

Evidence of Work Experience - Log Book

A person must satisfactorily complete a range of work experience tasks before being eligible to apply for a licence under the *Property and Stock Agents Act 2002*. Use this logbook to keep track of the tasks as they are completed. Once complete, this logbook forms an acceptable record of achievement of the identified tasks.

To be eligible for a **Class 2 Agent** licence, an applicant must complete:

- a minimum of 9 experience tasks from Part 1; and
- a minimum of 5 experience tasks from Part 2.

To be eligible for a **Class 1 Agent** licence, an applicant must complete:

- all experience tasks listed in Part 1; and
- a minimum of 8 experience tasks from Part 2.

Completion of the tasks must be verified by the licensee in charge responsible for supervising the applicant. Before verifying, a licensee in charge must be confident that the applicant can successfully perform each requirement.

You must complete the following steps:

- 1. Complete the required activities under the supervision of a licensee in charge**
- 2. Your supervising licensee in charge must sign each of the task boxes as they are satisfactorily achieved**
- 3. Once complete, you must scan and submit as an attachment to your licence application**
- 4. You should retain this logbook and complete all tasks, even if you do not intend to apply for a Class 1 licence soon**

This logbook is your responsibility. The tasks contained in the logbook form part of the requirements to apply for a licence. A lost or damaged logbook may affect your ability to prove you have met the work experience requirements needed to apply for a licence.

Experience logbook owner *(please print name)*:

Part 1

Task	Licensee in Charge Licence No.	Signature of Licensee in Charge
General		
Access and interpret property legislation in real estate		
Apply ethical practice in property		
Conduct listing appointment for residential, commercial, industrial or retail property		
Prepare or check advertising for accuracy and compliance with legislative requirements		
Prepare comparable market analysis, provide market opinion or prepare a business appraisal report		
Develop and prepare a prospecting plan for property sale, lease or management		
Identify the policies and procedures required to be followed within an agency		
Review and adhere to the rules of conduct required to be followed by an agent		
Detail the agency's complaints policy and procedure		
Appropriately manage privacy and personal information in accordance with legislative requirements		
Demonstrate effective management of client relationships		
Prepare and manage the preparation of trust account transactions in accordance with legislative requirements		
Manage, supervise and lead agency staff		
Demonstrate effective dispute management and conflict resolution skills		
Demonstrate leadership and modelling of ethical practice in property		

Experience logbook owner *(please print name)*:

Part 2

Task	Licensee in Charge Licence No.	Signature of Licensee in Charge
Sales		
Prepare a marketing plan		
Obtain, interpret and confirm vendor or client instructions, undertake due diligence on ownership and execute listing agreement in accordance with legislative requirements		
Conduct a marketing campaign for sale of property. Activities must include: <ul style="list-style-type: none"> a. conducting open homes or inspections with prospective buyers, and b. undertaking negotiations with buyers and extracting offers, and c. submitting offers to vendors, and d. executing agreements and documents in accordance with legislative requirements 		
Provide information to solicitors about settlement requirements		
Complete final post-settlement activities		
Demonstrate and apply knowledge in rural property market		
Prepare and complete livestock sales in accordance with legislative requirements		
Leasing		
Conduct marketing campaign for a property. Activities must include: <ul style="list-style-type: none"> a. acceptance and checking of applications, and b. provision of advice and recommendations to the landlord, and c. advising successful and unsuccessful applicants. 		
Complete a Residential Tenancy Agreement and ingoing condition report		
Prepare and execute a Residential Tenancy Agreement in accordance with legislative requirements		
Handle the receipt and lodgement of a rental bond		
Conduct property inspections and prepare reports for the landlord		

Respond to requests for repairs or maintenance. Activities must include: a. appropriate handling of notification from the landlord or tenant, and b. engagement of tradesperson in accordance with landlord authorisations and agency practice, and ensuring repairs are complete and invoices paid		
Complete a rent review in accordance with legislative requirements		
Manage rental arrears in accordance with legislative requirements		
Manage the termination of a tenancy agreement in accordance with legislative requirements		
Manage the end of a tenancy agreement, including completing an outgoing condition report		
Prepare for appearance at, and appear before, the Tribunal		
Property and strata management		
Prepare a marketing campaign for short term holiday letting		
Display the ability to read plans, drawings and specifications for residential buildings		
Negotiate and implement a management agreement in accordance with legislative requirements		
Coordinate maintenance and repairs of property and facilities		
Facilitate meetings of the owner's corporation		
Select, appoint and manage a contractor on behalf of the owner's corporation		
Arrange to administer insurance for a strata community		
Handle strata community funds held in trust in accordance with legislative requirements		
Prepare financial reports for the owner's corporation or individual owners		
Prepare for appearance at, and appear before, the Tribunal		
Develop and maintain an asset management plan or system		
Develop and maintain a procurement process		

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Name (please print) : _____

Certificate of Registration No: _____ and/or Licence No: _____

Declarations (sign only after completing all relevant tasks)

I have completed the following Class 2 tasks from Schedule 1 of the *Property and Stock Agents (Qualification) Order 2019* under the supervision of a licensee in charge:

- a minimum of 9 experience tasks from Part 1; and
- a minimum of 5 experience tasks from Part 2.

Signature of Applicant: _____ Date: _____

I have completed the following Class 1 tasks from Schedule 1 of the *Property and Stock Agents (Qualification) Order 2019* under the supervision of a licensee in charge:

- all experience tasks listed in Part 1; and
- a minimum of 8 experience tasks from Part 2.

Signature of Applicant: _____ Date: _____