

# CPP41419 Certificate IV in Real Estate Practice



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RTO No 40467

Course Brochure



## Career Opportunities

- 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.

## Modes of Delivery

- Face to face in the workplace
- Correspondence in a self-paced model (using text-based resources in a self-paced model and supported by our dedicated trainers)
- Online (supported by our dedicated trainers).
- Recognition of Prior Learning (for people who have evidence to support their current competence in the relevant units of competency which comprise the qualification).



# CPP41419 Certificate IV in Real Estate Practice

## Course Overview

This qualification applies to people working in both residential and commercial property, including business broking, and stock and station transactions. The qualification has been packaged to include 5 core units, 5 elective units from residential property sales, 5 elective units from residential property management and 3 elective units from auctioneering. In some jurisdictions additional requirements may apply for registration or certification.

## Key Outcomes

- Understanding the personal and legislative requirements of professional practice in real estate.
- Working ethically including a thorough understanding of ethical standards.
- Identify, access and interpret legislation relevant to work in real estate including the legislative framework and the impact of legislation has on work.
- Develop marketing and communication profiles including methods for marketing and communicating, clarifying type, value and purpose of different communication activities and developing a personal profile for marketing and communication.
- Working with trust accounts within established agency controls and in accordance with applicable legislation or regulations.
- Appraising residential property for sale or lease including selecting appraisal method/s and recommending appraisal price of property for sale or lease.
- Marketing property for sale or lease including interpreting a property appraisal report, negotiating agreed marketing plan, preparing marketing materials, securing marketing resources, implementing marketing activities, using agency data on target markets, reviewing effectiveness of the marketing plan and activities and reporting on effectiveness of marketing activities.
- Establish landlord relationships to support property management including establishing an agreement with a landlord to provide residential property management services and maintaining the relationship including keeping records of interactions with landlords.
- Establishing tenant relationships in property management including responding to enquiries from tenants, establishing details and profile of potential tenants, matching tenants with properties, aligning landlord and tenant expectations, managing relationships and maintaining records of interactions.
- Managing a tenancy including timely and effective communication with tenant, landlord and other stakeholders, management of rent payments, arrears, routine inspections, repairs, maintenance, tenancy renewals, rent increases and tenancy agreement breaches.
- Finalising a tenancy including determining circumstances in which tenancy agreements may be ended, processes and documentation to end tenancy agreements, processes to re-let property and issues that may arise from termination of tenancy agreements.
- Conducting transactions in trust accounts for specific purposes.
- Establishing vendor relationships to support property sales.
- Establishing buyer relationships to support property sales.
- Selling property by methods including private treaty, auction and other negotiations.
- Supporting pre-auction processes, auction strategies, liaising with vendors, supporting the actual auction of property and supporting post-auction process and contract execution.



## Pathways

Qualifications that may be considered after successful completion include:

CPP501119 Diploma of Property (Agency Management)

Registration or certification as a real estate agent, property management agent or business agent is required in all states and territories.

For detailed information on your course, fees and charges, eligibility for any Federal or State funding, relevant student policies and procedures and to view the student handbook, please visit our website at [www.dynamiclearningservices.com.au](http://www.dynamiclearningservices.com.au) or contact Dynamic Learning Services on 02 4365 0040.



There are 18 units in the CPP41419 Certificate IV in Real Estate Practice (Real Estate). These are divided into 5 core units and 13 electives units.

The units in the Dynamic Learning Services program are 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

### **Elective Units**

CPPREP4101	Appraise property for sale or lease
CPPREP4102	Market property
CPPREP4121	Establish landlord relationships
CPPREP4122	Manage tenant relationships
CPPREP4123	Manage tenancy
CPPREP4124	End Tenancy
CPPREP4125	Transact in trust accounts
CPPREP4103	Establish vendor relationship
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

### **Assessment**

The assessment in this qualification involves a variety of workbook activities, practical tasks and project work. Participants will be supported by their trainer throughout their journey.

### **Volume of Learning**

Learners should expect a duration between 6 months and 24 months to meet the requirements of CPP41419 Certificate IV in Real Estate Practice which is consistent with the AQF volume of learning for a Certificate IV qualification.

Decisions about the duration of this qualification take into account the candidates' likelihood of successfully achieving the learning outcomes and ensure that the integrity of the qualification's outcomes are maintained.

### **Entry Requirements**

There are no pre-requisite entry requirements for this course of study. Students must undergo a Language, Literacy & Numeracy evaluation prior to commencement of studies.