

Community & Industry Short Courses

COURSE OUTLINE

CPP40307

Real Estate Training for Agents' Representatives

Course Aims

This course provides participants with the practical knowledge of the industry required to meet the academic conditions of the Business Licensing Authority for registration as an agents' representative. Students complete three Units of Competency from the Property Services Training Package that form part of the CPP30207: Certificate 111 in Property Services (Agency) and CPP40307: Certificate IV in Property Services (Real Estate). The course is offered on a part-time and full-time basis throughout the year. **GOOD ENGLISH LANGUAGE SKILLS ARE ESSENTIAL. For further information please call 9209 5535.**

Availability & Duration

Part time 56 hours on campus and 14 hours independent study*

Full Time Students complete the on-campus component in approximately 2 weeks*.

Assessment Requirements

At the completion of each Unit students are required to complete a multiple choice test as well as an assignment - Unit CPPDSM4008A (Sales) requires 2 tests and 2 assignments. All tests are multiple choice style and conducted during class time.

All course assignments must be submitted within one week after the completion date of the course. If more time is required please contact the office to discuss extension options.

IMPORTANT NOTE: Students are advised to keep a copy of all assignments submitted. We will not accept responsibility for assignments that may become lost.

Additional Information

A Statement of Attainment will be issued approximately six weeks after successful completion of all course requirements and posted to students.

All assessment tasks must be completed within six months of course commencement. Modules not successfully completed at this time will be recorded as a fail.

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Required Units of Competency - Overview

Students are required to complete the following three units of competency

A good level of English is essential as the course requires students to work with complex legislation, legal documentation and forms

CPPDSM4080A: Work in the real estate industry

The purpose of this module is to provide participants with the knowledge and skills required to work ethically and effectively in the real estate industry. This includes applying knowledge of ethical and conduct standards, the core functions of real estate agency operations, the legislative framework within which the industry operates in and industry employment requirements.

Elements of Competency

1. Develop knowledge of estate agency operations
2. Interpret and comply with legislative and agency requirements
3. Model ethical practice
4. Identify industry employment requirements

CPPDSM4008A: Identify legal and ethical requirements of property sales to complete agency work

The purpose of this module is to provide participants with the knowledge and skills required to meet the core legal and ethical requirements associated with property sales in Victoria. This includes applying knowledge of legislation related to property sales, the role and responsibility of agency personnel in property sales, the administration of sales transactions and the completion of sales documentation.

Elements of Competency

1. Develop knowledge of property sales
2. Develop knowledge of sales process
3. Identify role and responsibilities of sales personnel.

CPPDSM4007A: Identify legal and ethical requirements of property management to complete agency work

The purpose of this module is to provide participants with the knowledge and skills required to meet the core legal and ethical requirements associated with property management. This includes applying knowledge of legislation dealing with the leasing and management of property, the role and responsibility of agency personnel in property management, the recording of property management transactions and the completion of property management documentation.

Elements of Competency

1. Apply knowledge of property management
2. Develop knowledge of property management process
3. Handle moneys
4. Identify role and responsibilities of agency personnel in property management.
5. Use key register