



Industry Training Consultants
real estate training specialists

COURSE CODE

CPP41419

COURSE

**CERTIFICATE IV
IN REAL ESTATE
PRACTICE**



ENROL TODAY

ITC.NSW.EDU.AU OR 02 4001 0128

WHY STUDY WITH US?

Industry Training Consultants is a Registered Training Organisation (RTO#45537) offering nationally recognised training to the property agents sector in New South Wales. ITC provides more than your typical training services. We act as a consultant and advisor to many real estate agencies throughout the state and can assist in the design, development and implementation of compliance systems.

As an organisation, we believe in building a lasting business relationship by earning our clients praise and respect. We do this by providing tailored solutions to meet both organisation and individual needs, and exceptional ongoing service and support to our clients.

We understand that remaining available to our clients is of the highest priority. We are here to answer your questions in relation to our nationally accredited training programs, offer assistance and advice and have an open door policy on our business operations.



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Looking to enhance your qualifications and knowledge within your current role as an assistant real estate agent?. Looking to progress to the qualification and obtain a class 2 real estate agent's licence?.

This course is based on the nationally endorsed CPP Property Services Training Package units of competence for the real estate industry sector, and is for people/learners who want to acquire the skills needed to sell, market, lease and manage real estate/property within a property agency at a class 2 level.

You will also learn the fundamental concepts relating to property, risk management, appraising property including marketing concepts and requirements. These skills will be applicable across a range of property sectors - residential, commercial and industrial.

YOUR APPLICATION TO US WILL BE ASSESSED USING THE FOLLOWING SELECTION CRITERIA:

- Held a certificate of registration as an assistant real estate agent for at least 12 months (with or without a restriction condition),

UPON SUCCESSFUL COMPLETION OF THIS COURSE AN APPLICATION TO NSW FAIR TRADING FOR A CLASS 2 REAL ESTATE AGENT'S LICENCE IS GRANTED ONCE YOU HAVE

- Satisfactorily completed the class 2 work experience requirements during a 12 month period, and
- Satisfactorily completed Certificate IV in Real Estate Practice.
- A person must satisfactorily complete a range of work experience tasks before being eligible to apply for a licence under the *Property and Stock Agents Act 2002*. A **LOGBOOK** must be used to keep track of the tasks as they are completed. Once complete, the logbook forms an acceptable record of achievement of the identified tasks. (logbooks can be found at www.fairtrading.nsw.gov.au/)

NOTE: The class 2 work experience requirements means the completion of experience to the satisfaction of the Secretary of:

- At least 9 tasks listed in Part 1 of Schedule 1, and
- At least 5 tasks listed in Part 2 of Schedule 1

LANGUAGE, LITERACY AND NUMERACY

Industry Training Consultants have provisions in place in accordance with The Standards for Registered Training Organisations for assessing Language, Literacy and Numeracy competence. Once an application has been assessed, a decision is made as to whether you need to undertake a Language, Literacy and Numeracy assessment.

A person is required to demonstrate competency in 18 units and be issued with the qualification CPP41419 - Certificate IV in Real Estate Practice.

A person will then have the qualification required for the issue of a real estate agent's licence.



THIS COURSE ENCOMPASSES THE FOLLOWING:

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

ELECTIVE UNITS

GROUP A - RESIDENTIAL PROPERTY SALES

CPPREP4101 Appraise property for sale or lease
CPPREP4102 Market property
CPPREP4103 Establish vendor relationships
CPPREP4104 Establish buyer relationships
CPPREP4105 Sell property

GROUP B - RESIDENTIAL PROPERTY MANAGEMENT

CPPREP4101 Appraise property for sale or lease (this unit is the same one listed in Group A)
CPPREP4102 Market property (this unit is the same one listed in Group A)
CPPREP4121 Establish landlord relationships
CPPREP4122 Manage tenant relationships
CPPREP4123 Manage tenancy
CPPREP4124 End tenancy
CPPREP4125 Transact in trust accounts

GROUP E - BUYER'S AGENT

CPPREP4171 Represent buyer in sales process

GROUP H - COMMERCIAL AND PROPERTY MANAGEMENT

CPPREP4231 Manage commercial property maintenance

GENERAL ELECTIVE UNIT

CPPREP4502 Support providers of social and community housing

RECOGNITION OF PRIOR LEARNING

You will be eligible for recognition of prior learning (RPL). RPL is the formal recognition that your current knowledge and skills meet the requirements of a given unit of competency. For further information and details. Visit www.itc.nsw.edu.au/ and click on our Real Estate Licence Course - Recognition of Prior Learning (RPL) page.



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THERE ARE THREE TRAINING PATHWAYS A STUDENT CAN TAKE TOWARDS BECOMING A FULLY LICENSED REAL ESTATE AGENT

OPTION 1

CORRESPONDENCE - SELF PACED LEARNING

COST - \$1800.00 AUD (PAID IN TWO INSTALMENTS)

TIME FRAME - 12 MONTHS

(Note: Any number of exemptions you receive changes the expected program duration, meaning the course is completed in a shorter time frame).

For this mode of delivery, course material is emailed to the student in a zip folder. Once a module has been completed and all learning outcomes have been met, the student completes a checklist to ensure all paper work is correctly submitted for marking by email or post.

All work is marked off by one of Industry Training Consultant's accredited trainers and support is available by phone and email throughout the duration of the course. For onsite support services please see STUDENT HANDBOOK for details.

The cost of postage and packaging is on the onus of the student.



OPTION 2

FOR STUDENTS WITHOUT A CERTIFICATE OF REGISTRATION

PREMIUM FACE TO FACE LICENCE PROGRAM

COST - \$2500.00 AUD (PAID IN TWO INSTALMENTS)

TIME FRAME - DEPENDING ON NUMBER OF EXEMPTIONS GRANTED ANYWHERE BETWEEN 3 TO 6 MONTHS

*Attend face-to-face Assistant Agent Course **5 units**.

(The Assistant Agents Course is designed to equip you with everything you need to start a successful career as an assistant real estate agent or as an assistant stock and station agent and after completion you will be eligible to work in the property industry)

*Attend face-to-face Assistant Agent CPD Course **3 units**.

Or

*Complete the units by correspondence.

Or

Submit evidence for recognition of prior learning work experience 4 units (or the required number of exemptions needed for one on one training).

*One on one training provided **6 units**.

Resource guides, assessment practicums and online tools are provided for support.

40-50% of work is completed with the trainer. The remaining work is set aside in the student's own time before submission.

*Depending on where the student is located and if they are currently working, recognition of prior learning assessment can be delivered onsite or the evidence is sent by registered post to be assessed.

IMPORTANT MESSAGE:

A PERSON ISSUED WITH A CERTIFICATE OF REGISTRATION, THAT COMMENCES WITHIN 9 MONTHS OF THE EXPIRY OF THE CPD PERIOD; IS STILL REQUIRED TO COMPLETE A MINIMUM OF ONE UNIT OF COMPETENCY FROM THAT YEAR, FROM A VALID CERTIFICATE IV QUALIFICATION THAT IS REQUIRED FOR THE ISSUE OF A CLASS 2 AGENT LICENCE.



OPTION 3

**FOR STUDENTS WHO CURRENTLY HOLD A CERTIFICATE OF REGISTRATION
PREMIUM FACE TO FACE LICENCE PROGRAM**

COST - \$2500.00 AUD (PAID IN TWO INSTALMENTS)

**TIME FRAME - DEPENDING ON NUMBER OF EXEMPTIONS GRANTED ANYWHERE BETWEEN 3
TO 6 MONTHS**

**To be eligible for this program you need to receive at least 12 exemptions. Duration of the course is determined after exemptions of prior learning are granted.*

Course credit – Assistant Agents Course **5 units.*

This course credit counts towards your minimum CPD requirements. A certificate of registration holder must complete at least 3 units each CPD year from a valid Certificate IV qualification, that is required for the issue of a Class 2 Agent licence in Real Estate (with or without restrictions).

Attend face-to-face Assistant Agent CPD Course **3 units.*

Or

**Complete the units by correspondence*

Or

Submit evidence for recognition of prior learning work experience 4 units (or the required number of exemptions needed for one on one training)

One on one training provided **6 units.*

Resource guides, assessment practicums and online tools are provided for support.

40-50% of work is completed with the trainer. The remaining work is set aside in the student's own time before submission.

**Depending on where the student is located and if they are currently working, recognition of prior learning assessment can be delivered onsite or the evidence is sent by registered post to be assessed.*

IMPORTANT MESSAGE:

A PERSON ISSUED WITH A CLASS 2 LICENCE, THAT COMMENCES WITHIN 9 MONTHS OF THE EXPIRY OF THE CPD PERIOD, IS STILL REQUIRED TO COMPLETE THE COMPULSORY TOPICS AND (IF APPLICABLE) ELECTIVE TOPICS FOR THE CURRENT CPD PERIOD.

NOTE: The trainer will only accept submissions for modules completed from a previous training session - either before, or at the beginning of the next training session, but not during. A student can submit completed work by post, email or they can come to our office to hand in their completed modules. Our office address is 2 Portside Crescent, Maryville NSW 2293.



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OPTION 4

For Students who currently hold a Certificate of Registration

GROUP Face to Face LICENCE PROGRAM

COST - \$2500.00 AUD (PAID IN TWO INSTALMENTS)

VENUE: REALTY PRO ACADEMY MASCOT

WHEN: REFER TO THE COURSE DATES PAGE FOR DETAILS

***Course credit – Assistant Agents Course 5 units + further exemptions assessed from the Certificate IV in Real Estate Practice.**

After exemptions are granted, a training schedule is prepared to ensure each student completes the remaining units.

Resource guides, assessment practicums and online tools are provided for support.

40-50% of work is completed with the trainer. The remaining work is set aside in the student's own time before submission.

*Depending on where the student is located and if they are currently working, recognition of prior learning assessment can be delivered onsite or the evidence is sent by registered post to be assessed.

IMPORTANT MESSAGE:

A PERSON ISSUED WITH A CLASS 2 LICENCE, THAT COMMENCES WITHIN 9 MONTHS OF THE EXPIRY OF THE CPD PERIOD, IS STILL REQUIRED TO COMPLETE THE COMPULSORY TOPICS AND (IF APPLICABLE) ELECTIVE TOPICS FOR THE CURRENT CPD PERIOD.

NOTE: The trainer will only accept submissions for modules completed from a previous training session - either before, or at the beginning of the next training session, but not during. A student can submit completed work by post, email or they can come to our office to hand in their completed modules. Our office address is 2 Portside Crescent, Maryville NSW 2293.



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SKILLS CHECKPOINT FOR OLDER WORKERS PROGRAM

This program is designed to help mature aged workers find a new way forward and is an initiative of the Department of Employment and Workplace Relations.

Recognising our ageing population and the value that mature aged workers bring to our workforce, the Australian Government will support up to 10,000 people a year. This is to provide Australians aged 40 or over with guidance on transitioning into a new career, or upskilling advice for their current roles.

This national program, delivered through BUSY AT WORK, is accessible to both employers and individuals looking for support, career assessment and one-on-one support through a career guidance officer and is offered at no cost. Participants can also access a co-fund amount of up to \$2,200 (GST inclusive) for an eligible training course that supports them to upskill in their career or transition to a new career.

The Skills Checkpoint for Older Workers Program and the Skills and Training Incentive are funded by the Australian Government Department of Employment and Workplace Relations.

Am I eligible?

Are you:

aged 40 or over

an Australian citizen or permanent resident

employed and at risk of becoming unemployed and entering the income support system, or

recently unemployed (within 12 months) and not referred to or registered with a Commonwealth funded employment services provider (e.g. Workforce Australia, Disability Employment Services, Community Development Program).

If you are Interested in finding out more contact BUSY AT WORK on 13 28 79 or send an email to BUSY@BUSYATWORK.COM.AU

CENTRELINK CANDIDATES

Please note: Industry Training Consultants provides Centrelink approved courses. It is important before enrolling that you contact your Job Services Provider (JSP) to check if you are eligible for a government subsidy or any funding to complete the course.

TO CHECK YOUR ELIGIBILITY

Take the course enrolment form to Centrelink or your Job Services Provider (JSP)

Please quote the training organisation's Approved Provider Number: 2P824

FOOTNOTE: If an individual applies for a Class 2 Agent licence using the **OLD SUPERSEDED QUALIFICATION CPP40307 - CERTIFICATE IV IN PROPERTY SERVICES (REAL ESTATE)**

- at least one unit of the qualification must have been completed prior to the commencement of the reforms, and
- they will receive a conditional licence that is subject to a restriction condition.

For example: Class 2 Real Estate Agent conditioned to undertake sales and leasing or on-site residential property management only.

