



MASTERS

REAL ESTATE ACADEMY

CPP51122

Diploma of Property (Agency Management)

The CPP51122 Diploma of Property (Agency Management) is designed to provide comprehensive training for individuals pursuing a career in real estate. This qualification reflects the role of property services principals who apply knowledge of property agency and compliance requirements, ethical standards and consumer preferences to establish and control property services functions. This qualification applies to residential or commercial practice in real estate sales, real estate property management, strata management, business broking, stock and station, or auctioneering.

Who is this course for?

This course is designed for any individual looking to obtain a full CPP51122 Diploma of Property (Agency Management).

It includes:

- **Aspiring Real Estate Agency Principals:** Individuals aiming to progress into principal or director roles within real estate, who lack the formal qualifications required to manage or establish their own agency.
- **Experienced Real Estate Agents Seeking Advancement:** Current real estate agents or property managers with industry experience looking to enhance their skills to take on senior roles, such as agency management or leadership positions within property services.

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.

Prior experience in Real Estate prior to undertaking this qualification is strongly recommended.

Units of Competency

This course is comprised of 12 units of competency in total.

Seven core units are:

- CPPREP5001 Manage compliance in the property industry
- CPPREP5002 Establish and monitor property industry trust account management practices
- CPPREP5003 Manage ethical practice in the property industry
- CPPREP5004 Manage a safe workplace in the property industry
- CPPREP5005 Manage teams in the property industry
- CPPREP5006 Manage operational finances in the property industry
- CPPREP5007 Develop a strategic business plan in the property industry

Five elective units are:

- CPPREP5008 Market the property agency
- CPPREP5009 Develop a marketing and service strategy in real estate
- CPPREP5010 Manage customer service activities in the property industry
- CPPREP5201 Develop and maintain commercial property market intelligence
- BSBMKG543 Plan and interpret market research

Course Structure/Delivery:

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 CPP51122 Diploma of Property (Agency Management), students will be able to:

- **Apply Legal and Compliance Standards:** Ensure agency operations meet property laws and compliance requirements.
- **Develop Agency Policies:** Establish and manage agency policies to uphold ethical standards and consumer protection.
- **Lead Agency Teams and Resources:** Oversee staff and resources to maintain a professional, client-focused environment.
- **Manage Agency Finances and Risk:** Apply financial and risk management strategies to support agency growth.
- **Provide Specialised Property Services:** Offer expertise in areas like real estate sales, property management, or strata management.

Career Opportunities:

Graduates of the CPP51122 Diploma of Property (Agency Management) can pursue various career paths, including:

- Principal Licensee
- Senior Strata Manager

Duration of the course:

Most people will complete the course in 6 - 9 months.
Students will have up to 12 months to complete their course.

Course Cost:

The cost of the courses is \$1,200.

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 CPP51122 Diploma of Property (Agency Management), 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 CPP51122 Diploma of Property (Agency Management) will receive a Statement of Attainment for those units that they have successfully completed.

All Statement of Attainments 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 CPP51122 Diploma of Property (Agency Management), 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 www.pending.com.au and apply directly from the website. Alternatively, you may contact us via

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Apply Now

Join our Certificate IV in Real Estate Practice and gain the skills to sell and managed properties.
(Link for enrolment)

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