



LEVERAGE  
ACADEMY

# A COMPREHENSIVE GUIDE TO CPD FOR REAL ESTATE PROFESSIONALS

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Continuing Professional Development (CPD) is a cornerstone of maintaining professional standards in the real estate industry.

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# CPD

# INTRODUCTION

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Continuing Professional Development (CPD) is a cornerstone of maintaining professional standards in the real estate industry. It ensures that agents stay current with evolving legislation, industry expectations, and best practices. This guide explains the importance of CPD, why it is required, the qualifications involved, and state-specific obligations.





# WHY CPD IS IMPORTANT

1. **Ensuring Compliance:** CPD helps real estate professionals meet legislative and regulatory requirements, which is essential for maintaining licences, avoiding penalties, and upholding professional credibility.
  2. **Staying Informed:** The real estate industry continues to evolve through regulatory changes, market conditions, and technological advancements. CPD ensures agents remain informed and capable of delivering accurate, up-to-date advice to clients.
  3. **Building Trust:** Ongoing professional development demonstrates a commitment to ethical practice and professional excellence, helping agents build trust with clients, colleagues, and regulators.
  4. **Career Progression:** CPD allows agents to deepen their expertise, develop specialist knowledge, and pursue long-term career growth within the industry.
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# WHY CPD IS NECESSARY

- **Regulatory Compliance:** Each state and territory has specific CPD requirements designed to ensure real estate professionals operate lawfully and competently.
- **Consumer Confidence:** CPD equips agents with the skills and knowledge required to act transparently, ethically, and in the best interests of consumers.
- **Adapting to Change:** From legislative updates to digital systems and compliance processes, CPD supports professionals in adapting to ongoing industry change.
- **Professional Integrity:** Continuous learning helps maintain the reputation, professionalism, and public trust of the real estate industry as a whole.

## NEW SOUTH WALES (NSW)

### Class 1 and Class 2 Agents:

- Complete annual interactive CPD training delivered by an approved provider.
- Residential sales, buyers agents, and residential property managers: minimum 7 hours, covering 4 compulsory topics.
- Commercial agents: minimum 5 hours, covering 4 compulsory topics.
- Training must be delivered face-to-face or via interactive webinar with assessment.
- Class 1 agents must also attend a NSW Fair Trading-accredited event (minimum 5 hours).
- Self-paced online training is no longer accepted for compulsory topics.

### Assistant Agents:

- Must complete at least 3 units each year from the Certificate IV in Real Estate Practice toward progression to a Class 2 licence.

## VICTORIA

- Currently, there are no mandatory CPD requirements for agent representatives or estate agents, though voluntary professional development is encouraged.
- Mandatory CPD is scheduled to begin on 25 November 2026 under new Victorian Government regulations, affecting all real estate professionals.

# STATE AND TERRITORY CPD REQUIREMENTS

## QUEENSLAND

- Mandatory CPD requirements apply to all real estate licence and registration holders from 6 June 2025.
- Applies to salespersons, property managers, resident letting agents, fully licensed agents, business brokers, and auctioneers.
- CPD must be completed each year based on the licence or registration anniversary date.
- Professionals must complete two approved CPD sessions per CPD year, consisting of:
  - Two Type 1 sessions, or
  - One Type 1 and one Type 2 session.
- CPD sessions must be approved by the Queensland Office of Fair Trading.
- Failure to complete CPD may impact licence or registration renewal.

## WESTERN AUSTRALIA (WA)

### All Real Estate Agents and Sales

#### Representatives:

- Must complete 5 CPD points annually under the updated WA CPD framework.
- The CPD year operates from 1 April to 31 March.
- CPD points must be earned across core learning areas, including:
  - 3 Legal and regulatory obligations
  - Ethics and professional responsibility
  - Professional skills and industry best practice
- All CPD activities must be approved by WA Consumer Protection.
- The previous 10-point (3 mandatory / 7 elective) system no longer applies.

# STATE AND TERRITORY CPD REQUIREMENTS

## SOUTH AUSTRALIA

- There are no mandatory CPD requirements for real estate professionals in South Australia.
- Despite this, ongoing professional development is encouraged to support professionalism and compliance, including:
  - Staying informed about legislative changes
  - Maintaining professional standard
  - Gaining a competitive advantage in the market

## AUSTRALIAN CAPITAL TERRITORY (ACT)

### All Licensed Agents and Certificate Holders:

- Must complete 12 CPD points annually as a requirement for licence or registration renewal.
- CPD must be completed in the 12-month period prior to the renewal date.
- CPD points may be earned through:
  - Accredited units of competency
  - Maintaining professional standard
- Agents are responsible for:
  - Maintaining a CPD logbook
  - Retaining records such as certificates of completion and attendance evidence
- CPD activities should be selected to address current industry challenges and improve professional practice.

# STATE AND TERRITORY CPD REQUIREMENTS

## NORTHERN TERRITORY

### All Real Estate Agents:

- There are no mandatory CPD requirements for real estate professionals in the Northern Territory.
- Voluntary CPD is strongly encouraged to:
  - Stay informed about industry and legislative changes
  - Maintain professional standards
  - Support ongoing career development opportunities

## TASMANIA

### All Real Estate Agents:

- Must complete 12 CPD points annually to maintain professional competence.
- CPD points must consist of:
  - 8 points earned through industry-specific training, covering topics such as market trends, legal updates, and compliance
  - 4 points obtained through external providers, including courses, webinars, or industry conferences
- Completing CPD ensures agents remain knowledgeable, compliant, and capable of delivering high-quality service to clients.

# HOW TO CHOOSE CPD TRAINING

1. **Relevant Topics:** Ensure the training aligns with your licence category, area of practice, and career objectives.
2. **Accredited Providers:** Choose courses approved or recognised by your state or territory's regulatory authority.
3. **Flexible Formats:** Select delivery methods that suit your schedule, such as face-to-face sessions, live webinars, or approved online training.
4. **Quality Providers:** Opt for reputable organisations with a proven track record in delivering high-quality, industry-relevant CPD.

## QUALIFICATIONS REQUIRED

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- **Assistant Agents in NSW:** Must complete units from a recognised Certificate IV in Real Estate Practice to maintain registration and progress toward a Class 2 licence.
- **ACT and Tasmania:** CPD must include a combination of industry-related training and approved external training activities.
- **WA Agents and Sales Representatives:** Must complete approved CPD activities annually across required learning areas to meet CPD obligations.

# RECORD-KEEPING AND COMPLIANCE

Maintaining accurate records is essential to demonstrate CPD compliance. Agents should:

- Keep certificates of completion for all CPD courses undertaken.
- Maintain a CPD logbook or digital record of completed hours or points.
- Retain receipts, attendance records, and supporting documentation for audits or licence renewals.

## CONCLUSION

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CPD is more than a legal obligation — it is an opportunity to strengthen professional skills, deliver better client outcomes, and uphold industry standards.

By staying proactive and informed through ongoing CPD, real estate professionals can enhance their credibility, adapt to change, and achieve long-term career success.