



CPP41419
Certificate IV in
Real Estate Practice

Course Outline



RTO Provider Number 91585



CPP41419 – Certificate IV in Real Estate Practice

(Release 3)

There are no pre-requisite units required to undertake this qualification, however, age restrictions and work experience requirements do apply for the application of a Real Estate Licence (Class 2 Agent) with NSW Fair Trading. There are no work placement requirements for this qualification.

The qualification consists of eighteen (18) units of competency comprising of five (5) core and nineteen (13) elective units of competency.

Unique Training Providers has developed a training program to suit both Salespeople and Property Managers with the option to choose 3 elective units that focus on the Auctioneering units or Property Management units as part of your training.

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 under the Australian Qualifications Framework

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

CPP41419 – Certificate IV in Real Estate Practice

Participants who exit the training program without completing all required units of competency 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 with 12 years experience in delivering training for the real estate industry.
- We provide quality training and assessment
- We deliver state wide training
- 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 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 opportunities as well as areas where further training is required.

A list of units required by NSW Fair Trading for the issuance of a Class 2 Agent Licence is listed below

| CORE UNITS | |
|---|---|
| CPPREP4001 | Prepare for professional practice in real estate |
| CPPREP4002 | Access and interpret ethical practice in real estate |
| CPPREP4003 | Access and interpret legislation in real estate |
| CPPREP4004 | Establish marketing and communication profiles in real estate |
| CPPREP4005 | Prepare to work with real estate trust accounts |
| RESIDENTIAL PROPERTY SALES | |
| CPPREP4101 | Appraise property for sale or lease |
| CPPREP4102 | Market property |
| CPPREP4103 | Establish vendor relationships |
| CPPREP4104 | Establish buyer relationships |
| CPPREP4105 | Sell property |
| RESIDENTIAL PROPERTY MANAGEMENT | |
| CPPREP4121 | Establish landlord relationships |
| CPPREP4122 | Manage tenant relationships |
| CPPREP4123 | Manage tenancy |
| CPPREP4124 | End tenancy |
| CPPREP4125 | Transact in trust accounts |
| ELECTIVE UNITS GROUP A PROPERTY MANAGEMENT | |
| CPPREP4503 | Present at hearings in real estate |
| CPPREP4504 | Deliver presentations to clients in real estate |
| CPPREP4510 | Manage short-term or holiday letting |
| ELECTIVE UNITS GROUP B AUCTIONEERING UNITS | |
| CPPREP4161 | Undertake pre-auction processes |
| CPPREP4162 | Conduct and complete sale by auction |
| CPPREP4163 | Complete post-auction process and contract execution |

***Elective units can be chosen as either Group A or Group B**

Course fees

Course fees will be structured as follows:

- \$200 per unit for face to face or livestream delivery
- \$150 per unit for distance learning
- \$150 per unit for Recognition of Prior learning (RPL)

Speak to your trainer regarding your eligibility and the requirements for RPL

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

Students are required to adhere to the requirements set out in our Participant Handbook. Students must read the student handbook prior to enrolling in to any of our courses. The Participant Handbook can be accessed on our website

Delivery Methods

Face to Face or Livestream training

This course is delivered in full day face to face or livestream 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

Classroom based training

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. You will be required to complete some assessments in your own time which could include:

- Written Questions
- Scenarios
- Reports
- Workplace projects

You will require an email address, internet access and access to a printer and a scanner should you wish to submit your assessments by email. Assessments can also be submitted by post or to your trainer at your scheduled classroom sessions. You will also need access to Adobe and a word processing application in order to complete some projects. Please contact your Trainer/Assessor or our office if you do not have access to these.

Students will be required to bring a pen, notepad and calculator to each training session.

If the training is being held at an 'off-site' venue, you will also be required to adhere to any dress codes that apply to that venue. We will inform you of these requirements prior to training.

Distance Learning

If you are completing this course by distance learning, you will be provided with the course material by email in PDF format or you can have a hard copy of the course material posted to you at an additional cost. You will require an email address, internet access and access to a printer and a scanner should you wish to submit your assessments by email. Assessments can also be submitted by post.

You will also need access to Adobe and a word processing application in order to complete some projects. Please contact your Trainer/Assessor or our office if you do not have access to these.

Assessments include:

- Written Questions
- Scenarios
- Reports
- Workplace projects

Livestream training

If you are completing this course by Livestream training, you will be provided with the course material by email in PDF format or you can have a hard copy of the course material posted to you at an additional cost. Your trainer 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

You will require an email address, a digital device with a microphone and camera, reliable internet access, a printer and access to a scanner should you wish to submit your assessments by email. Assessments may also be submitted via Post. You will also need access to Adobe and a word processing application in order to complete some projects. Please contact your Trainer/Assessor or our office if you do not have access to these.

Assessments include:

- Written Questions
- Scenarios
- Reports
- Workplace projects

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.

Email & Phone support is also available for all students throughout their training.

Student requirements

Students are required to

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

Course Duration

Our training courses have been developed in accordance with AQF guidelines regarding the volume of learning. The volume of learning identifies the duration of all activities required to achieve the learning outcomes of the course including all teaching and learning activities such as Classroom, online or self-paced study, assessments, learning activities, projects, prescribed reading, research, workplace experience.

Volume of learning is calculated as follows:

Nominal (supervised) hours + unsupervised hours = volume of learning

Nominal (supervised) hours represent the supervised structured learning and assessment activity.

Unsupervised hours represent activities that are not supervised by a trainer or assessor.

Conversion of AQF volume of learning to hours for a Certificate IV qualification would be:

| Months / Years | Hours |
|--------------------|------------------|
| 6 months – 2 years | 600 – 2400 hours |

Please note that students with industry experience in a specific learning area may reduce the number of hours required for them to complete the qualification.

Payment options

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

Face to Face or Livestream courses

Payment of a non-refundable administration fee of \$600 must be received prior to commencement of your course.

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

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

Distance Learning

Payment of a non-refundable administration fee of \$600 must be received prior to the issuance of any course material.

Remaining course fees will be invoiced throughout your training and prior to 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. Further information regarding the USI is also provided on our Enrolment Form

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

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 \$600 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 livestream or distance learning once course material has been issued.

All cancellation and refund requests must be sent in writing to

E: info@uniquetrainingproviders.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.

Complaints and Appeals

Our complaints and appeals policies are included in our participant handbook. You can also contact your trainer or our office for further information.

Outcomes

At the successful completion of the training course, you will have achieved a **CPP41419 Certificate IV in Real Estate Practice** which is the qualification required to apply for your Class 2 Agents Licence with NSW Fair Trading. As a licensed agent you can take greater responsibility in the marketing, management and sale of property.

In order to apply for your Class 2 Agents Licence with NSW Fair Trading, you must meet the following criteria:

- be 18 years or over
- have the appropriate education qualifications
- held a certificate as an Assistant Agent for 12 months
- complete the work experience requirements
- 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

Pathways

Once you have completed the Certificate IV in Real Estate Practice and have applied for your Class 2 Agent's Licence, you can progress to a Class 1 Licence with NSW Fair Trading which would allow you to become a Licensee in Charge or run your own business. You must have at least 2 years work experience as a Class 2 Agent, complete further work experience requirements and complete a Diploma of Property.



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