



**Ask about  
our new  
Online study  
option!**



## Diploma of Property Services (Agency Management)

This qualification meets the educational requirements  
for registration as a Registered Land Agent (RLA) in SA\*.



In South Australia a RLA can own and operate a real estate agency or can work as an employee of another RLA.

Our Diploma includes two units that meet the educational requirements to register as a Land Auctioneer and a unit delivering Buyer's Agent skills.

Once you have completed your course and received your Testamur you can register as a Registered Sales Representative at CBS SA\*.



*\*When registering with the South Australian regulators, Consumer and Business Services as a Sales Representative you will also be required to produce a current National Police Certificate (NPC). Registration requirements are at: [www.cbs.sa.gov.au/forms-and-publications/forms/](http://www.cbs.sa.gov.au/forms-and-publications/forms/) Follow the links to Real estate/Land agents in "Occupational licensing".*

**CONTACT US FOR MORE INFORMATION**

### ABOUT THIS QUALIFICATION

#### Course Description:

**CPP50307 Diploma of Property Services (Agency Management)** contains 26 units and is for people who want to work for an agent in the real estate industry, own and operate a real estate business or work as an independent Auctioneer.

This course reflects the role of employers in real estate who comply with legal and ethical requirements of real estate activities.

#### Choose a study option that suits you!

- Choose a study option that fits your lifestyle or commitments:
  - **Online only or combine Online with Night Classes;**
  - **Distance Learning only or combine Distance with Night Classes;**
  - **1-Day Workshops** to supplement all study options and are available to all enrolled students.
- Enrol any time and start your course straight away.
- Have 12 months to complete your course.
- Our qualified trainers are experienced in Real Estate; they support and mentor you during your training.
- Our mentoring includes guidance on job seeking strategies and finding the right real estate employer based on your job goals.



Location: Suite 30, The Watson, 33 Warwick St, Walkerville, SA 5081  
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Tel: 0418 853 579 or 0413 925 880

# CPP50307 Diploma of Property Services (Agency Management)

## Course Content and Assessment Methods:

You will learn and acquire real estate related competencies and concepts including: real estate documentation and laws; acting as a buyer's agent; preparing and presenting property reports; listing, marketing and selling property; preparing for and conducting auctions; listing, marketing, monitoring and managing property for lease; business broking; managing risk and conflict in real estate and monitoring a safe working place in the property industry.

In addition to this, you will also acquire competencies to manage budgets and financial plans, support the recruitment, selection and induction of staff, manage people performance, manage an operational plan and establish and manage agency trust accounts. Assessments include multiple-choice, short to medium answer questions, case studies and a role play.

## Entry Requirements:

- Be at least 18 years of age.
- Have access to a printer, the internet and a laptop, desktop PC, tablet or similar device capable of internet browsing, emailing and word processing (Microsoft Office is preferred).
- Must be a permanent resident or citizen of Australia, or be on a visa subclass that does not have study restrictions.

## Important Information:

- Testamurs will only be issued after successful course completion and after all fees are paid.
- Please read the Learner Handbook and Schedule of Fees and Charges available on our website.
- Students must bring their resources to each class/workshop either on a laptop/device (Online students) or in hard copy (Distance students). *Coming to classes is optional and not compulsory.*
- Our training rooms are air-conditioned and modern. Parking is available and cafés and shops are nearby.

## Competitive Course Fee

- Course fee: \$5,000. \$800 deposit required at enrolment.
- Payment plan is available

## Enrol today. Start your course tomorrow.

- Visit [www.retac.com.au](http://www.retac.com.au) and click on the 'Enrol' tab
- You can visit our office and our friendly staff can assist you.



## CONTACT US FOR MORE INFORMATION



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## Our Innovative Training and Assessment Structure:

Training and assessment is delivered in Clusters and each Cluster groups one or more units that share a common work function.

Clustering units ensures training and assessment targets the essential workplace skills and knowledge relating to that work function.

Clustering offers a more efficient model as it reduces duplication.

CLUSTER	UNIT(S)
1 - The real estate industry	• CPPDSM4080A Work in the real estate industry
2 - Legislation in real estate industry	• CPPDSM4009B Interpret legislation to complete agency work
3 - Property management	• CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work • CPPDSM4011A List property for lease • CPPDSM4013A Market property for lease • CPPDSM4010A Lease property • CPPDSM4016A Monitor and manage lease or tenancy agreement
4 - Property reports	• CPPDSM4018A Prepare and present property reports
5 - Property sales	• CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work • CPPDSM4003A Appraise property • CPPDSM4012A List property for sale • CPPDSM4014A Market property for sale
6 - Buy, sell and finalise	• CPPDSM4001A Act as a Buyer's Agent • CPPDSM4022A Sell and finalise the sale of property by private treaty
7 - Auction	• CPPDSM4019A Prepare for auction and complete sale • CPPDSM4004A Conduct auction
8 - Business broking	• CPPDSM4079A Work in the business broking sector
9 - Negotiations and manage risk	• CPPDSM4015B Minimise agency and consumer risk • CPPDSM4017A Negotiate effectively in property transactions
10 - Strategic planning and marketing	• CPPDSM5012A Develop a strategic business plan in the real estate industry • CPPDSM5032A Market the agency
11D - Budgets and financial plans	• BSBFIM501 Manage budgets and financial plans
12D - Recruit, select and induct staff	• BSBHRM402A Recruit, select and induct staff
13D - Manage people performance	• BSBMGT502 Manage people performance
14D - Operational plan	• BSBMGT517 Manage operational plan
15D - Trust accounts	• CPPDSM4006A Establish and manage agency trust accounts



NATIONALLY RECOGNISED  
TRAINING