Diploma of Property Services (Agency Management)

TAFE NSW Course Number: CPP50307-01V07 (2OOTE-003)
National Course Code: CPP50307
Nominal Hours: 640

**Course description**

The course is based on the nationally endorsed Property Services Training Package (CPP07) Diploma qualification covering the Real Estate industry sector, and is for people who want to acquire the knowledge and skills needed to operate and manage a real estate/property agency business. You will learn about selling, marketing, leasing and managing property, and managing the physical, human and financial resources of a real estate agency.

You will also acquire the knowledge and skills that underpin the fundamental concepts relating to property and business law, urban and regional planning considerations, business/organisational risk management, appraising property including building concepts and requirements.

You will also learn and acquire the competencies applicable to client, financial and human resource management of a small business enterprise.

The knowledge and skills that underpin the competencies you will acquire may be applicable across a range of residential, commercial and industrial property types.

*We highly recommend you complete a personalised career and study profile to confirm this course is right for you, you will find the Career Voyage link below.*

**Other information**

**INFORMATION SESSIONS**

There are no information sessions currently scheduled for this course.

**STUDY COMMITMENT**

This is an online course. You will need to complete approximately 4 hours of online study, each week, for your enrolment duration of 26 weeks. You can increase the hours of online study per week to complete the course sooner.
You can also expect to complete approximately 3 hours of additional study each week outside of class hours including, independent study, research online, practice, assignments and case studies.

**To ensure you leave us with the most up to date qualification...**

If during or after your enrolment, the course in which you are enrolled is updated in line with national industry standards, the Institute reserves the right to transition you into an alternate course. If this becomes necessary, the Institute will advise you of the change and the arrangements which will be available for you to complete your alternate course.

**What are the entry requirements? (including Recognition of Prior Learning)**

There are no entry requirements for this qualification

**Are there any additional local entry requirements?**

A number of courses may require prospective students to provide additional information such as documentation, an expression of interest, evidence that you are already employed as an apprentice, or preferred prior study (or equivalent).

You are required to provide evidence prior to enrolment of:
- having completed a Certificate IV in Property Services (Real Estate) and will need to supply a certified copy of the transcript

To be able to successfully complete this course, you will need:
- access to a reliable computer and Internet, email address and printer/scanner

Credit (or recognition) for modules/units may be granted based on previous learning, studies, work and/or life experiences. For more information on Credit visit the [Credit Pathways](https://www.tafensw.edu.au/digital/getting-started/credit-pathways) page on TAFE Digital website.

**Please note:** Some industries have their own legislative or licensing requirements. TAFE NSW recognition does not apply to these.

**Under 17 and wanting to leave school?**

If you are under 17 and want to leave school, your options have been affected by a recent change in NSW law. From January 2010 you must complete Year 10 and then continue in either full-time education, training, paid employment or a combination of these options until you’re at least 17 years of age. More information about options for school students under 17 is available from our website: [oten.tafensw.edu.au/under17](https://oten.tafensw.edu.au/under17)

**What kind of work could I do?**

Manager/licenced real estate agent/broker, agency manager, property auctioneer, business manager.
Pathway to university or higher education

Thinking of studying next year? Not sure if you should go to TAFE or uni? Let us help you decide. At TAFE NSW we offer you the flexibility to fast-forward your career with Pathways.

Choosing to study at TAFE before going on to uni can see you graduating and entering a competitive workforce sooner — and not with one, but two, nationally recognised qualifications! For more information visit oten.tafensw.edu.au/uni

What units will I study?

BSBFIM501 – Manage budgets and financial plans
BSBHRM402A – Recruit, select and induct staff
BSBLSED401 – Develop teams and individuals
BSBMGT502 – Manage people performance
BSBMGT517 – Manage operational plan
BSBMGT605 – Provide leadership across the organisation
BSBRKG304 – Maintain business records
CPPDSM4003A – Appraise property
CPPDSM4005A – Establish and build client-agency relationships
CPPDSM4006A – Establish and manage agency trust accounts
CPPDSM4007A – Identify legal and ethical requirements of property management to complete agency work
CPPDSM4008A – Identify legal and ethical requirements of property sales to complete agency work
CPPDSM4009B – Interpret legislation to complete agency work
CPPDSM4010A – Lease property
CPPDSM4011A – List property for lease
CPPDSM4012A – List property for sale
CPPDSM4013A – Market property for lease
CPPDSM4014A – Market property for sale
CPPDSM4015B – Minimise agency and consumer risk
CPPDSM4016A – Monitor and manage lease or tenancy agreement
CPPDSM4017A – Negotiate effectively in property transactions
CPPDSM4018A – Prepare and present property reports
CPPDSM4019A – Prepare for auction and complete sale
CPPDSM4022A – Sell and finalise the sale of property by private treaty
CPPDSM4046A – Manage tenancy disputes
CPPDSM4056A – Manage conflict and disputes in the property industry
CPPDSM4080A – Work in the real estate industry
CPPDSM5012A – Develop a strategic business plan in the real estate industry
CPPDSM5032A – Market the agency

The above list includes units being offered by TAFE Digital. If licensing in another state other than NSW is required, please check requirements with the relevant state.

This qualification is completed by:

The above list includes units being offered at TAFE Digital. To obtain the Diploma,
students must complete a total of 26 required units. If licensing in another State other than NSW is required, please check with your relevant State industry regulator.

**How much is the course?**

The indicative cost of this course is $1,150.

**PAYMENT OPTIONS AND ASSISTANCE**

This course is approved for a Commonwealth VET Student Loan (VSL). If you meet the VSL eligibility and academic suitability requirements, you are able to apply to the Commonwealth for a loan to cover all or part of your course fee. We will ask you whether you would like to apply for a VET Student Loan when you enrol and advise you of the process.

Find out more about [VET Student Loans](https://www.tafensw.edu.au/vet-student-loans).

Direct payment by Unit of Study instalments is available for this course.

The Units of Study and associated fees for this course are detailed below. Fees are charged on the census day for each Unit of Study. To secure a loan for part or all of your course, you must be eligible and submit a valid application to the Commonwealth for a VET Student Loan. You may withdraw prior to the census date without incurring a fee.

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Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted.

This course is approved for a Commonwealth VET Student Loan. If you meet the eligibility requirements, you are able to apply to the Commonwealth for a loan to cover all or part of your fees. We will ask you whether you would like to apply for a VET Student Loan when you enrol and advise you of the process.
If you would like more information about VET Student Loans please visit the TAFE NSW website or contact us on 131 241.

For full details on TAFE NSW fees and money matters please visit our website: oten.tafensw.edu.au/fees

I would like to talk to someone before I apply
Please contact TAFE Digital Customer Service on 131 601.

We are committed to enhancing all students' prospects to reach their potential and achieve a positive future. We recognise that for some students additional support services are fundamental to ensure success. We have the following expert support services available which you may access by calling (02) 9715 8446 or 1300 655 993 to make an appointment: Counselling and Career Development, Disability, Aboriginal, Multicultural, Outreach, Adult Basic Education and Open Learning Centre Support Services.

Need help deciding?
Our free online career and study planning tool can help.

You will receive a personalised career and study profile based on your responses. If you would like to discuss your results in person, please contact our Counselling and Career Development Unit by calling 1300 655 993 or 02 9715 8446. To get started click the link below: www.careervoyage.com.au/oten

Unique Student Identifier (USI)
From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier, or USI.

This includes students completing an apprenticeship, skill set, certificate or diploma course.

A USI gives you access to your online USI account and will contain all of your nationally recognised training records and results from 1 January 2015 onwards. Your results will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

How to get a USI

It is free and easy for you to create your own USI online at usi.gov.au. Your local Customer Service office can also provide further information and assistance. If you already have your USI you can enrol with TAFE NSW.

How do I apply?
Applying with us is easy, though the exact process does depend on your course and any prerequisites that go with it. Be sure to read all course information carefully to make sure it is the right qualification, location and study type for you. As you progress through the application and enrolment process you will be prompted to provide additional information.

For further information or assistance, call 131 601.

Apply now (click below) oten.tafensw.edu.au/mdxzbn

Current as at 26/11/2019