



**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.



# **Industry Training Consultants**

*real estate training specialists*

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/](http://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**

CPPREP4503 Present at hearings in real estate

### **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/](http://www.itc.nsw.edu.au/) and click on our Real Estate Licence Course - Recognition of Prior Learning (RPL) page.



## 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, all resource and assessment material is emailed to the student using an online software program. It is at the student's discretion as to whether the work is completed on computer or printed off and completed by hand.

Once a module has been completed and all learning outcomes have been met, the student completes a check list to ensure all paper work is correctly submitted to Industry Training Consultants by email or post.

We recommend to send modules as they are completed to us. This will ensure all the requirements are successfully met and provide time for valuable feedback.

All work is marked off by one of Industry Training Consultant's accredited trainers and support is also available by phone, or email throughout the duration of the course.

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

P.S Monitoring visits at the student's place of work or home during the period of completing the course is available. Please see our **STUDENT HANDBOOK** for details. ([www.itc.nsw.edu.au/student-handbook](http://www.itc.nsw.edu.au/student-handbook))

### OPTION 2

PREMIUM LICENCE PROGRAM FOR EXPERIENCED AGENTS  
COST - \$2500.00 AUD (PAID IN TWO INSTALMENTS)  
TIME FRAME - DEPENDING ON NUMBER OF EXEMPTIONS GRANTED ANYWHERE BETWEEN 3 TO 6 MONTHS

**(Note: 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).**

Depending on where the student is located, recognition of prior learning assessment can be delivered onsite.

One on one training provided.

Each training session is scheduled around a student's work commitments from 9am to 5pm.

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.



## **OPTION 3**

**IN-HOUSE LICENCE COURSES (TAILORED TRAINING)**

**COST - BETWEEN \$1500.00 AND \$2000.00 AUD (INSTALMENT PAYMENTS APPLY)**

**MINIMUM AND MAXIMUM NUMBER OF PARTICIPANTS: 5 AND 10**

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

Recognition of prior learning assessment delivered onsite or the evidence is sent by registered post to be assessed.

A training plan and schedule provided.

Delivered onsite group training at the office.

Each training session is scheduled around a student's work commitments from 9am to 5pm.

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.

**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 or they can come to our office to hand in their completed modules. Our office address is Suite 1/15 Ravenshaw Street Newcastle West NSW 2302.**



# Industry Training Consultants

real estate training specialists

## SKILLS CHECKPOINT FOR OLDER WORKERS PROGRAM

To fill a gap in the services currently available to older Australians, the Australian Government funded a national rollout of the Skills Checkpoint for Older Workers Program (the Skills Checkpoint Program).

The Skills Checkpoint Program is based on a model that was piloted by the then Department of Education and Training from 2015 until 2016.

Eligible individuals are those aged 45 to 70, an Australian citizen or permanent resident, employed and at risk of entering the income support system, or recently unemployed (within three months) and not registered for assistance through an Australian Government employment services program.

The Skills Checkpoint Program is directly linked to the Department of Employment, Skills, Small and Family Business SKILLS AND TRAINING INCENTIVE (the Incentive).

The Incentive is available from 1 January 2019 to 31 December 2020 for up to 3,600 participants per year.

The Incentive will provide eligible participants with up to \$2,200 (GST inclusive) to fund suitable training (accredited or non-accredited). The government contribution must be matched by either the participant or their employer.

To be eligible for the Incentive, individuals must have completed a Skills Checkpoint assessment that identified training linked to their current job (e.g. upgrading skills), a future job opportunity, or an industry, occupation or skill in demand.

You can find out more information about the Skills Checkpoint Program, including how to apply, through the providers listed on [www.employment.gov.au/skillscheckpointprogram](http://www.employment.gov.au/skillscheckpointprogram).

## 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.



NATIONALLY RECOGNISED  
TRAINING