

Your gateway to a
real estate career

Diploma of Property Services (Agency Management)

Course Description

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

You will gain real estate competencies including:

- Working in real estate, including laws and documentation
- Appraising, marketing and selling property
- Negotiation and conflict resolution
- Conducting auctions
- Business broking
- Acting as a buyer's agent
- Property management
- Agency management including finance and trust accounts
- Human resource management

Career Pathways

CPP50307 Diploma of Property Services (Agency Management) is for individuals who want to work and register as a registered Land Agent (RLA) with Consumer and Business Services SA.



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 (External).
- 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.



**Want to discuss
your career goals?**
Call George on 0418 853 579
or Darren on 0413 925 880

Innovative Training and Assessment

Units are arranged in Clusters focusses training and assessment on essential workplace skills and common work functions.

Assessments

- Students competencies are assessed using assessment activities consisting of written assessments, case studies, projects and practical demonstration of skills (form completion and role plays).
- Our qualified trainers and assessors mark work promptly.
- Need support? Access a trainer by email, over the phone or face-to-face.

More Information

- Students must be at least 18 years of age, have completed Year 12 (SACE Stage 2) 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.
- Contact us about Credit Transfer or Recognition of Prior Learning (RPL). For RPL, fees apply.
- 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
- 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 cost: \$5,000.
Contact us about a payment plan.

Enrol in 3 Steps

1. Visit www.retac.com.au and click on 'Enrol'.
2. Email or SMS us your photo ID
3. Pay the deposit

You can also enrol in person at our office.

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

⁺ This Cluster contains the 2 units required to register as a Land Auctioneer