



## QLD Resident Letting Agent's Program

# Course outline

## Course overview

Kaplan Professional's online QLD Resident Letting Agent's Program is ideal if you wish to obtain a Resident Letting Agent licence, which allows you to rent out and manage units in a residential complex on behalf of the unit owners and body corporate, collect rent, and operate a trust account.

On successful completion, you will be awarded a Statement of Attainment which meets the educational component required by Queensland Office of Fair Trading to apply for a Queensland Resident Letting Agent's Licence.

**Please note:** The Queensland Resident Letting Agent Program allows you to purchase permanent and holiday lettings. Please refer to Queensland Office of Fair Trading web site for particular conditions.

## Units of competency

Subject Code	Title	Core/ Elective	Quiz	Written Assignment	Oral Assignment
CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work	Core	Yes	Yes	Yes – one oral assignment, completed as last subject
CPPDSM4010A	Lease property	Elective	Yes	Yes	
CPPDSM4015B	Minimise agency and consumer risk	Core	Yes	Yes	
CPPDSM4016A	Monitor and manage lease or tenancy agreement	Elective	Yes	Yes	
BSBSMB421	Manage small business finances	Common	No	Yes	
CPPDSM4006A	Establish and manage agency trust accounts	Elective	No	Yes	

The above 6 units of competency are awarded for the successful completion of the QLD Resident Letting Agent's Program; 2 core, 3 electives and 1 common. They form part of CPP40307 Certificate IV in Property Services (Real Estate).

**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.

## Course duration

Students have a total of 52 weeks to complete the learning and assessment requirements for QLD Resident Letting Agent's Program from their initial activation date. The subject breakdown for this course is below:

Subjects in the course	
CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work
CPPDSM4010A	Lease property
CPPDSM4015B	Minimise agency and consumer risk
CPPDSM4016A	Monitor and manage lease or tenancy agreement
BSBSMB421	Manage small business finances
CPPDSM4006A	Establish and manage agency trust accounts
QLDLeALOA	Queensland Letting Agent Oral Assignment (completed last)

All subjects except the oral assignment subject 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 who are new to industry or vocational training 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 Professional'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
	1 Quiz	Open book multiple choice examination, four (4) attempts.

CPPDSM4007A - Identify legal and ethical requirements of property management to complete agency work	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>• Short answer questions</li> <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>• Case study</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>
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>
BSBSMB421 - Manage small business finances	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>• Short answer questions</li> <li>• Case study</li> <li>• Project</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>
QLDLeALOA - 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 questions</li> <li>• Presentation</li> <li>• Role play</li> </ul> <p>The mode of oral assessment is by audio recording. As part of the course requirements, individuals will need to find a volunteer to assist with their role play in the oral assignment.</p>

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 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 of the quiz questions, in order to be awarded their Statement of Attainment.



## Recognition of Prior Learning

Students may be able to obtain Recognition of Prior Learning (RPL – previously known as exemptions) for a Kaplan Professional 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.

To find out if you are eligible for RPL, refer to our [Recognition of Prior Learning \(RPL\) page](#).

## 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 Professional 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 Professional 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.