

National code CPP40307 Certificate IV in Property (Real Estate)

Training package CPP07

This is a nationally recognised and accredited course

## Overview

Completion of this qualification fulfils the educational requirement for a NSW Real Estate Agents Licence.

This program is designed to use a combination of RPL (recognition of prior learning) training and assessment and is only available to those that meet the selection criteria.

**Important;** Completion of this program does not entitle the participant to a real estate licence, this is merely the educational component of the process for applying for a licence with the Office of Fair Trading NSW.

This qualification provides the necessary skills and knowledge appropriate for people working in the real estate industry as agency/property officers and operatives at a senior level.

Students will develop skills applicable to the 'occupational' areas within a real estate agency in areas such as:

- Selling and marketing property
- Leasing, marketing and managing property
- Administrative and general management functions

The skills and knowledge acquired by the learner are applicable across a range of real estate sectors i.e. residential, commercial and industrial.

Application for a real estate licence is made to the NSW Office of Fair Trading. Full details: [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

## Vocational outcomes

Completion of this qualification fulfils the educational requirements for a NSW Real Estate Agents Licence (NSW) as issued by the NSW Office of Fair Trading.

## Pathways

Real E-training offers clients a number of assessment pathways appropriate to the qualification outcome. Assessment conducted for the purposes of national recognition will lead to a part or full qualification under the Australian Qualifications Framework.

The main assessment pathways to a qualification are as follows;

Off-the job training and assessment  
Recognition of prior learning  
Recognition of current competence  
Workplace assessment

## Enrolment criteria

To be eligible for enrolment in this program candidates must meet the following criteria;

- Held a certificate for minimum of 2 continuous years out of the past 5 years
- Have worked in either property management or sales
- Have kept their CPD up to date
- Must be able to produce evidence of work related competency

## Suitability

A number of suitability requirements exist for this programs including eligibility for the participant to hold a Real Estate Licence, more information regarding the eligibility can be found at Fair Trading - [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

It is also required that participants **must** be either employed in a real estate office or have access to a real estate office to complete this program.

In addition all participants should check our website before commencing training to ensure they meet the minimum computer literacy and possess the required hardware/software.

To be eligible to complete this program candidates must be able to write and speak English fluently due to the pre-requisite of completing standard industry documentation in English.

## Hardware and software required

As this program is delivered online you will need a PC, Laptop or other internet accessible device with up to date virus protection to complete this course and;

- Access to broadband internet connection (preferable) or 56k dial up internet
- Email access
- downloaded from our website)
- Software such as Microsoft Office or Open Office that can read and write .doc and .xls files.  
Adobe Acrobat Reader (Can be downloaded from our website).

## Fees

The cost of the course is **\$1499**.  
There are no fee exemptions or concessions

## Other associated costs

You will not need to buy additional textbooks. There are additional reference materials as listed in your learning materials, most are web references.

## Enrolment

Prior to being offered a position a student must complete an online enrolment form and acknowledge their suitability to complete the program. Once the enrolment has been approved an email with a course offering can be accepted by paying the prescribed fee or rejected by ignoring.

If an enrolment is not accepted we will be in touch to discuss the reasons and how we might be able to help provide an appropriate program for you.

## Structure

This qualification is made up of both core and elective Units of Competency (units) and is delivered and assessed online.

On successful completion of this program competency in the following units will be granted;

- CPPDSM4001A** Act as a buyer's agent
- CPPDSM4003A** Appraise property
- CPPDSM4005A** Establish and build client agency relationships
- CPPDSM4006A** Establish and manage agency trust accounts
- CPPDSM4007A** Identify legal and ethical requirements of property management to complete agency work
- CPPDSM4008A** Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM4009A** Interpret legislation to complete agency work
- CPPDSM4010A** Lease property
- CPPDSM4011A** List property for lease
- CPPDSM4012A** List property for sale
- CPPDSM4013A** Market property for lease
- CPPDSM4014A** Market property for sale
- CPPDSM4015A** Minimise agency and consumer risk
- CPPDSM4016A** Monitor and manage lease or tenancy agreement
- CPPDSM4017A** Negotiate effectively in property transactions
- CPPDSM4019A** Prepare for auction and complete sale
- CPPDSM4020A** Present at tribunals
- CPPDSM4022A** Sell and finalise the sale of property by private treaty
- CPPDSM4049A** Implement maintenance plan for managed properties
- CPPDSM4056A** Manage conflict and disputes in the property industry
- CPPDSM4080A** Work in the real estate industry
- BSBRKG304B** Maintain business records
- BSBSMB406A** Manage small business finances
- BSBLED401A** Develop teams and individuals

**Assessment**

Assessment will be done over a period of time with assessments to be submitted in sections for each unit of competence,

Assessment for this qualification is by:

- Online quizzes
- Assignment work which can be uploaded
- Exams
- Case studies
- Short answer questions
- Role play/third party observations

**Benchmarks for competency**

Each unit of competency will provide a guide of what benchmarks are expected to achieve competency, these benchmarks are based on a minimum passing grade and the weighting of each assessment type.

**Learning materials**

Real E-training will provide learning materials for this qualification electronically (online)

**Refunds**

**Please enrol carefully, as refunds are only granted in exceptional circumstances.**

Refer to the Real E-training website or student handbook for more information

**Duration**

We allow up to 2 years for completion of this program from the date of initial enrolment however each subject has nominal hours as a guide for completion for new entrants. A total of between 397 and 465 nominal hours is suggested for this program.

**Student support**

Student support is very important to us to ensure we provide the highest level of service possible we have a support program including a toll free tutorial line, email support and ongoing monitoring.

For more information see the student handbook.

## Course Enrolment form

*Please complete the following details in full. All details are confidential and are used for the purposes of Research and Analysis by the NSW Department of Education and Training*

Completion of this enrolment form does not constitute an offer of training. All enrolments offers are subject to the candidate meeting the minimum requirements of the individual course/program. If you unsure what these minimum requirements are please see our student handbook located on our website.

If the candidate meets the minimum requirements an offer to accept training will be emailed which the student can accept by paying, enrolment details are then emailed and training can commence. If the minimum requirements are not met one of our staff will contact you to discuss and resolve any outstanding issues.

Please note: Our programs do not give the participant either a Certificate of registration or Real Estate Licence, upon completion only the education pre-requisite is met. To obtain either a Certificate or Registration or Licence application must be made to the NSW Office of Fair Trading.

### Personal details

Date: \_\_\_\_\_

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Gender: Male  Female

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_ (Must be a unique and secure email)

Company: \_\_\_\_\_

Highest level of Schooling Completed: (please circle)

Year 12      Year 11      Year 10      Year 9 or lower

Year that schooling was completed: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Are you of Aboriginal or Torres Strait Islander origin?      Yes       No

Is English the language spoken at home?      Yes       No

If no what is the language spoken at home \_\_\_\_\_

Do you have a disability or require any special assistance:      Yes                       No

If yes, what special assistance do you require? \_\_\_\_\_

Do you need assistance with Language, Literacy or Numeracy?

You must meet the minimum standard for language, literacy and numeracy to qualify for this program, see the student handbook or website for more information.

Yes               No  (If you answer yes, we will ask you undertake an LL&N assessment)

Have you had the opportunity to read our student handbook?      Yes                       No

Do you possess the minimum computer literacy and hardware required to complete this program?

Yes               No  (Please see the course information sheet or our website before enrolment if you are not sure)

## Payment details

Cheque       Please attach cheque to this enrolment form and post to;  
Real E-training  
PO Box 69  
Hazelbrook NSW 2779

Credit card

Visa       Mastercard

Card holder name \_\_\_\_\_

Card number \_\_\_\_\_

Expiry date \_\_\_\_\_ CCV Number \_\_\_\_\_

Amount \_\_\_\_\_

Please return via post or email to [training@realetraining.com.au](mailto:training@realetraining.com.au)

Once your enrolment has been received and accepted an email will be sent to you with your username and password.