



CPP41419
Certificate IV in
Real Estate Practice

Course Outline



RTO Provider Number 91585



CPP41419 – Certificate IV in Real Estate Practice

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.

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.

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

CPP41419 – Certificate IV in Real Estate Practice

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 with 12 years experience in delivering training for the real estate industry.
- 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	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	AUCTIONEERING UNITS
CPPREP4161	Undertake pre-auction processes
CPPREP4162	Conduct and complete sale by auction
CPPREP4163	Complete post-auction process and contract execution

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
- \$110 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

Face to Face or Livestream 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. Students will be required to have access to a device with internet access to complete some of the assessment tasks. Please contact your Trainer/Assessor or our office if you do not have access to these. 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 at an additional cost.

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 / livestream 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 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 on 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 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 \$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.

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



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