# AGENCY TRAINING PLAN - TEMPLATE

Insert Image or agency logo/branding

As required by the Supervision Guidelines issued under section 32 of the
*Property and Stock Agents Act 2022*

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| --- | --- |
| Licensee in charge name:Licence numberPrepared By:Title Date | AGENCY NAMECompany Name:Corporate licence number:Street AddressCity, State, and Postcodewebaddress.com |
| Prepared for: [Insert category of work for the agents covered by this part of the training plan, for example:]*Class 1 & 2 real estate sales**Class 1 & 2 property management**Class 1 & 2 strata managers**Class 1 & 2 stock and station agents**Assistant agents* | Participant names, licence class and number: |

ANNUAL TRAINING PLAN

CPD year covered by plan (2023-24)

Note: Training can include a combination of interactive training, online courses, workshops, mentoring, and job shadowing. Specific training will be aligned with the agency’s performance goals for the year ahead and address individuals’ learning and development needs to help the agency meet those goals.

[Continuing Professional Development (CPD) requirements – Compulsory Topics](https://www.fairtrading.nsw.gov.au/housing-and-property/property-professionals/working-as-a-property-agent/Continuing-Professional-Development-CPD-requirements)

|  | **Training/Learning Goals** | **Unit or training to be completed**  | **Duration** | **Target completion date** | **Date completed** | **Comments or follow-up required** |
| --- | --- | --- | --- | --- | --- | --- |
| **Compulsory CPD** |  |  |  |  |  |  |
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| **Further Training** |  |  |  |  |  |  |
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