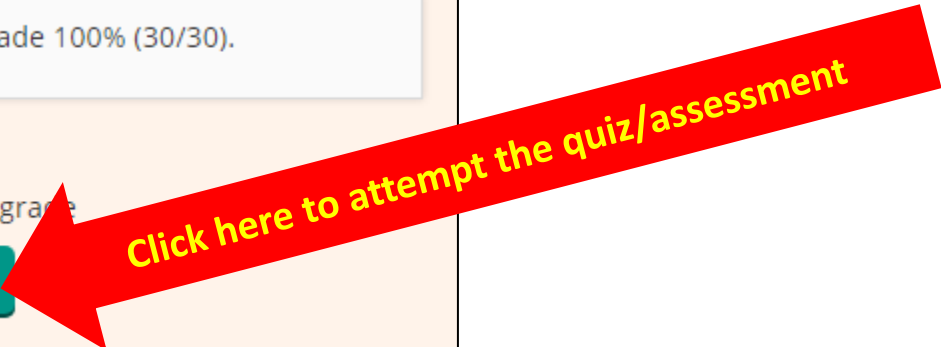


In order to complete this topic, you need to get grade 100% (30/30).

Attempts allowed: 3

Grading method: Highest grade

[Attempt quiz now](#)



7. Starting a quiz/assessment (cont.)

- Read the questions attentively and select the correct answer.
- Click the “Next page” button or click the number on the quiz navigation pane on the left to navigate the questions.

The screenshot shows a quiz interface for 'Real Estate Reforms Assessment'. On the left is a 'Quiz navigation' pane with a grid of question numbers from 1 to 30. Question 1 is highlighted with a red box and a red arrow pointing to it with the text 'Click the number to navigate the questions'. The main area displays 'Question 1' with a status of 'Not yet answered' and a mark of '1.00'. The question text is '1. Which of the following were not part of the reforms introduced in March 2020:'. Below the question is a 'Select one:' prompt and a list of six options (a-f) with radio buttons. Option 'a. Improved licensing requirements' is circled in red, and a red arrow points to it with the text 'Select the correct answer'. At the bottom right of the question area is a green 'Next page' button, with a red arrow pointing to it and the text 'Click here for next question'. The breadcrumb path at the top is '*RENSWCPDCT20 > Topic 1: Real Estate Reforms > Real Estate Reforms Assessment'. A 'Finish attempt ...' link is visible at the bottom left.

7. Starting a quiz/assessment (cont.)

- For every topic you will have only three (3) attempts to successfully complete the assessment.
- Once the assessment is satisfactorily completed, the topic will disappear from your course, and you will not be able to reattempt or access the quiz.

Compulsory Topic - Residential Real Estate Salespeople (4 Hours)

You have completed the Compulsory Topic - Residential Real Estate Salespeople (4 Hours).

8. Completing the course

- You can start Elective Topic 1, 2, 3 & 4 by following the same process as Compulsory Topic.
- Once you have satisfactorily completed all topics, the system will automatically issue your certificate and send it to your email.

Compulsory Topic - Residential Real Estate Salespeople (4 Hours)

You have completed the Compulsory Topic - Residential Real Estate Salespeople (4 Hours).

Elective Topics: 1. Authority to bid and exchange contracts (1.5 Hours)

You have completed the Elective Topic - 1. Authority to bid and exchange contracts (1.5 Hours).

Elective Topics: 2. Rental Increases and Notice Requirements (1.5 Hours)

You have completed the Elective Topic - 2. Rental Increases and Notice Requirements (1.5 Hours).

Elective Topics: 3. Advertising and Marketing (1.5 Hours)

You have completed the Elective Topic - 3. Advertising and Marketing (1.5 Hours).

4. Elective Topics: 4. Conflict Resolution and Management Skills (1.5 hours)

You have completed the Elective Topic - 4. Conflict Resolution and Management Skills (1.5 hours).

CPD 2023 - 2024 Course for Property Agents (10 Hours)

Congratulation!!!

Now you have completed the CPD year 2023 - 2024.

You will receive your certificate shortly.

Thank you.



Thank You!

If you need help in accessing ASTC Online, please

contact ☎ **9700 9333 ext:119**

or email to ✉ **info@astc.edu.au**