



BUILDING A FUTURE FOR YOUR WORKFORCE THROUGH...

AUSTRALIAN APPRENTICESHIPS

PRD30101 CERTIFICATE III IN PROPERTY (REAL ESTATE)

One of the greatest challenges in business growth is the ability to retain qualified staff. Talk to us today about how an Australian Apprenticeship in Real Estate can help solve this!

Australian Government funding may be available to train your employees to comply with industry standards through an Australian Apprenticeship

Advantages of introducing Australian Apprenticeships to your organisation

- ◆ Get staff who are MOTIVATED
- ◆ Get staff who are PRODUCTIVE
- ◆ Employ staff who stay in the job LONGER
- ◆ Improve your employees skills and KNOWLEDGE
- ◆ Be at ease in knowing your staff COMPLY with industry standards

Improving productivity gains in your business

- ◆ Increase staff retention
- ◆ Reduce your wage costs
- ◆ Receive Australian Government incentives up to \$4,000*
- ◆ Access subsidised training for full time employees[#]
- ◆ Access subsidised training for part time employees⁺
- ◆ Be an industry leader and develop a skilled workforce
- ◆ Sarina Russo Apprenticeship Services offers a free service from recruitment to completion



Right: Kim Geraghty your Real Estate Specialist



**A U S T R A L I A N
A P P R E N T I C E S H I P S**
An Australian Government Initiative

SARINA RUSSO
APPRENTICESHIP SERVICES

* subject to eligibility criteria # must be employed full time less than 3 months + must be employed part time less than 12 months

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To achieve this qualification students need to complete all the core units and choose five elective units.

Core Units

PRDRE23A	Maintain agency: client relationship
PRDRE25A	Respond to property enquiry
PRDRE33A	Coordinate property inspection
PRDRE34A	Maintain key register
PRDRE35A	Communicate effectively and accurately with clients
PRDRE36A	Process marketing material
BSATEC303B	Maintain computer files

Elective Units

PRDRE12A	Establish and expand client base
PRDRE14A	Market property
PRDRE16A	Monitor sales process
PRDRE26A	Conduct property sale by auction
PRDRE29A	Use and maintain a property information database
PRDRE30A	Implement personal marketing plan
PRDRE37A	Perform and record property management activities and transactions
PRDRE38A	Maintain equipment and facilities
PRAS15A	Plan and schedule routine maintenance, repairs and modifications
BSATEC301B	Use the advanced functions of a range of office equipment to complete daily tasks
BSATEC302B	Design and develop documents, reports and worksheets
BSAFIN301B	Maintain daily financial records for accounting purposes
BSAFIN302B	Monitor cash control for accounting purposes
BSAORG301B	Coordinate own work schedule with that of others to achieve agreed team/section goals



Who is Sarina Russo Apprenticeship Services?

Sarina Russo Apprenticeship Services is part of the Sarina Russo Group – a training, education and recruitment organisation. Sarina Russo Apprenticeship Services offers a total employment solution for employers, Australian Apprentices and jobseekers. Our commitment to you is to ensure that we provide the right solution to best meet your needs and assist you to grow your business, employment opportunities and employee skill levels.

FREE Sarina Russo Apprenticeship Services include:

- ◆ Expert advice on your industry and more than 600 qualification
- ◆ Payment of employer incentives
- ◆ Support from recruitment to completion
- ◆ Workplace visits for training and employment assistance
- ◆ Assistance in completing and lodging all paperwork
- ◆ 24 Hour Apprenticeship Hotline
- ◆ Online claim and information system
- ◆ Notification of eligible incentive payments



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FAX BACK FORM – 1300 883 426 – ATTENTION KIM GERAGHTY

Yes, please send me a FREE information kit and qualification outline on the above qualification

Yes, please contact me to arrange a time to discuss how Australian Apprenticeships will benefit my business.

Name: _____ Job Title: _____

Company: _____

Street Address: _____

Suburb: _____ Postcode: _____ Phone: _____

Email: _____ Fax: _____