



**CPP50307 Diploma of Property
Services - SA Registered Land
Agents Licence Program**

Course outline

Course overview

Kaplan Professional’s online SA Registered Land Agents Licence Program is ideal if you wish to become a Registered Land Agent or further your real estate knowledge.

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

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

Successful completion meets the educational requirements for SA Consumer and Business Services to apply for the SA Registered Land Agents 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 SA Sales Representative program.
CPPDSM4079A	Work in the business broking sector*	Core	No	Yes	
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	
CPPDSM4005A	Establish and build agency client relationships*	Elective	Yes	Yes	
CPPDSM4009B	Interpret legislation to complete agency work*	Core	Yes	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	
CPPDSM4017A	Negotiate effectively in property transactions*	Elective	Yes	Yes	
CPPDSM4022A	Sell and finalise sale of property by private treaty*	Elective	Yes	Yes	
CPPDSM4019A	Prepare for auction and complete sales*	Elective	No	Yes	
CPPDSM4010A	Lease property*	Elective	Yes	Yes	

CPPDSM4015B	Minimise agency and consumer risk*	Core	Yes	Yes	Yes – one oral assignment, completed as last subject in SA Registered Land Agents Licence program.
CPPDSM5012A	Develop a strategic business plan in the real estate industry*	Common	No	Yes	
CPPDSM5032A	Market the agency*	Common	No	Yes	
CPPDSM5020A	Manage and monitor effective client service in the real estate industry	Common	No	Yes	
CPPDSM4011A	List property for lease	Elective	Yes	Yes	
CPPDSM4013A	Market property for lease	Elective	Yes	Yes	
CPPDSM4016A	Monitor and manage lease or tenancy agreement	Elective	Yes	Yes	
BSBFIM501	Manage budgets and financial plans	Common	No	Yes	
CPPDSM4006A	Establish and manage agency trust accounts	Elective	No	Yes	
BSBMGT517	Manage operational plan	Elective	No	Yes	
BSBHRM402A	Recruit, select and induct staff	Common	Yes	Yes	
BSBMGT502	Manage people performance	Common	No	Yes	

*These units of competency are covered in the SA Sales Representative Program, which also includes one oral assignment subject, and will be completed prior to commencing the SA Registered Land Agents Licence Program in the Kaplan Professional pathway. Please see our [SA Registered Land Agents Licence Program](#) page for further information. Students who have previously completed an SA Sales Representative program with another provider may be eligible to receive credit transfer for their units of competency completed.

The above 26 units of competency are awarded for the successful completion of the SA Registered Land Agents Licence Program. The CPP50307 Diploma of Property Services (Agency Management) 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 SA Sales Representative Program prior to undertaking the SA Registered Land Agents Licence Program.

For further information, please visit our [SA Sales Representative Program](#) page.

Course duration

Students have a total of 52 weeks (12 months) to complete the learning and assessment requirements for the SA Registered Land Agents Licence Program from their initial activation date.

The subject breakdown for this course is below:

Subjects in the course	
CPPDSM4080A	Work in the real estate industry*
CPPDSM4079A	Work in the Business broking sector*
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*
CPPDSM4005A	Establish and build client-agency relationship*
CPPDSM4009B	Interpret legislation to complete agency work*
CPPDSM4003A	Appraise property*
CPPDSM4012A	List property for sale*
CPPDSM4014A	Market property for sale*
CPPDSM4018A	Prepare and present property reports*
CPPDSM4017A	Negotiate effectively in property transactions*
CPPDSM4022A	Sell and finalise the sale of property by private treaty*
CPPDSM4019A	Prepare for auction and complete sale*
CPPDSM4010A	Lease property*
CPPDSM4015B	Minimise agency and consumer risk*
CPPDSM5012A	Develop a strategic business plan in the real estate industry*
CPPDSM5032A	Market the agency*
SARegOA	SA Sales Representative Oral Assignment* (covers UOC's from all above subjects)
CPPDSM5020A	Manage and monitor effective client service in the real estate industry
CPPDSM4011A	List property for lease
CPPDSM4013A	Market property for lease
CPPDSM4016A	Monitor and manage lease or tenancy agreement
BSBFIM501	Manage budgets and financial plans
CPPDSM4006A	Establish and manage agency trust accounts
BSBMGT517	Manage operational plan
BSBHRM402A	Recruit, select and induct staff
BSBMGT502	Manage people performance
SALicOA	Oral Assignment (completed last, covering all UOC's from subjects above except the top eighteen (18) from the SA Sales Representative)

*These subjects are covered in the SA Sales Representative Program and will be completed prior to commencing the SA Registered Land Agents Licence Program subjects in the Kaplan Professional pathway. Please see our [SA Registered Land Agents Licence Program](#) page for further information.

All Licence subjects except the oral assignment (SALicOA) 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 20 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 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
CPPDSM4080A - Work in the real estate industry*	1 Quiz	Completed prior in the SA Sales Representative Program. No further assessment required.
	1 Written Assignment	
CPPDSM4079A - Work in the business broking sector*	1 Written Assignment	Completed prior in the SA Sales Representative Program. No further assessment required.
	1 Quiz	

CPPDSM4007A - Identify legal and ethical requirements of property management to complete agency work*	1 Written Assignment	Completed prior in the SA Sales Representative Program. No further assessment required.
CPPDSM4008A - Identify legal and ethical requirements of property sales to complete agency work*	1 Quiz	Completed prior in the SA Sales Representative Program. No further assessment required.
	1 Written Assignment	
CPPDSM4005A - Establish and build agency client relationships*	1 Quiz	Completed prior in the SA Sales Representative Program. No further assessment required.
	1 Written Assignment	
CPPDSM4009B - Interpret legislation to complete agency work*	1 Quiz	Completed prior in the SA Sales Representative Program. No further assessment required.
	1 Written Assignment	
CPPDSM4003A - Appraise property*	1 Quiz	Completed prior in the SA Sales Representative Program. No further assessment required.
	1 Written Assignment	
CPPDSM4012A - List property for sale*	1 Quiz	Completed prior in the SA Sales Representative Program. No further assessment required.
	1 Written Assignment	
CPPDSM4014A - Market property for sale*	1 Quiz	Completed prior in the SA Sales Representative Program. No further assessment required.
	1 Written Assignment	
CPPDSM4018A - Prepare and present property reports*	1 Written Assignment	Completed prior in the SA Sales Representative Program. No further assessment required.
CPPDSM4017A - Negotiate effectively in property transactions*	1 Quiz	Completed prior in the SA Sales Representative Program. No further assessment required.
	1 Written Assignment	
CPPDSM4022A - Sell and finalise sale of property by private treaty*	1 Quiz	Completed prior in the SA Sales Representative Program. No further assessment required.
	1 Written Assignment	
CPPDSM4019A - Prepare for auction and complete sales*	1 Written Assignment	Completed prior in the SA Sales Representative Program. No further assessment required.

CPPDSM4010A - Lease property*	1 Quiz	Completed prior in the SA Sales Representative Program. No further assessment required.
	1 Written Assignment	
CPPDSM4015B - Minimise agency and consumer risk*	1 Quiz	Completed prior in the SA Sales Representative Program. No further assessment required.
	1 Written Assignment	
CPPDSM5012A - Develop a strategic business plan in the real estate industry*	1 Written Assignment	Completed prior in the SA Sales Representative Program. No further assessment required.
CPPDSM5032A - Market the agency*	1 Written Assignment	Completed prior in the SA Sales Representative Program. No further assessment required.
SARegOA - Oral assignment (covers oral components of above UOCs, completed last in the SA Sales Representative Program)*	1 Oral assignment	Completed prior in the SA Sales Representative Program. No further assessment required.
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
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
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
BSBFIM501 - Manage budgets and financial plans	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

BSBMGT517 - Manage operational plan	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Project
BSBHRM402A - Recruit select and induct staff	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
BSBMGT502 - Manage people performance	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Case study
SALicOA - 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 SA Sales Representative Program and will be completed prior to commencing the SA Registered Land Agents Licence Program subjects in the Kaplan Professional pathway. Please see our [SA Registered Land Agents Licence Program](#) page 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 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>.



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>. The policies also assist students when their study program does not go as planned and they need extra support.