



**CPP50307 Diploma of Property
Services (Agency Management) –
WA Sales Representative and Real
Estate and Business Agents Licence**

Course outline

Course overview

Kaplan Professional's online CPP50307 Diploma of Property Services (Agency Management) is ideal if you wish to apply for your WA sales representative, real estate and business agents licence or further your real estate knowledge. It provides you with an overview of the property industry in WA, 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 requirement for you to apply for registration as a sales representative with WA Department of Mines, Industry Regulations and Safety. This course also meets the educational requirements needed for application to WA Department of Mines, Industry Regulations and Safety for a real estate and business agents licence.

Part 1: WA Sales Representative Program (Sales Stream) and Part 2: WA Real Estate and Business Agents Licence need to be completed to be awarded the CPP50307 Diploma of Property Services (Agency Management).

Units of competency

Part 1: WA Sales Representative (Sales Stream)

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	
CPPDSM4003A	Appraise property	Elective	Yes	Yes	
CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work	Core	Yes	Yes	
CPPDSM4012A	List property for sale	Elective	Yes	Yes	
CPPDSM4014A	Market property for sale	Elective	Yes	Yes	
CPPDSM4022A	Sell and finalise sale of property by private treaty	Elective	Yes	Yes	

Part 2: WA Real Estate and Business Agents Licence

Subject Code	Title	Core/ Elective	Quiz	Written Assignment	Oral Assignment
CPPDSM4080A	Work in the real estate industry*	Core	Yes	Yes	

CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work*	Core	Yes	Yes	Yes, completed as last subject.
CPPDSM4008A	Identify legal and ethical requirements of property sales 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	
CPPDSM4022A	Sell and finalise sale of property by private treaty*	Elective	Yes	Yes	
CPPDSM4079A	Work in the business broking sector	Elective	No	Yes	
CPPDSM4009B	Interpret legislation to complete agency work	Core	Yes	Yes	
CPPDSM4005A	Establish and build agency client relationships	Elective	Yes	Yes	
CPPDSM4006A	Establish and manage agency trust accounts	Elective	No	Yes	
CPPDSM4030A	Appraise rural property	Elective	No	Yes	
CPPDSM4018A	Prepare and present property reports	Elective	No	Yes	
CPPDSM4017A	Negotiate effectively in property transactions	Elective	Yes	Yes	
CPPDSM4019A	Prepare for auction and complete sales	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	
CPPDSM4015B	Minimise agency and consumer risk	Core	Yes	Yes	
CPPDSM5012A	Develop a strategic business plan in the real estate industry	Elective	No	Yes	
BSBSMB402	Plan small business finances	Elective	No	Yes	
CPPDSM5032A	Market the agency	Elective	No	Yes	
BSBFIM501	Manage budgets and financial plans	Common	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 *Part 1: WA Sales Representative (Sales Stream)* and are completed prior to undertaking *Part 2: WA real Estate and Business Agents Licence*. They will not be included in the *Part 2: WA real Estate and Business Agents Licence* content or assessments.

Students who successfully complete *Part 1: WA Sales Representative (Sales Stream)* will receive a Statement of Attainment for the units of competency listed in that part.

Students who successfully complete *Part 2: WA real Estate and Business Agents Licence* will receive a CPP50307 Diploma of Property Services (Agency Management) 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.

Course duration

Students have a total of 26 weeks (6 months) to complete the learning and assessment requirements for *Part 1: WA Sales Representative (Sales Stream)* 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
CPPDSM4003A	Appraise property
CPPDSM4012A	List property for sale
CPPDSM4014A	Market property for sale
CPPDSM4022A	Sell and finalise sale of property by private treaty
WARegSSOA	Oral Assignment (completed last, covers oral components of above UOCs)

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

Part 2: 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
CPPDSM4003A*	Appraise property
CPPDSM4012A*	List property for sale
CPPDSM4014A*	Market property for sale
CPPDSM4022A*	Sell and finalise sale of property by private treaty
CPPDSM4079A	Work in the business broking sector

CPPDSM4009B	Interpret legislation to complete agency work
CPPDSM4005A	Establish and build agency client relationships
CPPDSM4006A	Establish and manage agency trust accounts
CPPDSM4030A	Appraise rural property
CPPDSM4018A	Prepare and present property reports
CPPDSM4017A	Negotiate effectively in property transactions
CPPDSM4019A	Prepare for auction and complete sales
CPPDSM4011A	List property for lease
CPPDSM4013A	Market property for lease
CPPDSM4010A	Lease property
CPPDSM4016A	Monitor and manage lease or tenancy agreement
CPPDSM4015B	Minimise agency and consumer risk
CPPDSM5012A	Develop a strategic business plan in the real estate industry
BSBSMB402	Plan small business finances
CPPDSM5032A	Market the agency
BSBFIM501	Manage budgets and financial plans
BSBHRM402A	Recruit select and induct staff
BSBMGT502	Manage people performance
WALicOA	Oral Assignment (completed last, covering all Licence UOCs)

*Covered in *Part 1: WA Sales Representative (Sales Stream)*. These units will not be covered in the course material or assessments for *Part 2: WA Real Estate and Business Agents Licence*.

Students therefore have a total of 52 weeks (12 months) to complete the CPP50307 Diploma of Property Services (Agency Management). Students may attempt the quizzes and/or submit their written assignments at any time if they believe they are adequately prepared. Therefore, 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 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.

Part 1: WA Sales Representative (Sales Stream)

Subject	Assessment	Assessment Detail
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
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
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
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 • Case study
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
WARegSSOA - 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 questions • Role play <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>

Part 2: WA Real Estate and Business Agents Licence

Subject	Assessment	Assessment Detail
CPPDSM4080A - Work in the real estate industry*	1 Quiz	Completed prior in the WA Sales Representative Program (Sales stream). 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 WA Sales Representative Program (Sales stream). 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 WA Sales Representative Program (Sales stream). No further assessment required.
	1 Written Assignment	
CPPDSM4003A - Appraise property*	1 Quiz	Completed prior in the WA Sales Representative Program (Sales stream). No further assessment required.
	1 Written Assignment	
CPPDSM4012A - List property for sale*	1 Quiz	Completed prior in the WA Sales Representative Program (Sales stream). No further assessment required.
	1 Written Assignment	

CPPDSM4014A - Market property for sale*	1 Quiz	Completed prior in the WA Sales Representative Program (Sales stream). No further assessment required.
	1 Written Assignment	
CPPDSM4022A - Sell and finalise sale of property by private treaty*	1 Quiz	Completed prior in the WA Sales Representative Program (Sales stream). No further assessment required.
	1 Written Assignment	
CPPDSM4079A - Work in the business broking sector	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Short answer questions • Case study
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
CPPDSM4006A - Establish and manage agency trust accounts	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Short answer questions • Practical activity
CPPDSM4030A - Appraise rural property	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
CPPDSM4017A - Negotiate effectively in property transactions	1 Quiz	Open book multiple choice examination, four (4) attempts.
	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> • Project • 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
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
	1 Quiz	Open book multiple choice examination, four (4) attempts.

CPPDSM4013A - Market property for lease	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> Project
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
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
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
CPPDSM5012A - Develop a strategic business plan in the real estate industry	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> Project
BSBSMB402 - Plan small business finances	1 Written Assignment	Two (2) attempts: <ul style="list-style-type: none"> Case study
CPPDSM5032A - Market the agency	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
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
WALicOA - 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 <p>The mode of oral assessment is by phone/Skype.</p>

* Covered in Part 1: WA Sales Representative Program (Sales stream) These units will not be covered in the course material or assessments for Part 2: WA Real Estate and Business Agents 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 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.