



ACT Real Estate Licence Program

Course outline

Course overview

Kaplan Professional's online ACT Real Estate Licence Program is ideal if you wish to obtain your ACT Real Estate Licence or further your real estate knowledge.

It provides you with in-depth knowledge about aspects of general real estate, including:

- Property appraisals
- Property sales
- Leasing and management of rental properties
- Trust accounting
- Managing finance and staff in an agency

Successful completion meets the educational requirements for Access Canberra to apply for the ACT Real Estate Licence.

Units of competency

Subject Code	Title	Core/ Elective	Quiz	Written Assignment	Oral Assignment
CPPDSM4080A	Work in the real estate industry*	Core	Yes	Yes	Yes – one oral assignment, completed as last subject in ACT Certificate of Registration Program.
CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work*	Core	Yes	Yes	
CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work*	Core	Yes	Yes	
CPPDSM4009	Interpret legislation to complete work in the property industry*	Core	Yes	Yes	
CPPDSM4015B	Minimise agency and consumer risk*	Core	Yes	Yes	
CPPDSM4005A	Establish and build client-agency relationship	Elective	Yes	Yes	Yes – one oral assignment, completed as last subject in ACT Real Estate Licence Program.
CPPDSM5020A	Manage and monitor effective client service in the real estate industry	Common	No	Yes	
CPPDSM5032A	Market the agency	Common	Yes	Yes	
CPPDSM4003A	Appraise property	Elective	Yes	Yes	
CPPDSM4012A	List property for sale	Elective	Yes	Yes	
CPPDSM4014A	Market property for sale	Elective	Yes	Yes	

CPPDSM4017A	Negotiate effectively in property transactions	Elective	Yes	Yes
CPPDSM4022A	Sell and finalise the sale of property by private treaty	Elective	Yes	Yes
CPPDSM4011A	List property for lease	Elective	Yes	Yes
CPPDSM4013A	Market property for lease	Elective	Yes	Yes
CPPDSM4018A	Prepare and present property reports	Elective	No	Yes
CPPDSM4006A	Establish and manage agency trust accounts	Elective	No	Yes
CPPDSM5018	Ensure a safe workplace in the property industry	Common	No	Yes

*These units of competency are covered in the ACT Certificate of Registration Program, which also includes one oral assignment subject, and will be completed prior to commencing the ACT Real Estate Licence in the Kaplan pathway. Please see <https://www.kaplanprofessional.edu.au/courses/act-real-estate/act-certificate-of-registration-program/> for further information. Students who have previously completed an ACT Certificate of Registration with another provider may be eligible to receive credit transfer for their units of competency completed.

The above 18 units of competency are awarded for the successful completion of the ACT Real Estate Licence Program. They form part of CPP40307 Certificate IV in Property Services (Real Estate) and part of CPP50307 Diploma of Property Services (Agency Agreement).

Note: The assessment is listed by unit of competency above. The quiz and written assignment are specific to each unit of competency; however, the oral assignment covers the oral components of all units. Refer to 'Assessment tasks' for further information.

Course entry requirements

There are no entry requirements.

The Kaplan Professional pathway is for students to complete the ACT Certificate of Registration Program prior to undertaking the ACT Real Estate Licence Program.

For further information about the ACT Certificate of Registration Program please visit <https://www.kaplanprofessional.edu.au/courses/act-real-estate/act-certificate-of-registration-program/>.

Course duration

Students have a total of 52 weeks (12 months) to complete the learning and assessment requirements for the ACT Real Estate Licence Program from their initial activation date (including the subjects in the ACT Certificate of Registration).

The subject breakdown for this course is below:

Subjects in the course	
CPPDSM4080A	Work in the real estate industry*

CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work*
CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work*
CPPDSM4009	Interpret legislation to complete work in the property industry*
CPPDSM4015B	Minimise agency and consumer risk*
ACTRegOA	ACT Certificate of Registration Oral Assignment* (covers UOCs from all above subjects)
CPPDSM4005A	Establish and build agency client relationships
CPPDSM5020A	Manage and monitor effective client service in the real estate industry
CPPDSM5032A	Market the agency
CPPDSM4003A	Appraise property
CPPDSM4012A	List property for sale
CPPDSM4014A	Market property for sale
CPPDSM4017A	Negotiate effectively in property transactions
CPPDSM4022A	Sell and finalise sale of property by private treaty
CPPDSM4011A	List property for lease
CPPDSM4013A	Market property for lease
CPPDSM4018A	Prepare and present property reports
CPPDSM4006A	Establish and manage agency trust accounts
CPPDSM5018	Ensure a safe workplace in the property industry
ACTLicOA	Oral Assignment (completed last, covering all UOCs from subjects above except the top six (6) from ACT Certificate of Registration)

*These subjects are covered in the ACT Certificate of Registration Program and will be completed prior to commencing the ACT Real Estate Licence subjects in the Kaplan pathway. Please see <https://www.kaplanprofessional.edu.au/courses/act-real-estate/act-certificate-of-registration-program/> for further information.

All Licence subjects except the oral assignment (ACTLicOA) will be activated upon initial enrolment. Individuals are required to complete all other subjects prior to attempting the oral assignment. The above is the recommended study order of subjects; however, students have the flexibility to complete in any order, with the oral assignment as the last subject.

The **amount of training** for this course may be up to 15 hours per week. The amount of training is the hours an individual can expect to spend to complete their course work and assessments.

In addition to the amount of training, individuals could need up to 5 hours per week known as **unsupervised hours**. These additional hours are for study skills or further research. For example, an individual not working in industry would need more time to review industry websites that are usually introduced in workplace compliance training.

Individuals in job roles related to the real estate industry may be able to complete the course requirements in a shorter timeframe or less hours per week.

Delivery mode

This course is delivered online.

Kaplan’s online learning portal Kaplan enables the provision of innovative, interactive learning resources and support. KapLearn can be accessed anywhere at any time using a computer or mobile device that has internet access.

KapLearn is the access point for course notes, supplementary learning material, practice activities and assessments. KapLearn is also the access point for ongoing support.

Assessment tasks

The assessment tasks for this course are listed below. The quiz and written assignment are specific to each unit of competency, whereas the oral assignment covers the oral components of all units of competency and is completed last.

Subject	Assessment	Assessment Detail
CPPDSM4080A - Work in the real estate industry*	1 Quiz	Completed prior in the ACT Certificate of Registration program. No further assessment required.
	1 Written Assignment	
CPPDSM4007A - Identify legal and ethical requirements of property management to complete agency work*	1 Quiz	Completed prior in the ACT Certificate of Registration program. No further assessment required.
	1 Written Assignment	
CPPDSM4008A - Identify legal and ethical requirements of property sales to complete agency work*	1 Quiz	Completed prior in the ACT Certificate of Registration program. No further assessment required.
	1 Written Assignment	
CPPDSM4009 - Interpret legislation to complete work in the property industry*	1 Quiz	Completed prior in the ACT Certificate of Registration program. No further assessment required.
	1 Written Assignment	
	1 Quiz	

CPPDSM4015B - Minimise agency and consumer risk*	1 Written Assignment	Completed prior in the ACT Certificate of Registration program. No further assessment required.
ACT RegOA– Oral assignment (covers oral components of above UOCs, completed last in the ACT Certificate of Registration)*	1 Oral Assignment	Completed prior in the ACT Certificate of Registration program. No further assessment required.
CPPDSM4005A - Establish and build agency client relationships	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Short answer questions • Case study
CPPDSM5020A - Manage and monitor effective client service in the real estate industry	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Short answer questions
CPPDSM5032A - Market the agency	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Short answer questions • Project
CPPDSM4003A - Appraise property	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Short answer questions • Case study
CPPDSM4012A - List property for sale	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Short answer questions • Case study
CPPDSM4014A - Market property for sale	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Project
CPPDSM4017A - Negotiate effectively in property transactions	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Project • Case study
CPPDSM4022A - Sell and finalise sale of property by private treaty	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Short answer questions • Case study

CPPDSM4011A - List property for lease	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Case study
CPPDSM4013A - Market property for lease	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Project
CPPDSM4018A - Prepare and present property reports	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Analysis • Short answer questions • Case study
CPPDSM4006A - Establish and manage agency trust accounts	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Short answer questions • Practical activity
CPPDSM5018 - Ensure a safe workplace in the property industry	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Short answer questions • Project
ACTLicOA - Oral assignment (covers oral components of above UOCs, completed last)	1 Oral Assignment	Oral assignment – two (2) attempts: <ul style="list-style-type: none"> • Oral response to questions • Role play/s The mode of oral assessment is by phone/Skype.

*These subjects are covered in the ACT Certificate of Registration Program and will be completed prior to commencing the ACT Real Estate Licence subjects in the Kaplan pathway. Please see <https://www.kaplanprofessional.edu.au/courses/act-real-estate/act-certificate-of-registration-program/> for further information.

Individuals may attempt the quizzes and/or submit their written assignments at any time if they believe they are adequately prepared. The oral assignment may only be attempted when all other subjects are completed. Individuals will receive personal reminder emails as they approach their enrolment expiry deadline.

Individuals must be deemed competent in all assessment items, including demonstrating competency in all the quiz questions, to be awarded their qualification.

Recognition of Prior Learning

Students may be able to obtain Recognition of Prior Learning (RPL – previously known as exemptions) for a Kaplan award subject based on their previous study and/or work experience. To do this, students must submit evidence that demonstrates they have already met the requirements of the subject through these other means.

Evidence can take many forms, such as information about approved study, information about work experience, certificates, transcripts or other credentials.

Kaplan's RPL policy and the RPL kit are available at: <www.kaplanprofessional.edu.au>.



Fees

An updated schedule of fees is available at the Kaplan Professional website: <www.kaplanprofessional.edu.au>.

Student policies

Students who enrol in a Kaplan course are bound by our published policies, including the policy that sets out our rules for assessment. Students can review these policies and our terms and conditions before they enrol by going to the Kaplan website: <www.kaplanprofessional.edu.au>. The policies also assist students when their study program does not go as planned and they need extra support.