Certificate IV in Property Services (Real Estate)

**TAFE NSW Course Number:** CPP40307-01V03 (20OTE-001)
**National Course Code:** CPP40307
**Nominal Hours:** 730

**Course description**

The course is based on the nationally endorsed CPP07 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 the practice/operator/supervisory level.

You will learn and acquire the competencies applicable to concepts relating to property and business law, urban and regional planning considerations, risk management concepts, appraising property including building concepts and requirements, listing property, leasing and sales, property management and marketing techniques, preparation and presentation of property reports, conducting property sale by auction, property security issues and a range of agency administrative processes and procedures including financial and trust accounting skills.

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

Depending on the electives chosen, completion of the course will enable you to satisfy the educational requirements to apply for a Real Estate Agents licence in NSW.

**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 15 hours of online study, each week, for your enrolment duration of 1 year. You can increase the hours of online study per week to complete the course sooner.

You can also expect to complete approximately 6 hours of additional study each week outside of class hours, including independent study, research, practice, assignments and assignment preparation.

**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)

NSW School Certificate or equivalent or mature age entry with relevant work experience.

**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).

To successfully complete this course, you will need:
- access to a reliable personal computer
- Internet access
- an email address
- 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?
Assistant real estate agent/broker, licensee operative, potential licenced real estate agent, supervisor, team leader, commissioned property worker and property 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?
BSBLED401 – Develop teams and individuals
BSBRKG304 – Maintain business records
BSBSMB406 – Manage small business finances
CPPDSM4003A – Appraise property
CPPDSM4004A – Conduct auction
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
CPPDSM4020A – Present at tribunals
CPPDSM4022A – Sell and finalise the sale of property by private treaty
CPPDSM4046A – Manage tenancy disputes
CPPDSM4049A – Implement maintenance plan for managed properties
CPPDSM4056A – Manage conflict and disputes in the property industry
CPPDSM4080A – Work in the real estate industry

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:
Successful completion of 24 units.

How much is the course?

Smart and Skilled Student Fees

The cost of this course will vary based on your eligibility for a Smart and Skilled Student Fee. Eligibility criteria can be found on the Smart and Skilled website or you can call us on 131 241 for further information and advice.

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<tbody>
<tr>
<td>First qualification</td>
<td>$1,980</td>
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<tr>
<td>Second qualification</td>
<td>$2,310</td>
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<tr>
<td>Concession</td>
<td>$240</td>
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<td>Non-government subsidised fee</td>
<td>$5,350</td>
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Trainees: From 2016 if you are starting a traineeship that is on the NSW Skills List, your Smart and Skilled fee for the whole qualification will not be more than $1,000.

This training is subsidised by the NSW government under Smart and Skilled. The student fee you will need to pay, will be determined according to your personal circumstances and eligibility for a subsidised place, you may also be eligible for a concession fee, fee exemption or fee free scholarship. Payment by instalments is available.

You may continue with an enrolment into this course if you are not eligible for subsidised training, however the full training fee will be applicable. There are conditions to enrolment if you are a Temporary Visa Holder. To discuss your visa status and eligibility to enrol please phone 131 241.

For further information on fees and charges please see https://www.tafensw.edu.au/get-started-at-tafe-nsw/fees-information

Please ensure you also read and understand the associated fee policies and conditions related to withdrawal from a course, applying for a refund of fees, applying for a deferral to your studies and if you are behind in payment of instalments.

**ADDITIONAL RESOURCES**

You will need to provide for yourself the following resources which you will keep when you complete your study:
- the recommended text book, costing approx $46

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 enrol

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:  

**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](http://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 enrol?**

Enrolling 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. Enrol and pay online via our secure payment gateway to secure your place. As you progress through the enrolment process you will be prompted to provide additional information.

For further information or assistance, call 131 601.
Enrol now (click below)
oten.tafensw.edu.au/mdypwq

Current as at 17/12/2019