

CPP40307 Certificate IV in Property Services (Real Estate)



Course Outline



RTO Provider Number 91585



CPP40307 – Certificate IV in Property Services (Real Estate)

There are no Pre-requisite units required to undertake this qualification, however, age restrictions do apply for the application of a Real Estate Licence with NSW Fair Trading.

The qualification consists of twenty four (24) units of competency comprising of five (5) core and nineteen (19) elective units of competency.

The qualification is nationally recognised and can only be delivered by a Registered Training Organisation (RTO) that complies with the governing standards of quality control and quality training and assessment.

Upon successful completion of the course assessments you will be awarded a:

CPP40307 – Certificate IV in Property Services (Real Estate)

Participants who exit the training program without completing all assessments will be issued with a statement of attainment for those units in which they have demonstrated competency.

Why choose Unique Training Providers?

- We are a respected Registered Training Organisation and deliver training for real estate licensing.
- Our trainers are industry experienced in their field.
- Our training material is up to date and includes all the latest industry-specific information
- Our friendly team is available to offer comprehensive advice about the training
- We deliver state wide training
- We offer several delivery modes

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process which assesses the individual's non-accredited training and informal learning to determine the extent to which that individual has achieved the required learning or competency outcomes. Additional information on our RPL process is available from the Unique Training Providers Office, your trainer/Assessor or our website.

Prior to enrolment, a Pre-assessment Form will be completed by each participant. This form identifies potential recognition of prior learning opportunity as well as areas where further training is required.

A list of units required by NSW Fair Trading for the issuance of a Real Estate Licence is listed below

CERTIFICATE OF REGISTRATION UNITS	
CPPDSM4080A	Work in the real estate industry
CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work
CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work
AGENCY & RISK UNITS	
CPPDSM4009B	Interpret legislation to complete work in the property industry
CPPDSM4015B	Minimise agency and consumer risk
CPPDSM4005A	Establish and build client-agency relationships
CPPDSM4056A	Manage conflict and disputes in the property industry
CPPDSM4006A	Establish and manage agency trust accounts
BSBRKG304	Maintain business records
BSBSMB406	Manage small business finances
BSBLED401	Develop teams and individuals
PROPERTY MANAGEMENT UNITS	
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 program for managed properties
PROPERTY SALES UNITS	
CPPDSM4003A	Appraise property
CPPDSM4012A	List property for sale
CPPDSM4014A	Market property for sale
CPPDSM4022A	Sell and finalise the sale of property by private treaty
CPPDSM4017A	Negotiate effectively in property transactions
AUCTION UNITS	
CPPDSM4004A	Conduct auction
CPPDSM4019A	Prepare for auction and complete sale

Enrolment process

To enrol into any of our courses, you will be required to complete an enrolment form which is available from our office or from your trainer.

Contact our office for a form to be sent to you:

Phone: 4872 1495

Email: info@uniquetrainingproviders.com.au

Face to face training

This course is delivered in full day face to face sessions. Unique Training Providers is flexible in the format and timing of learning and assessment activities to ensure that we provide every opportunity for participants to demonstrate their skills and abilities.

Distance Learning

We also offer this course by distance learning – a self-paced program which will suit people who like to learn in their own time

You are given 24 months to complete this course by distance learning. You will be given contact details of our office as well as a trainer/assessor who can assist you during your training.

Resources

Your trainer will provide you with all learning resources and assessments. They will guide you through the course and help you to acquire the knowledge and skills that you need to work in the real estate industry. If you are completing the course by distance learning, you will be provided with the course material by email or you can have a hard copy of the course material posted to you.

Completed assessments can be submitted via email, fax or post.

Language Literacy and Numeracy requirements

To ensure that our learners have every opportunity to succeed in their career we have included as part of our enrolment process a Language, Literacy and Numeracy assessment. This will be assessed prior to acceptance into any of our courses.

Students who fail to attain a sufficient standard will have their course fees refunded and referred to an appropriate service for Language, Literacy and Numeracy support.

Special Needs

During the enrolment process, we ask that you identify any special needs you may have. This can be in relation to language, literacy and numeracy, physical access or any other issue. We will make every effort to accommodate individual student needs, however, we reserve the right to refuse enrolment where we feel that the student cannot meet training requirements to achieve a successful outcome.

Student requirements

Students are required to

- Attend all scheduled classroom sessions
- Complete and submit all assessments within required timeframes
- Inform our office if you require an extension of your course completion date

Payment options

Payment can be made by direct deposit, credit card or cheque.
We may accept cash payments by request.

Face to face courses

Payment of an administration fee of \$500 must be received prior to commencement of your course.

Remaining course fees will be invoiced throughout your training and on completion of the course.

A tax Invoice/receipt will be emailed to the email address on your enrolment form.

Distance Learning

Administration fees of \$500 must be received prior to the issuance of any course material.

Remaining course fees will be invoiced throughout your training and on completion of the course.

A tax Invoice/receipt will be emailed to the email address on your enrolment form.

Unique Student Identifier (USI)

Any student studying a nationally accredited course will be required to have a Unique Student Identifier (USI).

A USI is made up of 10 numbers and letters and gives you access to your training results from 1st January 2015

For further information go to www.usi.gov.au.

Further information regarding the USI is also provided on our Enrolment Form.

Refund Policy

Our standard cancellation period is 7 days.

If you wish to cancel your course more than 7 days prior to your commencement date, a refund of fees paid less an administration fee of \$500 will be issued.

If you wish to cancel your course within 7 days of your commencement date, all fees are retained by Unique Training Providers. We will endeavour to re-schedule you in another course where possible at no extra charge.

If a course is cancelled by Unique Training Providers, all course fees will be refunded in full*

No refunds will be given once a student has commenced training

No refunds will be given for students completing any course by distance learning once course material has been issued.

All cancellation and refund requests must be sent in writing to

E: info@uniquetrainngproviders.com.au

*Unique Training Providers reserves the right to cancel any course due to unforeseen circumstances and/or if minimum course numbers are not met.

Outcomes

At the successful completion of the training course, you will have achieved a **CPP40307 Certificate IV in Property Services (Real Estate)** which is the qualification required to apply for your Real Estate Licence with NSW Fair Trading. As a licensed agent you can manage your own agency and take greater responsibility in the marketing, management and sale of property.

In order to apply for your Real Estate Licence with NSW Fair Trading, you must meet the following criteria:

- be 18 years or over
- have the appropriate education qualifications
- not be a disqualified person
- be a fit and proper person
- Has paid the relevant contribution to the Property Services Compensation Fund.

The cost of this application is NOT included in your course fees.

NSW Fair Trading conducts a police check and will look for any conviction you may have over the last 10 years. Having a conviction does not necessarily disqualify you, it just depends what the conviction was for. If you have a past conviction, we advise that you contact NSW Fair Trading prior to enrolling in this course.

We will provide you with details of how to apply for your Licence when we issue your Qualification



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