

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.

**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 will be of benefit to people who are interested in working in the Real Estate Industry in the areas of property sales or property management. It 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

## 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)

In addition all participants should check our website before commencing training to ensure they meet the minimum computer literacy and possesses 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.

## Recognition of prior learning

Real E-training provides a means of assessing and recognising your previous learning and current work experience relevant to the course you wish to study.

Please note: Recognition of Prior Learning (RPL) should be applied for at the time of your enrolment to allow the correct units to be sent to you.

Applying for RPL is free of charge provided that the applicant has enrolled in the appropriate program and paid the full course fee.