

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) 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) is for individuals who want to work and register as a Sales Representative (RSR) with CBS SA. Our Certificate IV includes pathways to register and work as a Property Manager and Land Auctioneer.

In February 2018 CBS SA recently released educational requirements consisting of nine accredited units to be completed for **Property Manager** registration. Our Cert. IV includes these nine accredited units.

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

### Value for Money

Our course includes the:

1. educational requirements to register as a **Sales Representative**,
2. nine units required to also register as a **Property Manager**, and
3. two units required to also register as a **Land Auctioneer**.

### Flexible Study Options

- Study Online or Distance (resources in hard copy).
- Attend classes at no extra cost.
- Class attendance is **not** compulsory.
- Complete your course and assessments at your own pace.
- You will be supported by qualified and experienced trainers.
- Enrol at any time and start your course straight away.
- Students have access to resources and assessments for entire course.



### Innovative Training and Assessment

We arrange units that represent a common work function in Clusters. Clustering minimises duplication and focusses training and assessment on essential workplace skills and knowledge.

### Quality Training & Student Support

- Our resources are comprehensive and their layout is easily followed.
- Students competencies are assessed using self-paced assessments that consist of written assessments, case studies, practical demonstration and role play.
- Our qualified trainers have Real Estate experience, mentor students, provide career guidance and job seeking strategies.
- Need support? Trainers can be accessed over the phone, email or face-to-face.

### More Information

- Students must be at least 18 years of age and be a permanent resident or citizen of Australia, and not have study restrictions.
- Students require access to internet, a desktop PC, laptop or similar device capable of internet browsing, emailing and word processing (MS Word preferred).
- Credit Transfer is granted for successful completion of identical units from previous training. Credit transfer is free. Recognition of Prior Learning (RPL) is also available. RPL incurs a fee.
- We are located in Walkerville. Free parking is available. Cafe and shops are nearby.
- Learners Handbook and Schedule of Fees is available at [www.retac.com.au](http://www.retac.com.au)

### Course Fee

- Course cost: \$3,600.  
Contact us about a payment plan.

### How to Enroll in 3 Easy Steps

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

You can also visit our office to enroll in person.  
Access all readings and assessments after enrollment.

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