

# CPP41419 Certificate IV in Real Estate Practice

Stock and Station Agent  
(conversion course)

## Course Outline



RTO Provider Number 91585



## CPP41419 – Certificate IV in Real Estate Practice Stock and Station Agent

### Reason for undertaking this course:

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This course has been developed in line with NSW Fair Trading requirements for those wanting to apply for the stock and station category who already hold a real estate licence. Successful completion of these units will allow application to add the stock and station category to an existing real estate licence (class 1 or class 2).

There are no Pre-requisites required to undertake these units of competency, however, you must hold a current Real Estate Licence with NSW Fair Trading.

The course consist of 5 units of competency comprising of 4 Livestock units and 1 Rural Property unit.

These units form part of a qualification that 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 this course, you will be issued with a Statement of Attainment.

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?

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- We are a respected Registered Training Organisation and deliver training for real estate licensing.
- We provide quality training and assessment
- 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)

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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.

A list of units required by NSW Fair Trading to allow for the addition of a Stock and Station Agent category to an existing Real Estate Licence is listed below – these units form part of the full qualification CPP41419 Certificate IV in Real Estate Practice.

STOCK AND STATION – ADDITIONAL UNITS	
CPPREP4301	Confirm and market livestock for sale
CPPREP4302	Prepare livestock for sale
CPPREP4303	Establish vendor and buyer relationships in livestock sale
CPPREP4304	Complete the sales process - livestock
CPPREP5311	Develop and maintain rural property market knowledge and intelligence

## **Course Fees**

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Course fees will be structured as follows:

- \$200 per unit for face to face or livestream delivery
- \$150 per unit for distance learning
- \$110 per unit for Recognition of Prior learning (RPL)

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

## **Enrolment Process**

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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](mailto: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**

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### **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 6 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**

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### **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 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

## **Special Needs**

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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

## **Student Requirements**

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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**

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Face to Face / Livestream training

You are provided with 16 hours of face to face training. You are then given 3 months to submit all completed assessments. This is based on 10 hours per week over 13 weeks to complete assessments.

Distance learning

You are given 6 months to complete your training by distance learning. This is based on 7 hours per week over 26 weeks to complete the training.

Completion times indicated are a guide only. Amount of training hours will vary according to each students abilities and workplace experience.

## Payment options

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

### Face to Face / Livestream courses

Payment of the full course fee must be received prior to commencement of your course.  
A tax Invoice/receipt will be emailed to the email address on your enrolment form.

### Distance Learning

Payment of full course fees must be received prior to the issuance of any course material.  
A tax Invoice/receipt will be emailed to the email address on your enrolment form.

## Unique Student Identifier (USI)

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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 1<sup>st</sup> January 2015. Further information regarding the USI is also provided on our Enrolment Form.

For further information go to [www.usi.gov.au](http://www.usi.gov.au).

## Refund Policy

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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 \$300 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](mailto: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

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

## Outcomes

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At the successful completion of the training course, you will receive a Statement of Attainment for the 5 units of competency required to add a Stock and Station category on to your existing Real Estate Licence through NSW Fair Trading. As a stock and station agent you can take greater responsibility in the marketing, management and sale of rural property and livestock sales.

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

We will provide you with details of how to apply for your additional category when we issue your Statement of Attainment.



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