



Your gateway to a  
real estate career

**1 qualification**  
**3 industry licenses**

1. **Sales Representative**
2. **Property Manager**
3. **Land Auctioneer**



## Certificate IV in Property Services (Real Estate)

### Course Description

CPP40307 Certificate IV in Property Services (Real Estate) contains 24 units and reflects the role of employees who work in real estate and who comply with legislation and ethical requirements of real estate activities.

### Career Pathways

CPP40307 Certificate IV in Property Services (Real Estate) meets the educational requirements to register for three real estate industry licenses in SA:

1. **Sales Representative,**
2. **Property Manager,** and
3. **Land Auctioneer.**

Our Certificate IV offers great value and delivers essential real estate skills.

Cert. IV graduates can upgrade to the Diploma of Property Services (Agency Management) to meet Registered Land Agent requirements.

### Flexible Study Options

- The volume of learning accessible to all students includes comprehensive readings, vocationally relevant assessments (includes practical demonstrations), classes, workshops and support/feedback from trainers.
- Choose to access your resources and assessments Online or in printed format in well organised folders.
- Access all material after enrolment and progress at your own pace.
- Night Classes and Workshops are offered at no extra cost and attendance is **not** compulsory.

### Training Quality

- Our Trainers are fully qualified and experienced in real estate and in vocational training.
- Trainers are accessible for support and are committed to providing you with the best study experience.



South Australian based  
Employing South Australians

### Innovative Training and Assessment

Units are arranged in Clusters which focus training and assessment on essential workplace skillsets and common work functions.

### Assessments and Student Support

- Assessment activities consist of written assessments, case studies, projects and practical demonstration of skills (form completion and role plays).
- Need support? Access a trainer by email, over the phone or face-to-face.

### Important Information

- The CPP40307 has been superseded by the CPP41419 Certificate IV in Real Estate Practice. Students enrolled in CPP40307 must complete their course by 31 July 2021. Please visit our website for details.
- Students must be at least 18 years of age, have completed Year 11 (or post-secondary education) and be a permanent resident or citizen of Australia, or a visa holder without study restrictions.
- Students require access to internet, a personal computer or device capable of internet browsing, emailing and with a word processing app. Will also require a device with a camera capable of video capture such as smartphone, tablet or camera. Students will also require personal Cloud storage (such as iCloud, Google Drive, DropBox).
- Contact us about Credit Transfer or Recognition of Prior Learning (RPL). For RPL, fees apply.
- We are located in Norwood SA. Free parking is available. Cafe is nearby.
- Please read the Learner Handbook and Schedule of Fees available at [www.retac.com.au](http://www.retac.com.au)
- Our accredited training meets the educational requirements for Real Estate licences in SA. For full registration requirements visit: <https://www.sa.gov.au/topics/business-and-trade/licensing/real-estate>

### Course Fee

- Course fee: \$3,600.  
Contact us about our standard payment plan.

### Enrol\* in 3 Steps

1. Visit [www.retac.com.au](http://www.retac.com.au) and click on 'Enrol'.
2. Email or SMS us your photo ID
3. Pay the deposit

*\*We will not be accepting new enrolments for this course after 31 December 2020 as we are transitioning to the new versions.*

CLUSTER	UNIT(S)
<b>1 - The real estate industry</b>	<ul style="list-style-type: none"> <li>• CPPDSM4080A Work in the real estate industry</li> </ul>
<b>2 - Legislation in real estate industry*</b>	<ul style="list-style-type: none"> <li>• CPPDSM4009B Interpret legislation to complete agency work</li> </ul>
<b>3 - Property management*</b>	<ul style="list-style-type: none"> <li>• CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work</li> <li>• CPPDSM4011A List property for lease</li> <li>• CPPDSM4013A Market property for lease</li> <li>• CPPDSM4010A Lease property</li> <li>• CPPDSM4016A Monitor and manage lease or tenancy agreement</li> </ul>
<b>3A - Present at tribunals*</b>	<ul style="list-style-type: none"> <li>• CPPDSM4020A Present at tribunals</li> </ul>
<b>4 - Property reports</b>	<ul style="list-style-type: none"> <li>• CPPDSM4018A Prepare and present property reports</li> </ul>
<b>5 - Property sales</b>	<ul style="list-style-type: none"> <li>• CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work</li> <li>• CPPDSM4003A Appraise property</li> <li>• CPPDSM4012A List property for sale</li> <li>• CPPDSM4014A Market property for sale</li> </ul>
<b>6 - Buy, sell and finalise</b>	<ul style="list-style-type: none"> <li>• CPPDSM4001A Act as a Buyer's Agent</li> <li>• CPPDSM4022A Sell and finalise the sale of property by private treaty</li> </ul>
<b>7 – Auction<sup>+</sup></b>	<ul style="list-style-type: none"> <li>• CPPDSM4019A Prepare for auction and complete sale</li> <li>• CPPDSM4004A Conduct auction</li> </ul>
<b>8 - Business broking</b>	<ul style="list-style-type: none"> <li>• CPPDSM4079A Work in the business broking sector</li> </ul>
<b>9 - Negotiations and manage risk*</b>	<ul style="list-style-type: none"> <li>• CPPDSM4015B Minimise agency and consumer risk</li> <li>• CPPDSM4017A Negotiate effectively in property transactions</li> </ul>
<b>10 - Strategic planning and marketing</b>	<ul style="list-style-type: none"> <li>• CPPDSM5012A Develop a strategic business plan in the real estate industry</li> <li>• CPPDSM5032A Market the agency</li> </ul>
<b>11 - Relationships and manage conflict</b>	<ul style="list-style-type: none"> <li>• CPPDSM4005A Establish and build client-agency relationships</li> <li>• CPPDSM4056A Manage conflict and disputes in the property industry</li> </ul>

*\*Clusters that contain the 9 units required for property manager registration*

*<sup>+</sup> This Cluster contains the 2 units required to register as a Land Auctioneer*