



## VIC Estate Agents Licencing Program

# Course outline

## Course overview

Kaplan Professional’s online VIC Estate Agents Licensing Program is ideal if you wish to obtain your VIC Estate Agent’s 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 VIC Consumer Affairs to apply for the VIC Estate Agent’s 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 VIC Agent Representative 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	
CPPDSM4009B	Interpret legislation to complete agency work	Core	Yes	Yes	Yes – one oral assignment, completed as last subject in VIC Estate Agents Licencing Program.
CPPDSM4005A	Establish and build agency client relationships	Elective	Yes	Yes	
CPPDSM4056A	Manage conflicts and disputes in the property industry	Common	No	Yes	
CPPDSM4003A	Appraise property	Elective	Yes	Yes	
CPPDSM4012A	List property for sale	Elective	Yes	Yes	
CPPDSM4014A	Market property for sale	Elective	Yes	Yes	
CPPDSM4018A	Prepare and present property reports	Elective	No	Yes	
CPPDSM4022A	Sell and finalise sale of property by private treaty	Elective	Yes	Yes	
CPPDSM4019A	Prepare for auction and complete sales	Elective	No	Yes	

CPPDSM4004A	Conduct auction	Elective	No	Yes
CPPDSM4001A	Act as a buyer's agent	Common	No	Yes
CPPDSM4015B	Minimise agency and consumer risk	Core	Yes	Yes
BSBRKG304	Maintain business records	Common	Yes	Yes
BSBSMB406	Manage small business finances	Common	No	Yes
CPPDSM4006A	Establish and manage agency trust accounts	Elective	No	Yes
CPPDSM4011A	List property for lease	Elective	Yes	Yes
CPPDSM4013A	Market property for lease	Elective	Yes	Yes
CPPDSM4010A	Lease property	Elective	Yes	Yes
CPPDSM4016A	Monitor and manage lease or tenancy agreement	Elective	Yes	Yes
CPPDSM4049A	Implement maintenance plan for managed properties	Elective	No	Yes
CPPDSM4020A	Present at tribunals	Elective	Yes	Yes

\*These units of competency are covered in the VIC Agent Representative Program, which also includes one oral assignment subject, and will be completed prior to commencing the VIC Estate Agents Licencing Program in the Kaplan pathway. Please see <https://www.kaplanprofessional.edu.au/courses/vic-real-estate/victoria-agent-representative-program/> for further information. Students who have previously completed a VIC Agent Representative Program with another provider may be eligible to receive credit transfer for their units of competency completed.

The above 24 units of competency are awarded for the successful completion of the VIC Estate Agents Licencing Program. The CPP40307 Certificate IV in Property Services (Real Estate) qualification will be awarded on completion.

**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 VIC Agent Representative Program prior to undertaking the VIC Estate Agents Licencing Program.

For further information about the VIC Agent Representative Program please visit <https://www.kaplanprofessional.edu.au/courses/vic-real-estate/victoria-agent-representative-program/>.

## Course duration

Students have a total of 52 weeks (12 months) to complete the learning and assessment requirements for the VIC Estate Agents Licencing Program from their initial activation date.

The subject breakdown for this course is below:

<b>Subjects in the course</b>	
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*
VICRegOA	VIC Agent Representative Program Oral Assignment* (covers UOCs from all above subjects)
CPPDSM4009B	Interpret legislation to complete agency work
CPPDSM4005A	Establish and build client-agency relationship
CPPDSM4056A	Manage conflicts and disputes in the property industry
CPPDSM4003A	Appraise property
CPPDSM4012A	List property for sale
CPPDSM4014A	Market property for sale
CPPDSM4018A	Prepare and present property reports
CPPDSM4022A	Sell and finalise the sale of property by private treaty
CPPDSM4019A	Prepare for auction and complete sale
CPPDSM4004A	Conduct auction
CPPDSM4001A	Act as a buyer's agent
CPPDSM4015B	Minimise agency and consumer risk
BSBRKG304	Maintain business records
BSBSMB406	Manage small business finances
CPPDSM4006A	Establish and manage agency trust accounts
CPPDSM4011A	List property for lease
CPPDSM4010A	Lease property
CPPDSM4013A	Market property for lease
CPPDSM4016A	Monitor and manage lease or tenancy agreement
CPPDSM4049A	Implement maintenance plan for managed properties
CPPDSM4020A	Present at tribunals
VICLicOA	Oral Assignment (completed last, covering all UOCs from subjects above except the top three (3) from VIC Agent Representative Program)

\*These subjects are covered in the VIC Agent Representative Program, and will be completed prior to commencing the VIC Estate Agents Licencing Program subjects in the Kaplan pathway. Please see <https://www.kaplanprofessional.edu.au/courses/vic-real-estate/victoria-agent-representative-program/> for further information.

All Licence subjects except the oral assignment (VICLicOA) 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, individuals 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 KapLearn 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 VIC Agent Representative 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 VIC Agent Representative 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 VIC Agent Representative program. No further assessment required.
	1 Written Assignment	

VICRegOA – Oral assignment (covers oral components of above UOCs, completed last in the VIC Agents Representative Program)*	1 Oral Assignment	Completed prior in the VIC Agent Representative program. No further assessment required.
CPPDSM4009B - Interpret legislation to complete agency work	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>• Short answer questions</li> </ul>
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"> <li>• Short answer questions</li> <li>• Case study</li> </ul>
CPPDSM4056A - Manage conflicts and disputes in the property industry	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>• Case study</li> </ul>
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"> <li>• Short answer questions</li> <li>• Case study</li> </ul>
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"> <li>• Short answer questions</li> <li>• Case study</li> </ul>
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"> <li>• Project</li> </ul>
CPPDSM4018A - Prepare and present property reports	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>• Analysis</li> <li>• Short answer questions</li> <li>• Case study</li> </ul>
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"> <li>• Short answer questions</li> <li>• Case study</li> </ul>
CPPDSM4019A - Prepare for auction and complete sales	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>• Short answer questions</li> <li>• Case study</li> </ul>

CPPDSM4004A - Conduct Auction	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>Short answer questions</li> <li>Role play</li> </ul>
CPPDSM4001A - Act as a buyer's agent	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>Short answer questions</li> </ul>
CPPDSM4015B - Minimise agency and consumer risk	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>Project</li> </ul>
BSBRKG304 - Maintain business records	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>Project</li> </ul>
BSBSMB406 - Manage small business finances	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>Short answer questions</li> <li>Case study</li> </ul>
CPPDSM4006A - Establish and manage agency trust accounts	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>Short answer questions</li> <li>Practical activity</li> </ul>
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"> <li>Case study</li> </ul>
CPPDSM4010A - Lease property	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>Short answer questions</li> <li>Project</li> </ul>
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"> <li>Project</li> </ul>
CPPDSM4016A - Monitor and manage lease or tenancy agreement	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>Short answer questions</li> <li>Project</li> </ul>
CPPDSM4049A - Implement maintenance plan for managed properties	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>Short answer questions</li> <li>Case study</li> </ul>

		<ul style="list-style-type: none"> <li>• Project</li> </ul>
CPPDSM4020A - Present at tribunals	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>• Short answer questions</li> <li>• Case study</li> </ul>
VICLicOA - Oral assignment (covers oral components of above UOCs, completed last)	1 Oral Assignment	Oral assignment – two (2) attempts: <ul style="list-style-type: none"> <li>• Oral response to questions</li> <li>• Role play/s</li> </ul> The mode of oral assessment is by phone/Skype.

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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](http://www.kaplanprofessional.edu.au).

## Fees

An updated schedule of fees is available at the Kaplan Professional website: [www.kaplanprofessional.edu.au](http://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](http://www.kaplanprofessional.edu.au). The policies also assist students when their study program does not go as planned and they need extra support.