



- FACT SHEET -

CPP 40307 Certificate IV in Property Services (Real Estate)

Course Includes:

- Training by Government accredited, highly qualified trainers
- All module assessments
- E-book monthly on topic to assist your career
- Set of 12 CD's to assist you in course/career delivered during program
- Flexibility of delivery mode
- Comprehensive workbooks with additional information to assist you in your studies



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The training you need to excel in the Real Estate Industry.



This course is for people/learners to acquire the skills needed to provide support to the functional areas within either a real estate/ property agency or a strata-managing agency. These generic skills will be applicable in the areas of property management/ leasing, sales and agency administration across the broad range of property sectors – residential, commercial and industrial.

Content

The course is nationally accredited and recognised. It consists of a set of competencies that all high performing real estate professionals should possess. These competencies relate to the areas of:

- The Law
- Working in a real estate office
- Communication
- Teamwork
- Selling/ Leasing/ Auctioning property
- Negotiation skills
- Trust accounting
- And much, much more!

Purpose

The purpose of the training program is to develop the skills and knowledge of all who work in a real estate office.

Program Benefits

- Improved customer experiences
- Developed professional skills
- Ability to get Real Estate license on completion
- Continuous improvement
- CPD points gained while you study

Units/Modules covered

- 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
- CPPDSM4003A Interpret legislation to complete agency work
- CPPDSM4015A Minimise agency and consumer risk
- CPPDSM4080A Work in the real estate industry
- CPPDSM4003A Appraise property
- CPPDSM4004A Conduct auction
- CPPDSM4005A Establish and build client-agency relationships
- CPPDSM4006A Establish and manage agency trust accounts
- CPPDSM4010A Lease property
- CPPDSM4011A List property for lease
- CPPDSM4012A List property for sale
- CPPDSM4013A Market property for lease
- CPPDSM4014A Market property for sale
- CPPDSM4016A Monitor and manage lease or tenancy agreement
- CPPDSM4017A Negotiate effectively in property transactions
- CPPDSM4019A Prepare for auction and complete sale
- CPPDSM4022A Sell and finalise the sale of property by private treaty
- CPPDSM4049A Implement maintenance plan for managed properties
- CPPDSM4056A Manage conflict and disputes in the property industry

- BSBRKG304B Maintain business records
- BSBLED401A Develop teams and individuals
- BSBSBM406A Manage small business finances
- CPPDSM4018A Prepare and present property reports

Prerequisites

Participants must be over 18 years old.

Delivery Methods

This course is able to be completed via face to face learning or at your own pace via distance learning. Study wherever, whenever you want.

Assessment

Assessment is comprised of written tasks, practical demonstrations and 3rd party observations. Candidates will be given assessment tasks to complete during the course.

Recognition of Prior Learning (RPL) and Mutual Recognition

Recognition of Prior Learning is given as well as competencies gained through other formal study.