



All real estate training will be facilitated through the **REOSK System** (Risk Elimination Office System Kit)

CPP40307 CERTIFICATE IV IN PROPERTY SERVICES (REAL ESTATE)

DESCRIPTION

This qualification will teach you the skills needed to sell, market, lease and manage real estate/property within a real estate agency. Training also covers customer relations, marketing, appraising property, acting as a buyer's agent, and preparing and concluding auctions. These skills will be applicable across a range of property sectors: residential, commercial and industrial.

During this course, you will learn about real estate accounting requirements, management of client and agency relationships, listing and sale of properties, and property leasing. You will also gain essential skills on how to conduct property appraisals and auctions, along with how to manage property. You will develop an understanding of risk management in the real estate industry.

JOB OPPORTUNITIES

After successful completion of this course, you may gain employment as a:

- Residential/Commercial salesperson
- Property manager
- Real estate agent
- Auctioneer
- Buyer's agent
- Business agent

After successful completion of this course, you may gain employment as a qualified Real Estate Agent in NSW once you have gained your Licence (see below).

If you're intending to work as a real estate agent, you must first have a valid licence. A real estate agent's licence permits the person to act as an agent for real estate transactions. A licence holder may also have additional accreditations or conditions on their licence such as able to conduct auctions, or act as a buyer's agent only.

[Applying for a Certificate of Licence](#)

ENTRY REQUIREMENTS

There are no listed training package entry requirements for this qualification.

Other Entry Requirements

- a. Student must be 18 years of age or over;

- b. Students are required to demonstrate academic competence by completing the Language Literacy and Numeracy test and achieve Level 4 in the Australian Core Skills Framework across reading, writing, learning, oral communication and numeracy skill
- c. Students must possess computer skills for web, word processing, presentations and email

Pre-training Review

To assist prospective students to determine whether a course is suitable and appropriate for the individual needs, SEIA will assess all students' language, literacy and numeracy and digital literacy by asking you to undertake a self-assessment review prior to the enrolment. A course advisor will discuss the outcomes of the review and make recommendations about whether the course is suitable for you, and identify additional support where required.

PATHWAYS INTO THIS QUALIFICATION

Applicants may come from a range of backgrounds, may be seeking a career change or to upskill and may or may not currently possess qualifications.

STUDY PATHWAYS

After successful completion, you may progress to the:

- Diploma of Property Services (Agency Management); or
- CPP50409 Diploma of Property Services (Business Broking)

You may be able to apply for similar courses at a more advanced level at other Institutions or Universities and possibly receive credit for studies already completed.

LICENSING/REGULATORY INFORMATION

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

NSW Fair Trading issue all Certificates of Registration and Real Estate Licences. Application forms can be downloaded from their website. Participants should note that even though they have met the educational requirements, that they must meet other requirements of NSW Fair Trading as to residency and character before a Certificate or Licence is issued.





WORLD-CLASS TRAINING

WORLD-CLASS LEADERS



COURSE DURATION

Training will be delivered over a total period **15 weeks**:

- A minimum of 224 hours x 2 days per week at 8 hours per day face-to-face for 14 weeks
- 224 hours x 2 days per week online for 14 weeks
- 112 hrs x 1 day per week for 14 weeks of work experience
- Final week of assessment workshops of 40 hours

The total duration may vary depending on the skills and knowledge and experience of each participant however a minimum 600 hours and up to 2,400 hours may be required. This includes classroom delivery, self-study and research, completion and submission of assessment, and any relevant workplace activity. A successful application of RPL or Credit Transfer may reduce the duration. Course duration may vary depending on the skills and knowledge of each participant.

DELIVERY MODES

At SEIA we work with individuals and companies to offer a range of flexible delivery options. Delivered direct to you through a blended delivery via workbooks which include all learning activities and assessments or in a classroom. This course is nationally recognised and fully supported by a dedicated SEIA trainer. Classroom delivery requires a minimum number of participants before commencing. Work Placement is organised by your course co-ordinator.

RECOGNITION OF PRIOR LEARNING

All applicants have the opportunity to apply for recognition of Prior Learning (RPL). RPL applicants must be able to provide evidence of knowledge, skills and experience from the industry area related to the qualification or possess transferable skills.

CREDIT TRANSFER

Applicants who already hold a unit of competency or have units of competency deemed equivalent according to training.gov.au in relation to this qualification may seek Credit Transfer. No fees are applicable for units deemed equivalent. Administration fees may apply for Credit Transfer applications.

ASSESSMENT METHODS

Assessment methods may include:

- Multiple Choice Questions
- Short Answer Questions
- Oral and Written Tasks
- Case Studies
- Role Play
- Observations
- Third Party Evidence

LOCATIONS

The course may be delivered at:

- SEIA Auburn Campus: Level 2, 39 Queen St Auburn NSW 2144
- At a suitable venue to meet client needs
- At a workplace
- Distance delivery

Minimum numbers apply to all courses. Course commencements may be postponed where participant numbers do not meet minimum requirements.

COURSE OUTLINE (UNITS OF COMPETENCY)

Total number of units = 24

- 5 core units
- 19 elective units

CORE UNITS

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
CPPDSM4009B	Interpret legislation to complete agency work
CPPDSM4015B	Minimise agency and consumer risk
CPPDSM4080A	Work in the real estate industry

ELECTIVE UNITS

CPPDSM4001A	Act as a buyer's agent
CPPDSM4056A	Manage conflict and disputes in the property industry
BSBRKG304	Maintain business records
BSBSMB406	Manage small business finances
CPPDSM4006A	Establish and manage agency trust accounts
CPPDSM4010A	Lease property
CPPDSM4011A	List property for lease
CPPDSM4013A	Market property for lease
CPPDSM4016A	Monitor and manage lease or tenancy agreement
CPPDSM4020A	Present at tribunals
CPPDSM4049A	Implement maintenance plan for managed properties
CPPDSM4003A	Appraise property
CPPDSM4004A	Conduct auction
CPPDSM4012A	List property for sale
CPPDSM4014A	Market property for sale
CPPDSM4017A	Negotiate effectively in property transactions
BSBLED401	Develop teams and individuals
CPPDSM4019A	Prepare for auction and complete sale
CPPDSM4022A	Sell and finalise the sale of property by private treaty

HOW TO ENROL

Applying to SEIA is easy. You can complete the online enrolment form at seia.edu.au/enrol or call the Auburn Campus on **1300 082 832**. Once we receive your enrolment form, we will send you a Letter of Offer including all the enrolment conditions. When you accept it and return a signed copy along with payment, we will secure your place in your chosen course. Speak to us about NSW Government Smart and Skilled funding that may be available to eligible participants.

Enrol Now

Sydney (NSW)

Level 2, 39 Queen St Auburn NSW 2144
P 1300 083 832