



CPP41419

Certificate IV in Real Estate Practice

The CPP41419 Certificate IV in Real Estate Practice is designed to provide comprehensive training for individuals pursuing a career in real estate. This qualification reflects the role of real estate professionals who apply knowledge of real estate practice legal agency and compliance requirements, ethical standards and consumer preferences to conduct real estate functions. This qualification applies to people working in both residential and commercial property, including business broking, and stock and station transactions.

Who is this course for?

This course is designed for any individual looking to obtain a complete CPP41419 Certificate IV in Real Estate Practice.

It includes:

- **Real Estate Agent:** Licensed agents who facilitate the buying, selling, or leasing of residential, commercial, and industrial properties, providing advisory, marketing, and negotiation expertise.
- **Property Manager:** Individuals responsible for managing rental properties, handling landlord-tenant relations, and overseeing and ensuring property maintenance, financial management, and compliance with regulations.
- **Real Estate Representative / Real Estate Salesperson / Real Estate Sub-agent / Property Portfolio Officer / Buyer's Agent:** These roles vary from entry-level real estate representatives or salespeople to sub-agents and buyer's agents, assisting clients with property transactions, conducting property inspections, and providing tailored services for buyers looking for specific property portfolios.

Entry Requirements:

There are no formal entry requirements stipulated in the **training package** for this qualification; however, there are various state and federal guidelines and laws that need to be followed.

To gain an agent licence, you must also be 18 years of age or older.

Units of Competency

This course comprises 18 units of competency in total.

5 core units are:

- CPPREP4001 Prepare for professional practice in real estate
- CPPREP4002 Access and interpret ethical practice in real estate
- CPPREP4003 Access and interpret legislation in real estate
- CPPREP4004 Establish marketing and communication profiles in real estate
- CPPREP4005 Prepare to work with real estate trust accounts

13 elective units are:

- CPPREP4101 Appraise property for sale or lease
- CPPREP4102 Market property
- CPPREP4103 Establish vendor relationships
- CPPREP4104 Establish buyer relationships
- CPPREP4105 Sell property
- CPPREP4121 Establish landlord relationships
- CPPREP4122 Manage tenant relationship
- CPPREP4123 Manage tenancy
- CPPREP4124 End tenancy
- CPPREP4125 Transact in trust account
- CPPREP4172 Develop and promote property industry knowledge - buyer's agent
- CPPREP 4173 Complete purchase of property as buyer's agent
- CPPREP4506 Manage offsite and lone worker safety in real estate

Course Duration

Students will be provided up to 12 months to complete the course; however, there are no restrictions on students finishing the courses quicker.

Course Outcomes:

Upon successful completion of the CPP41419 Certificate IV in Real Estate Practice, students will be able to:

- **Apply Legal and Compliance Requirements:** Interpret and apply property legislation, compliance, and ethical standards across various property types.
- **Conduct Ethical Real Estate Practices:** Uphold ethical standards, professionalism, and consumer protection in all real estate activities.
- **Analyse Market Trends and Consumer Needs:** Assess client needs and market conditions to meet expectations in residential, commercial, and stock and station sectors.
- **Manage Property Transactions:** Facilitate the full property transaction process, from listing to contract finalisation.
- **Provide Client-Centred Services in Niche Markets:** Deliver tailored services in business broking, stock and station agency, and property management with a client-focused approach.

Career Opportunities:

After completing the CPP41419 Certificate IV in Real Estate Practice, you can apply to NSW Fair Trading to register as an Assistant Agent and begin working under supervision in a real estate agency. To progress to a Class 2 Real Estate Licence, you must complete at least 12 months of supervised industry experience. Once both your qualification and experience requirements are met, you may then apply to NSW Fair Trading for a Class 2 Licence, allowing you to carry out real estate activities with greater responsibility.

Duration of the course:

Students will have up to 12 months to complete their course.

Course Cost:

The cost of the courses is \$ 550 incl GST

Discounted fee of \$350 for eligible students who have completed the Assistant Agent course

More student information will be supplied at the time of enrolment.

Delivery Location

Initially, this qualification will be offered in a blended form, allowing students to study from the comfort of their home or workplace with learning and assessment materials sent to learners via email.

Practical sessions will be held at 504 / 11 - 15 Deane St, Burwood, NSW 2134

Prior and existing Skills

It is important that you inform and advise Masters Real Estate Academy Pty Ltd about any existing skills, knowledge, and education before enrolment to ensure they can provide you with the appropriate structure and support during the course.

Credit transfer is available for completed past studies in areas related to the qualification that participants plan to enrol in.

Candidates who believe they have already obtained current skills and knowledge that would otherwise be covered in the qualification/unit of competence for which they intend to attain but have no formal prior learning should apply for RPL at the time of enrolment. The candidate's skills and knowledge will be assessed and validated, and where appropriate, units of competency will be awarded, and the duration of the training may be reduced.

The recognition of prior learning process will be made available to students at the time of enrolment. If you can demonstrate competency through the provision of sufficient, current, valid and authentic evidence of work experience, life skills, and study or via other evidence, then you may be granted RPL for that unit of competency.

Resources

Masters Real Estate Academy Pty Ltd will ensure students have access to a range of resources as required in the units; however, students are required to have access to a computer (including software programs such as word and PDF readers), printers if they wish to print documents, the internet and stationery.

Students will also be required to bring their own device to any onsite session ensuring it has connectivity to the internet.

Masters Real Estate Academy Pty Ltd will provide access to a simulated and real working environment as required, as well as a range of additional resources that are required as specified in each unit.

Assessment

All assessment is competency based. Students are required to complete written and practical tasks, which reflect the requirements of the units of competency and current workplace practices. Assessment is continuous throughout the duration of the course.

Completed and submitted work will be assessed within ten (10) working days and feedback provided to the student as soon as possible thereafter. Where the student's work is assessed to be not yet satisfactory he / she will be provided with additional advice, coaching or tutoring and the opportunity to re-submit the work with a view to having it assessed as satisfactory.

Feedback and information regarding the student's competency, progress and study will be provided by the facilitator on a regular and ongoing basis. Ongoing support is also available to all learners and will be provided as soon as a need is identified.

Student Support

To maximise the chance of students successfully completing their training, Masters Real Estate Academy Pty Ltd will identify any support individual students need prior to their enrolment and provide access to that support throughout their training. This will be done using the Application for Enrolment Form, which students are required to fill in.

Where a student identifies the need for LLN support, they will be required to complete a Pre Enrolment Assessment to assist in determining the student's support needs.

The aim of both documents is to provide any support that may be required. This could include:

- Language, Literacy and Numeracy (LLN) support;
- Assistive Technology
- Additional Tutorials, and / or
- Other mechanisms, such as assistance in using technology for online delivery components.

Where this support attracts an additional cost to the student, Masters Real Estate Academy Pty Ltd will make this clear prior to accepting the student's enrolment. If there are limitations to the support Masters Real Estate Academy Pty Ltd is able to provide, these limitations will be made clear in information provided to a potential student.

Where Masters Real Estate Academy Pty Ltd identifies required support, such as literacy or numeracy, English or other language barriers or physical capabilities, and it cannot provide such support directly, it will refer the student to a third party. The costs of such third party support will be the responsibility of the individual.

Where Masters Real Estate Academy Pty Ltd is not capable of offering an environment suitable for the needs of a student with specific identified needs, it will inform them accordingly and may direct the student to a provider that can, and thus will not process their enrolment.

Course Completion

Completing all the units of competency within this qualification will lead to the issuance of a CPP41419 Certificate IV in Real Estate Practice, including a transcript of all completed units.

Masters Real Estate Academy Pty Ltd will issue the Certification within 30 days of the student being deemed competent in all units they are enrolled in.

Students, who do not complete the required units of competency to achieve the CPP41419 Certificate IV in Real Estate Practice will receive a Statement of Attainment for those units that they have successfully completed.

All Statements of Attainment are issued in line with the Standards for RTOs, AQF Handbook and as required under the Act.

Pathways to Further Study / Career Opportunities

Once students have completed the CPP41419 Certificate IV in Real Estate Practice, they will be able to seek or continue with their employment, apply for relevant licences, commence business operations, or continue their studies.

Information will be provided to students on further training options available to them to further enhance their skill set.

Additional Information

Please read the Student Handbook prior to completing the application for enrolment as this contains valuable information about Masters Real Estate Academy Pty Ltd. For further information, please contact Masters Real Estate Academy Pty Ltd and to enrol please go to [mastersrea.com.au](https://www.mastersrea.com.au) and apply directly from the website. Alternatively, you may contact us via _____.

Apply Now

Join our Certificate IV in Real Estate Practice and gain the skills to sell and manage properties.
<https://www.mastersrea.com.au/policies-forms-private/enrolment-form/>

Real Estate Agent Licensing

Here is a list of the relevant state government departments and their contact numbers for real estate licensing in Australia:

- **New South Wales (NSW)**
 - **Department:** NSW Fair Trading Commission
 - **Contact Number:** 13 32 20
 - **Website:** Service NSW
- **Victoria (VIC)**
 - **Department:** Consumer Affairs Victoria
 - **Contact Number:** 1300 55 81 81
 - **Website:** VBA VIC
- **Queensland (QLD)**
 - **Department:** Queensland Office of Fair Trading
 - **Contact Number:** 13 QGOV (13 74 68)
 - **Website:** QLD Government
- **South Australia (SA)**
 - **Department:** SA Building and Trade
 - **Contact Number:** 13 23 24
 - **Website:** SA Government
- **Western Australia (WA)**
 - **Department:** Department of Energy, Mines, Industry Regulation and Safety
 - **Contact Number:** 1300 489 099
 - **Website:** WA Commerce
- **Tasmania (TAS)**
 - **Department:** Australian Business Licence and Information Service (ABLIS)
 - **Contact Number:** 03 6281 3480
 - **Website:** TAS ABLIS
- **Northern Territory (NT)**
 - **Department:** NT Business and Industry
 - **Contact Number:** 1800 193 111
 - **Website:** NT Government
- **Australian Capital Territory (ACT)**
 - **Department:** Access Canberra
 - **Contact Number:** 13 22 81
 - **Website:** Access Canberra ACT Gov