

ASTC Online Guide

NSW CPD Courses

<https://astconline.edu.au>

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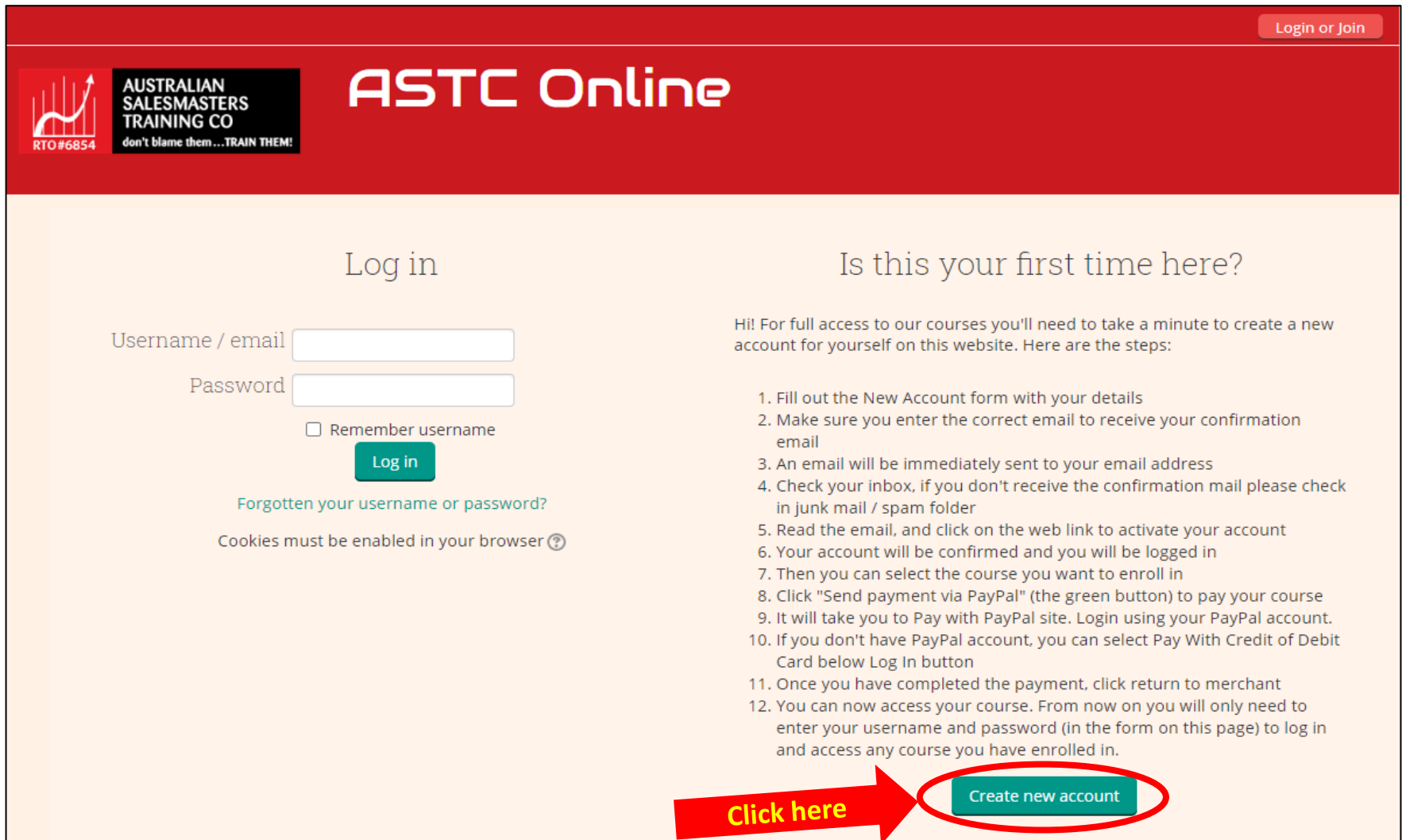
1. Create an account

- 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 large blue-tinted image of a woman in a white business suit sitting in a modern chair, interacting with a futuristic digital interface. The interface includes various data visualization elements such as 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 the ASTC Online logo and a 'Login or Join' button. Below the navigation bar, the page is split into two columns. The left column is for logging in, featuring input fields for 'Username / email' and 'Password', a 'Remember username' checkbox, and a green 'Log in' button. Below these are links for 'Forgotten your username or password?' and a note about cookies. The right column is for new users, titled 'Is this your first time here?'. It 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

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

[Login or Join](#)

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

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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 'User' 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 highlighted with a red circle, and a red arrow points to it with 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, click the arrow "▶" next to "CPD Compulsory" or "CPD Elective (Multiple Choice)" to expand the list, then select the course you want to enrol in.



▼ Real Estate

▼ NSW

- ▶ CPD Compulsory (Real Estate)
- ▶ CPD Elective (Multiple Choice)
- ▶ CPD Elective (Short Answer)
- ▶ CPD Business Skills (Class 1 Licence Holder only)



▼ CPD Compulsory (Real Estate)

- ▶ NSW - 2021 - 2022 CPD Compulsory ⓘ P ⓘ

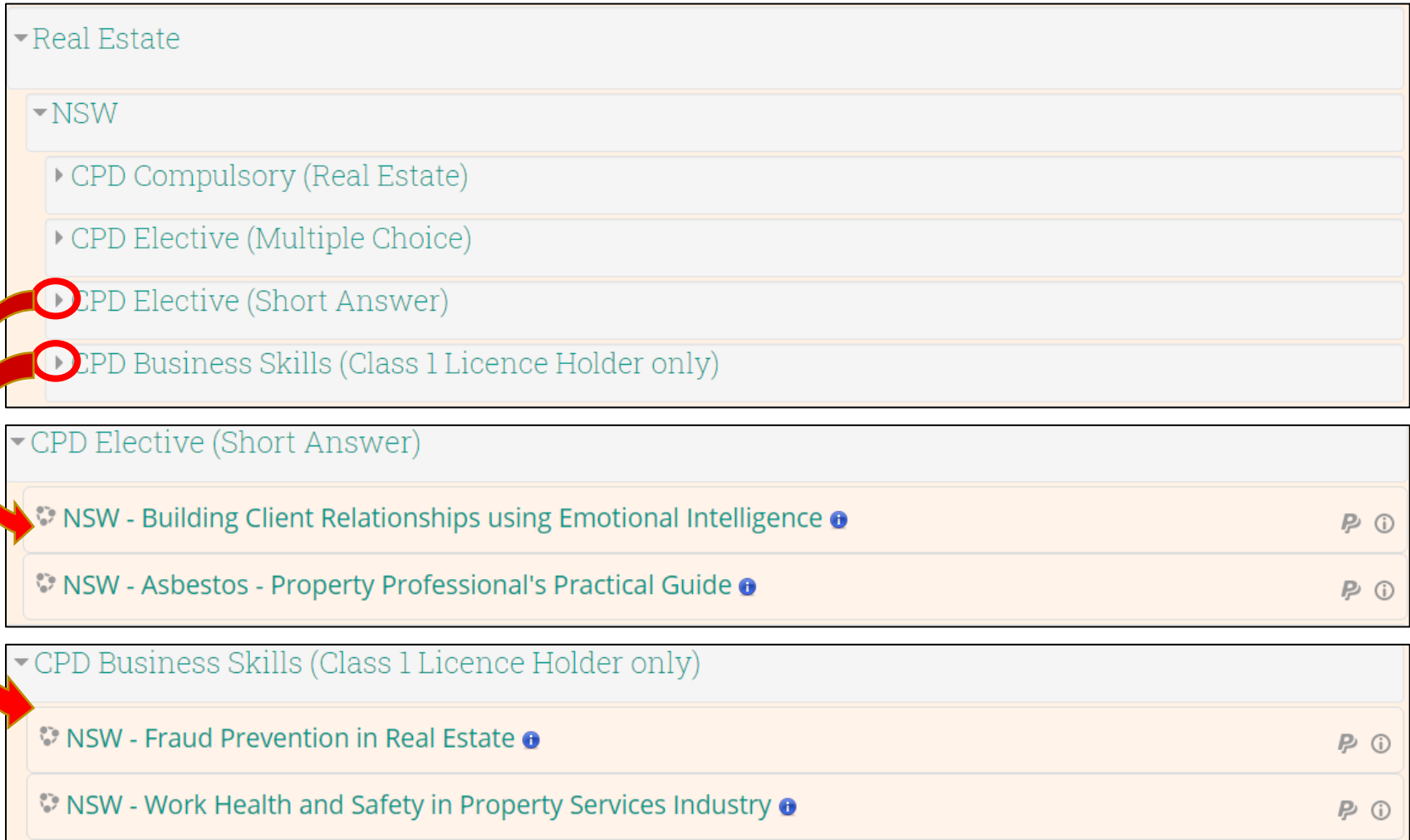


▼ CPD Elective (Multiple Choice)

- ▶ NSW - Fraud Prevention in Real Estate ⓘ P ⓘ
- ▶ NSW - Body Language Magic ⓘ P ⓘ
- ▶ NSW - Communication Skills in Property Services Industry ⓘ P ⓘ

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

- Click the arrow "▶" next to "CPD Elective (Short Answer)" or CPD Business Skills (**Class 1 Licence holders only**) to expand the list, then select the course you want to enrol in.



The screenshot shows a hierarchical menu for CPD courses. The top level is "Real Estate", which is expanded to show "NSW". Under "NSW", there are four options: "CPD Compulsory (Real Estate)", "CPD Elective (Multiple Choice)", "CPD Elective (Short Answer)", and "CPD Business Skills (Class 1 Licence Holder only)". Red circles highlight the right-pointing arrows next to "CPD Elective (Short Answer)" and "CPD Business Skills (Class 1 Licence Holder only)". Red arrows point from these circles to the expanded lists below. The "CPD Elective (Short Answer)" list contains two items: "NSW - Building Client Relationships using Emotional Intelligence" and "NSW - Asbestos - Property Professional's Practical Guide". The "CPD Business Skills (Class 1 Licence Holder only)" list contains two items: "NSW - Fraud Prevention in Real Estate" and "NSW - Work Health and Safety in Property Services Industry". Each item in the expanded lists has a trash icon, a blue information icon, and a "P" icon.

▼ Real Estate

▼ NSW

- ▶ CPD Compulsory (Real Estate)
- ▶ CPD Elective (Multiple Choice)
- ▶ CPD Elective (Short Answer)
- ▶ CPD Business Skills (Class 1 Licence Holder only)

▼ CPD Elective (Short Answer)

- NSW - Building Client Relationships using Emotional Intelligence ⓘ ⓘ ⓘ
- NSW - Asbestos - Property Professional's Practical Guide ⓘ ⓘ ⓘ

▼ CPD Business Skills (Class 1 Licence Holder only)


- NSW - Fraud Prevention in Real Estate ⓘ ⓘ ⓘ
- NSW - Work Health and Safety in Property Services Industry ⓘ ⓘ ⓘ

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


🔑 2021 - 2022 CPD Compulsory ℹ️



This course requires a payment for entry.

RENSWCPDCT21

Cost: AUD 88.00

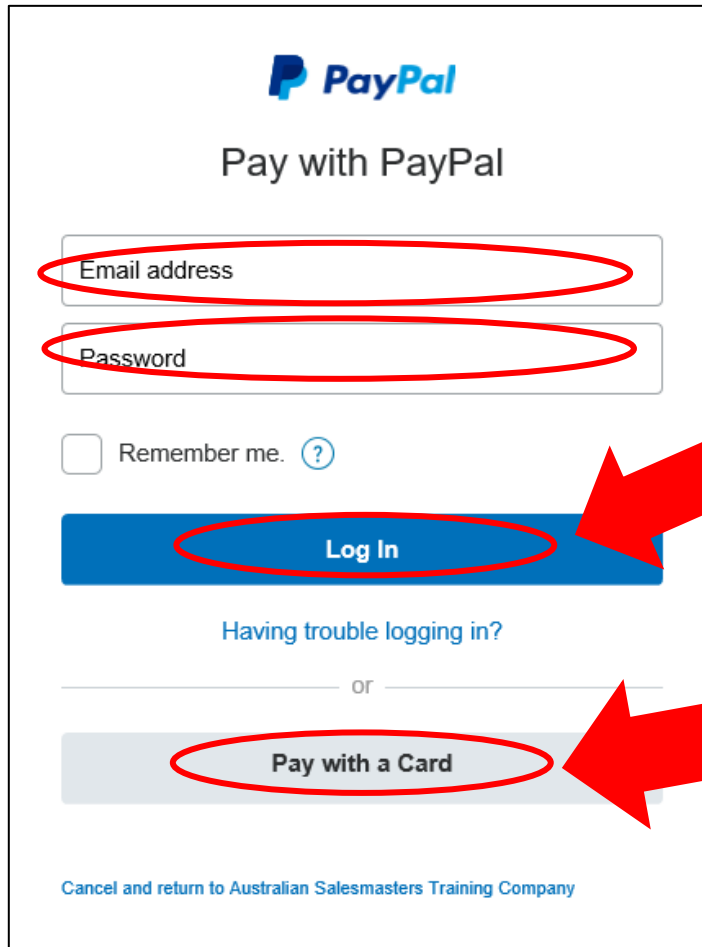


Use the button below to pay and be enrolled within minutes!

Click here to pay → **Pay Now**

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 the text "Having trouble logging in?". A horizontal line with "or" in the center separates the login section from the "Pay with a Card" button, which is a grey button and 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

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

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

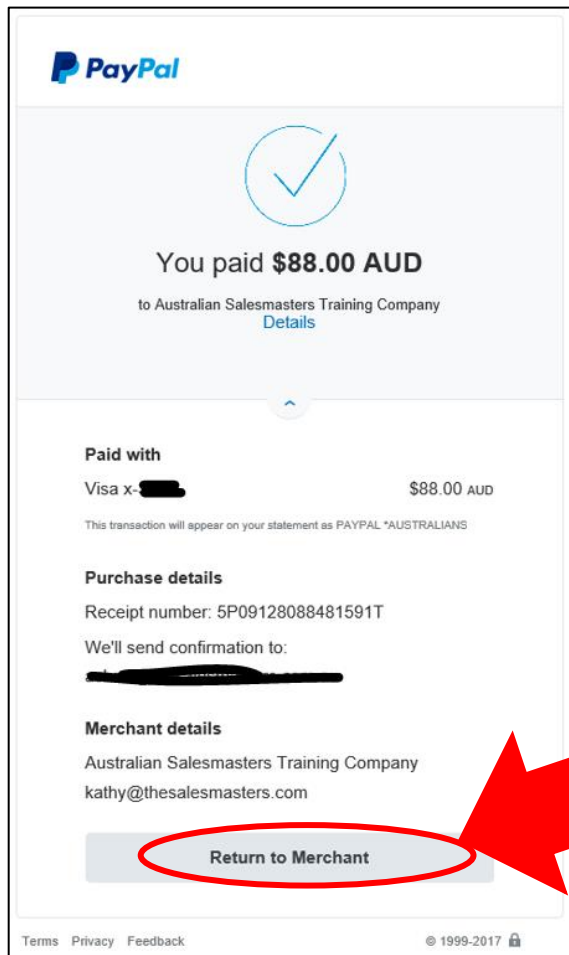
The screenshot shows a PayPal payment confirmation page. At the top left is the PayPal logo. To its right is a shopping cart icon and the amount "\$88.00 AUD" with a dropdown arrow. Below this is a blurred card number. The "Pay with" section shows a "VISA" logo and "Visa x- [blurred]". To the right of this is a "Change >" link and the amount "\$88.00 AUD". A large blue "Pay Now" button is prominently displayed. To the right of the button is a "PayPal Buyer Protection" section with a card icon and text: "When you shop with PayPal, your eligible purchases may be safeguarded by PayPal's Buyer Protection." At the bottom left, there is a link: "Cancel and return to Australian Salesmasters Training Company". At the bottom center, there is a link: "Terms Privacy Feedback". At the bottom right, there is a link: "Agreement, Combined Financial Services Guide and Product Disclosure Statement and Privacy Policy". At the very bottom, there is a copyright notice: "Copyright © 1999-2017 PayPal, Inc. All rights reserved. PayPal Australia Pty Limited ABN 93 111 195 389 (AFSL 30...)" and a small logo for "AUSTRALIAN SALESMASTERS TRAINING CO PTY LTD".

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



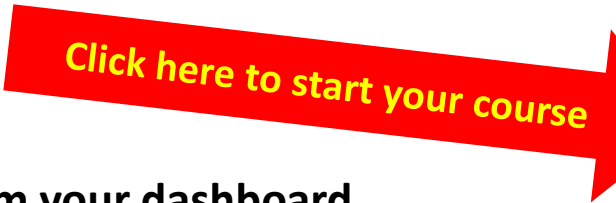
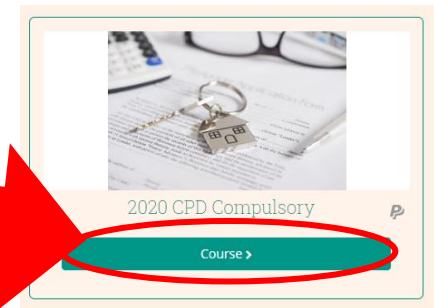
Click here to return to the eLearning portal

3. Start Your CPD Course

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



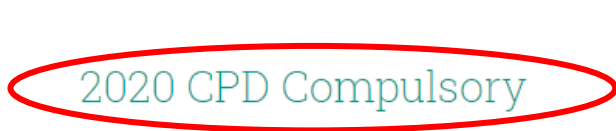
- Or click on your course from your home page



- Or click on your course from your dashboard



☰ Course overview



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 2021 - 2022 CPD Compulsory 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 as well as to keep them up to date with COVID-Safe Business in Real Estate industry along with the Disclosure of Material Facts and Short-term Rental Accommodation.

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 2020 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 all three topics simultaneously, which means that you will need to complete one topic at a time.
4. You will first be provided with a Presentation 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... TRAIN 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:

<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Address Line 1	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Address Line 2	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	City	State <input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	Postcode <input type="text" value=""/>

Telephone Number: Fax Number:

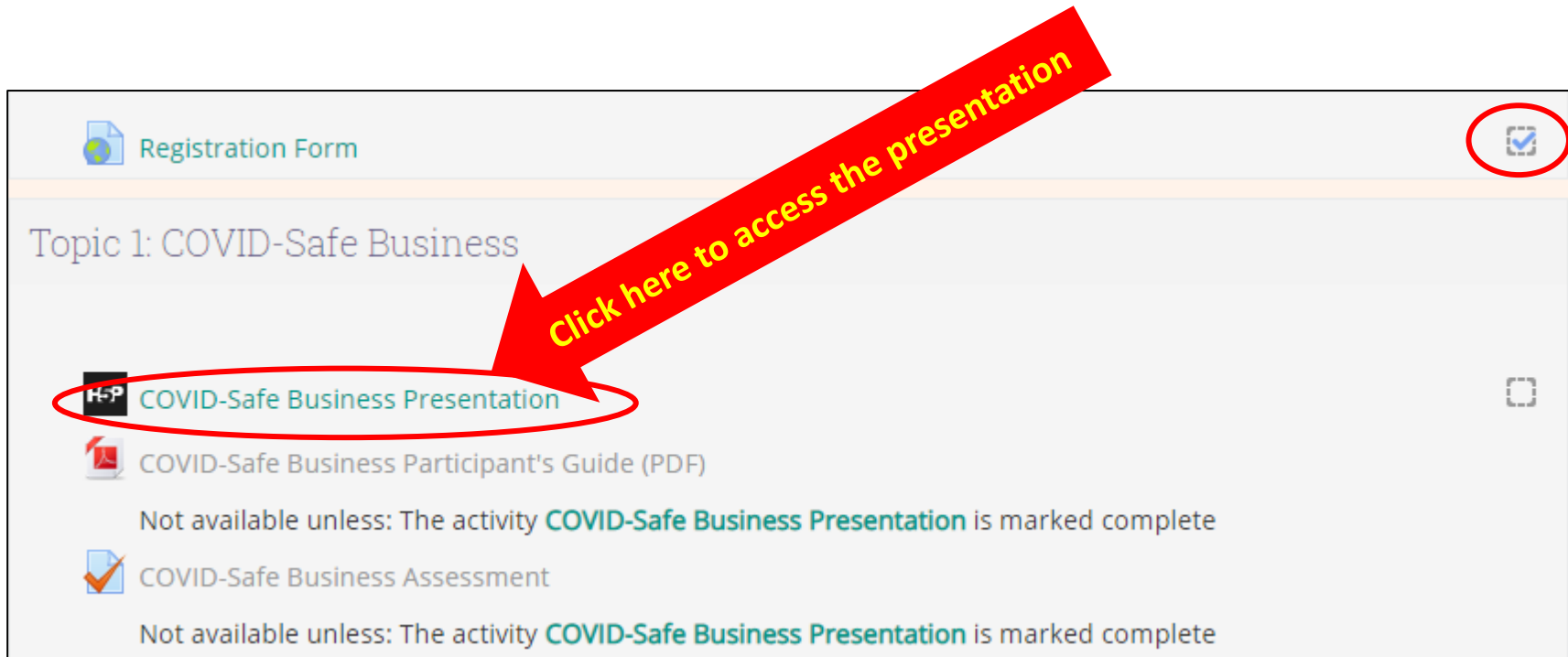
Email Address: Correspondence Mailing Address Personal Agency

Please tick your preferred mailing address for all correspondence.



5. Accessing Online Presentation


- 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 Presentation/Participant's Guide.




Registration Form

Topic 1: COVID-Safe Business

H-P [COVID-Safe Business Presentation](#)

 COVID-Safe Business Participant's Guide (PDF)

Not available unless: The activity **COVID-Safe Business Presentation** is marked complete

 COVID-Safe Business Assessment

Not available unless: The activity **COVID-Safe Business Presentation** is marked complete

5. Accessing Online Presentation (cont.)

- You can navigate the slides by clicking the right or left arrow or the grey boxes.
- Click on the course code if you want to go back to the course dashboard

The screenshot shows a web browser window with a course code '*RENSWCPDCT21' circled in red. A red arrow points from this code to a red box containing the text 'Click here to go back to the course dashboard'. Below the browser window, the presentation title 'COVID-Safe Business Presentation' is visible. The main content area features a video player with a red border and the text 'COVID-Safe Business' overlaid on a dark image of people in a meeting. A red arrow points from the video player to a red box containing the text 'Click here to navigate the slides'. At the bottom of the video player, a red circle highlights the navigation controls, including a play button, a progress bar, and the text '1 / 42'. The video player also includes a logo for 'SALESMASTERS TRAINING COMPANY' and the text 'April 2020 - March 2021'.

6. Downloading the Participant's Guide

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

Topic 1: COVID-Safe Business

COVID-Safe Business Presentation

COVID-Safe Business Participant's Guide (PDF)

COVID-Safe Business Assessment

Click here to download the Participant's Guide

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

AUSTRALIAN SALESMASTERS TRAINING CO

7. Starting a quiz/assessment

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

Topic 1: COVID-Safe Business

 COVID-Safe Business Presentation	<input checked="" type="checkbox"/>
 COVID-Safe Business Participant's Guide (PDF)	<input checked="" type="checkbox"/>
 COVID-Safe Business Assessment	<input type="checkbox"/>



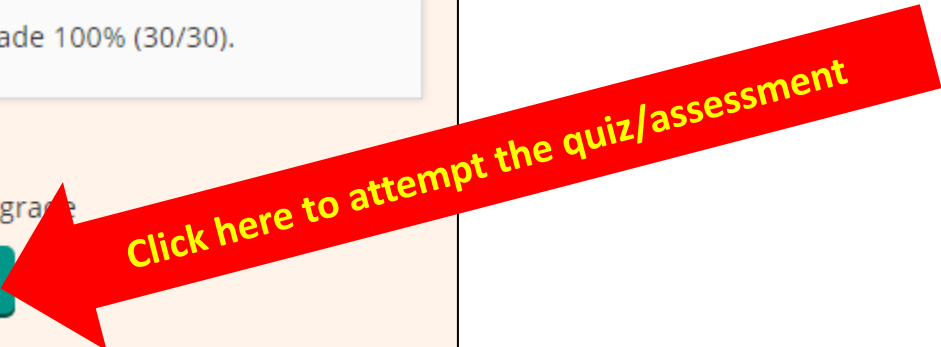
Click here to open the quiz/assessment

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

Attempts allowed: 3

Grading method: Highest grade

[Attempt quiz now](#)



Click here to attempt the quiz/assessment

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'. At the bottom left of the navigation pane is a 'Finish attempt ...' link.

Quiz navigation

Question 1
Not yet answered
Marked out of 1.00
Flag question

1. Which of the following were not part of the reforms introduced in March 2020:
Select one:

- a. Improved licensing requirements
- b. Increased CPD requirements
- c. Increased trust account requirements.
- d. Defined commission rates
- e. Strengthened disciplinary provisions
- f. Increased qualifications and training requirements, and a clear learning pathway for new entrants

Next page

Finish attempt ...

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.

Topic 1: COVID-Safe Business

Congratulation!!! You have completed topic 1 COVID-Safe Business.

8. Completing the course

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

Topic 1: COVID-Safe Business

Congratulation!!! You have completed topic 1 COVID-Safe Business.

Topic 2: Disclosure of Material Facts

Congratulation!!! You have completed topic 2 Disclosure of Material Facts.

Topic 3: Short-term Rental Accommodation Code of Conduct

Congratulation!!! You have completed topic 3 Short-term Rental Accommodation Code of Conduct.

Now you have completed the 2021 - 2022 CPD Compulsory course.
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  **elarning@astc.edu.au***