



**CPP50307 Diploma of Property  
Services (Agency Management) –  
TAS Real Estate Licence Program**

# Course outline

## Course overview

Kaplan Professional’s online CPP50307 Diploma of Property Services (Agency Management) – TAS Real Estate Licence Program is ideal if you wish to obtain your TAS 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 & marketing
- Property sales
- Leasing and Management of rental properties
- Trust accounting
- Managing finance and staff in an agency
- Strategic business planning & operational planning for real estate
- Recruiting, selecting and inducting staff as well as managing people performance

Successful completion meets the educational requirements for Property Agents Board of Tasmania to apply for the TAS 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 – an oral assignment, completed as last subject in TAS Real Estate Licence 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	
CPPDSM4005A	Establish and build agency client relationships	Elective	Yes	Yes	
CPPDSM5020A	Manage and monitor effective client service in the real estate industry	Common	No	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
CPPDSM4010A	Lease property	Elective	Yes	Yes
CPPDSM4015B	Minimise agency and consumer risk	Core	Yes	Yes
CPPDSM5009A	Coordinate risk management system in the property industry	Common	No	Yes
CPPDSM5018A	Ensure a safe workplace in the property industry	Common	No	Yes
CPPDSM5012A	Develop a strategic business plan in the real estate industry	Elective	No	Yes
BSBFIM501	Manage budgets and financial plans	Common	No	Yes
BSBMGT517	Manage operational plan	Common	No	Yes
CPPDSM4006A	Establish and manage agency trust accounts	Elective	No	Yes
BSBHRM402A	Recruit select and induct staff	Common	Yes	Yes
BSBLED401	Develop teams and individuals	Common	No	Yes
BSBMGT502	Manage people performance	Common	No	Yes
CPPDSM4053A	List business for sale	Specialist	No	Yes
CPPDSM4060A	Negotiate sale and manage sale to completion or settlement	Specialist	No	Yes

The above 26 units of competency are awarded for the successful completion of the CPP50307 Diploma of Property Services (Agency Management) – TAS Real Estate 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

No requirements.

## Course duration

Students have a total of 52 weeks (12 months) to complete the learning and assessment requirements for the CPP50307 Diploma of Property Services (Agency Management) – TAS Real Estate Licence 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
CPPDSM4009B	Interpret legislation to complete agency work
CPPDSM4005A	Establish and build client-agency relationship
CPPDSM5020A	Manage and monitor effective client service in the real estate industry
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
CPPDSM4010A	Lease property
CPPDSM4015B	Minimise agency and consumer risk
CPPDSM5009A	Coordinate risk management system in the property industry
CPPDSM5018A	Ensure a safe workplace in the property industry
CPPDSM5012A	Develop a strategic business plan in the real estate industry
BSBFIM501	Manage budgets and financial plans
BSBMGT517	Manage operational plan
CPPDSM4006A	Establish and manage agency trust accounts
BSBHRM402A	Recruit, select and induct staff
BSBLED401	Develop teams and individuals
BSBMGT502	Manage people performance
CPPDSM4053A	List business for sale
CPPDSM4060A	Negotiate sale and manage sale to completion or settlement
TASLicOA	Oral Assignment (completed last covering all UOCs from subjects above)

All Licence subjects except the oral assignment (TASLicOA) 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	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> <li>• Case study</li> </ul>
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"> <li>• Short answer questions</li> <li>• Case study</li> </ul>
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"> <li>• Short answer questions</li> <li>• Case study</li> <li>• Project</li> </ul>

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>
CPPDSM5020A - Manage and monitor effective client service in the real estate industry	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>• Short answer questions</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>
	1 Quiz	Open book multiple choice examination, four (4) attempts.

CPPDSM4010A - Lease property	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>• Short answer questions</li> <li>• Project</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>
CPPDSM5009A - Coordinate risk management system in the property industry	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>• Project</li> </ul>
CPPDSM5018A - Ensure a safe workplace in the property industry	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>• Short answer questions</li> <li>• Project</li> </ul>
CPPDSM5012A - Develop a strategic business plan in the real estate industry	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>• Project</li> </ul>
BSBFIM501 - Manage budgets and financial plans	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>• Short answer questions</li> <li>• Case study</li> </ul>
BSBMGT517 - Manage operational plan	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <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>
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"> <li>• Short answer questions</li> <li>• Case study</li> </ul>
BSBLED401 - Develop teams and individuals	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>
BSBMGT502 -Manage people performance	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>• Case study</li> </ul>
CPPDSM4053A - List business for sale	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>• Short answer questions</li> <li>• Completion of documentation</li> </ul>

CPPDSM4060A - Negotiate sale and manage sale to completion or settlement	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> <li>• Case study</li> </ul>
TASLicOA - 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.

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](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.