

CPP41419

CERTIFICATE IV IN REAL ESTATE PRACTICE



Qualification Description

This qualification reflects the role of real estate professionals who apply knowledge of real estate practice legal agency and compliance requirements, ethical standards and consumer preferences to conduct real estate functions.

This qualification applies to people working in both residential and commercial property, including business broking, and stock and station transactions.

Occupational titles may include:

- Auctioneer
- Stock and Station Agent
- Business Broker, Business Agent, Franchise Broker
- Property Manager, Body Corporate Manager
- Real Estate Agent
- Real Estate Representative, Real Estate Salesperson, Real Estate Sub-agent, Property Portfolio Officer, Buyer's Agent.

Staff who hold this qualification are commonly engaged with:

- analysing data, industry intelligence and leads to identify prospects
- developing, building and maintaining relationships with lessors, tenants, vendors and buyers
- providing advice to lessors, tenants, vendors and buyers on the sale, purchase or lease of commercial, residential, stock and station, and property real estate

- implementing systems, forms and documents to ensure real estate agency transactions are compliant with regulatory requirements, managing risk to agency and agent, and demonstrating high standards of ethical practice
- transacting, accessing, and preserving the integrity of trust accounts to minimise customer and agency risk
- establishing, maintaining, executing and concluding contracts with lessors, tenants, vendors and buyers, including by auction
- building and promoting the agency and individual brands.

Licensing, legislative, regulatory or certification requirements

Licensing, legislative, regulatory or certification requirements apply to real estate practices in all states and territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements. Licensing and regulatory requirements apply to real estate practices in Victoria. Visit these sites for more information:

Consumer Affairs Victoria (<https://reiv.com.au/>)

Real Estate Institute of Victoria. (<https://reiv.com.au/>)

Delivery Mode

100% online learning

Course Duration

26 weeks training and assessment + 2 weeks of holidays

Pathways

Possible job roles and employment opportunities on successful completion of this course:

Sales

- Prospector
- Real Estate Salesperson
- Auctioneer
- Sales Manager
- Buyer's Advocate
- Vendor's Advocate

Property Management

- Leasing Consultant
- Property Manager
- Senior Property Manager
- Business Development Manager
- Department Head

Business

- Business Broker
- Business Agent
- Franchise Broker

Entry Requirements

Immaculate Education and Training has the following entry requirements:

Students must:

- be at least 18 years of age
- Australian/New Zealand citizen or permanent Australian resident
- participate in a course entry interview to determine suitability for the course and student needs
- have sufficient Language, Literacy, Numeracy and Digital (LLND) skills as tested through a Language, Literacy, Numeracy and Digital (LLND) assessment. Students will need to achieve ACSF level 3 for reading, writing, numeracy and oral communication to enter the course.
- During the course, students will be required to complete some activities using computers, laptops, or other devices. While the trainer can provide some assistance, it is expected that students have some basic computer skills before commencing the course.
- Bring your own device (BYOD)-All learners are expected to bring their own laptop with the Windows 7 operating system or higher. The College premises are equipped with high-speed Wi-Fi for the students' usage.

COURSE CREDIT

Students may apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees as well as the duration of the course.

This process is outlined in Immaculate Education and Training's Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures.

National Online Courses is a government-approved Registered Training Organisation (RTO NO: 46361). We are authorised to deliver accredited online courses and certification in Australia. Our nationally recognised training meets strict industry and compliance standards, giving you job-ready qualifications with the flexibility of online learning.

Unit of Competency

Unit Code	Unit Name
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
CPPREP4102	Market Property
CPPREP4005	Prepare to Work with Real Estate Trust Accounts
CPPREP4125	Transact in Trust Accounts
CPPREP4101	Appraise Property for Sale or Lease the Property Appraisals module examines the legislation and the key concepts relating to appraising properties. It includes guidance on how to source information within the real estate office and outside the office about the current state of the market, the area and the kind of properties in order to compare to the property being appraised.
CPPREP4103	Establish Vendor Relationships
CPPREP4104	Establish Buyer Relationships
CPPREP4105	Sell Property
CPPREP4161	Undertake Pre-Auction Processes
CPPREP4162	Conduct and Complete Sale by Auction
CPPREP4163	Complete Post-Auction Process and Contract Execution
CPPREP4121	Establish Landlord Relationships
CPPREP4122	Manage Tenant Relationships
CPPREP4123	Manage Tenancy
CPPREP4124	End Tenancy Following on from the Property Management module, the End Tenancy module focuses the process leading up to the termination of a tenancy.



NATIONALLY RECOGNISED
TRAINING