



**CPP40307 Certificate IV in Property
Services (Real Estate) – VIC**

Course outline

Course overview

Kaplan Professional's online CPP40307 Certificate IV in Property Services (Real Estate) - VIC is ideal if you wish to obtain your VIC Estate Agent's Licence or further your real estate knowledge. It provides you with an overview of the property industry in VIC, including the relevant legislation and compliance aspects.

You will gain an introductory understanding of both the sales and property management aspects of working in real estate, as well as learning interpersonal communication techniques and strategies which will assist you to develop the skills required in the real estate industry.

Successful completion meets the educational requirements for you to apply for the agent's representative with Consumer Affairs Victoria. This course also meets the educational requirements needed for application to VIC Consumer Affairs for an estate agent's licence.

Part 1: VIC Agent's Representative Program and Part 2: VIC Estate Agents Licence Program need to be completed to be awarded the CPP40307 Certificate IV in Property Services (Real Estate).

Units of competency

Part 1: VIC Agent's Representative

Subject Code	Title	Core/ Elective	Quiz	Written Assignment	Oral Assignment
CPPDSM4080A	Work in the real estate industry	Core	Yes	Yes	Yes, completed as last subject.
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	

Part 2: VIC Estate Agent's Licence

Subject Code	Title	Core/ Elective	Quiz	Written Assignment	Oral Assignment
CPPDSM4080A	Work in the real estate industry*	Core	Yes	Yes	Yes, completed as last subject.
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	
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 (incl. role play)
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 Part 1: VIC Agent's Representative and are completed prior to undertaking Part 2: VIC Estate Agents Licence content or assessment.*

Students who successfully complete *Part 1: VIC Agent's Representative* will receive a Statement of Attainment for the units of competency listed in that part.

Students who successfully complete *Part 2: VIC Estate Agents Licence* will receive a CPP40307 Certificate IV in Property Services (Real Estate) qualification certificate.

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 for all units. Refer to 'Assessment tasks' for further information.

Course entry requirements

There are no entry requirements for this course.

Course duration

Students have a total of 26 weeks (6 months) to complete the learning and assessment requirements for *Part 1: VIC Agent's Representative* from their initial activation date. The subject breakdown for this Part is below:

Part 1: Subjects	
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	Oral Assignment (completed last, covering all Agent's Representative (UOCs)

Students have a further 26 weeks (6 months) to complete the learning and assessment requirements for *Part 2: VIC Estate Agents Licence*. The subject breakdown for Part 2 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*
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 Licence UOCs)

**Covered in Part 1: VIC Agent's Representative. These units will not be covered in the course material or assessments for Part 2: VIC Estate Agents Licence.*

Students therefore have a total of 52 weeks (12 months) to complete the CPP40307 Certificate IV in Property Services (Real Estate). Students may attempt the quizzes and/or submit their written assignments at any time if they believe they are adequately prepared. If students complete the subjects in Part 1 in less than 26 weeks, the remaining time may be used as additional time to complete the subjects in Part 2. If students require the full 26 weeks to complete Part 1, then they will have 26 weeks to complete Part 2.

In both parts, all subjects except the oral assignment subjects will be activated upon initial enrolment. Students are required to complete all other subjects prior to attempting the oral assignments. The above is the recommended study order of subjects; however, students have the flexibility to complete these 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 a student can expect to spend to complete their course work and assessments.

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

Students 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.

Part 1: VIC Agent's Representative

Subject	Assessment	Assessment Detail
CPPDSM4080A - Work in the real estate industry	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 • Project • Case study
CPPDSM4007A - Identify legal and ethical requirements of property management 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"> • Short answer questions • Case study
CPPDSM4008A - Identify legal and ethical requirements of property sales 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"> • Short answer questions • Case study • Project
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Project • Short answer questions
VICRegOA - Oral Assignment (completed last, covering oral components of above UOCs)	1 Oral Assignment	Oral assignment – two (2) attempts: <ul style="list-style-type: none"> • Oral questions • Role play <p>The mode of oral assessment is by audio recording. As part of the course requirements, students will need to find a volunteer to assist with their role play in the oral assignment.</p>

Part 2: VIC Estate Agent's Licence

Subject	Assessment	Assessment Detail
CPPDSM4080A - Work in the real estate industry*	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 • Project • Case study

CPPDSM4007A - Identify legal and ethical requirements of property management 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"> • Short answer questions • Case study
CPPDSM4008A - Identify legal and ethical requirements of property sales 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"> • Short answer questions • Case study • Project
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"> • Short answer questions
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
CPPDSM4056A - Manage conflicts and disputes in the property industry	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Case study
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
CPPDSM4018A - Prepare and present property reports	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Analysis • Short answer questions • 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

		<ul style="list-style-type: none"> Case study
CPPDSM4019A - Prepare for auction and complete sales	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> Short answer questions Case study
CPPDSM4004A - Conduct Auction	1 Written and Oral Assignment	Two (2) attempts: <ul style="list-style-type: none"> Short answer questions Role play
CPPDSM4001A - Act as a buyer's agent	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> Short answer questions
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"> Project
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"> Project
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"> 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
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
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"> Short answer questions Project
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
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"> Short answer questions Project

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"> • Short answer questions • Case study • Project
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"> • Short answer questions • Case study
VIClicOA - Oral assignment (covers oral components of above UOCs except CPPDSM4004A, 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.

*Covered in *Part 1: VIC Agent's Representative Program*. These units will not be covered in the course material or assessments for *Part 2: VIC Estate Agent's Licence Program*.

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

Students must be deemed competent in all assessment tasks, including demonstrating competency in all of 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.