



**CIVREP-VIC1**  
**Industry Fundamentals VIC**



# Subject outline

## Subject overview

CPP41419 Certificate IV in Real Estate Practice – VIC Agent’s Representative			
CIVREP-VIC1 Industry Fundamentals VIC	CIVREP-VIC2 Residential Sales VIC	CIVREP-VIC3 Residential Property Management VIC	CIVREP-VIC4 Industry Specialised VIC

CIVREP-VIC1 Industry Fundamentals VIC is an entry-level subject that provides students with the essential knowledge and skills they will need to commence work in the real estate industry in Victoria, including in relation to legislative and compliance requirements, ethical practice, trust fund accounts, and effective communication. It may be completed alone, or as the first subject of CPP41419 Certificate IV in Real Estate Practice – VIC Agent’s Representative.

## Learning outcomes

On successful completion of CIVREP-VIC1 Industry Fundamentals VIC, students should be able to:

- demonstrate their knowledge of legislation and compliance requirements for the Victoria real estate industry
- understand ethical real estate practices
- identify professional development pathways in real estate
- develop marketing profiles, and engage community and clients in real estate
- create and apply communication strategies to attract potential clients
- understand and explain their roles and responsibilities with trust accounting in an agency
- explain and analyse regulatory requirements in operation of trust accounts.

## Topics

Topic 1: Introduction to real estate

Topic 2: Legislation in real estate

Topic 3: The regulatory environment in the real estate industry

Topic 4: Ethics in real estate

Topic 5: Working in the real estate industry

Topic 6: Marketing and communication channels in real estate

Topic 7: Develop a personal profile

Topic 8: Client engagement practices for marketing property

Topic 9: Examine trust accounts

Topic 10: Establishing controls applicable to real estate trust accounts

Topic 11: Standard transactions in real estate trust accounts

## Units of competency

Subject	Code	Title	Core or Elective	Topics	Exam	Written and oral assignment
CIVREP-VIC1 Industry Fundamentals VIC	CPPREP4001	Prepare for professional practice in real estate	Core	1–11	Yes	Yes
	CPPREP4002	Access and interpret ethical practice in real estate	Core	1–11	Yes	Yes
	CPPREP4003	Access and interpret legislation in real estate	Core	1–11	Yes	Yes
	CPPREP4004	Establish marketing and communication profiles in real estate	Core	1–11	Yes	Yes
	CPPREP4005	Prepare to work with real estate trust accounts	Core	1–11	Yes	Yes

The above five (5) units of competency are awarded for the successful completion of CIVREP-VIC1 Industry Fundamentals VIC; 5 core and 0 electives. These units of competency form part of the CPP41419 Certificate IV in Real Estate Practice.

**Note:** The assessment is listed by unit of competency, above. The assessments within the subject are combined covering multiple units of competency. Refer to ‘Assessment tasks’ for further information.

## Subject entry requirements

There are no entry requirements.

## Subject duration

Students have a total of:

- 12 weeks to complete the learning and assessment requirements for the subject, CIVREP-VIC1 Industry Fundamentals VIC, from their initial enrolment date.
- An additional four (4) weeks resubmission time, which will be granted if all assessment tasks have been attempted and the student has been deemed not yet competent in one or more tasks. This time can be used to resubmit a written and oral assignment or resit an exam. There is no fee for this extension.

Therefore, if a student completes the learning and assessment, and the resubmission time is granted, the duration will be 16 weeks.

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 subject 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 working in industry may be able to complete the subject requirements in a shorter timeframe or less hours per week.**

If a student applies for extensions beyond the 16-week completion timeframe or is granted special consideration, and is enrolled in CPP41419 Certificate IV in Real Estate Practice, the maximum period of time to complete the qualification is two (2) years from the qualification activation date. If enrolling in single subjects with the intention of completing a qualification, the two (2) year timeframe is calculated from the initial activation date of the first subject.

Additional study-related fees apply to formal extensions and re-enrolments. Please refer to the Vocational Education Fees schedule found [here](#).

Please also refer to our Vocational Education and Training (VET) Enrolment Terms and Conditions [here](#) or our Student Handbook [here](#) for important information on:

- Subject activation and completion timeframes
- Extensions
- Subject re-enrolment.

The subject is delivered online and does not include hard copy notes.

## Delivery mode

This subject 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. The ‘Ask your tutor’ forum provides continuous technical support from subject matter experts.

## Assessment tasks

The assessment tasks for this subject are listed below.

Subject	Topic	Assessment	Assessment detail
CIVREP-VIC1 Industry Fundamentals VIC	1–11	1 Exam	Supervised, open book multiple choice examination, four (4) attempts.
	1–11	1 Written and Oral Assignment	Written and oral assignment — two (2) attempts <ul style="list-style-type: none"> <li>• Written — short answer questions, case studies</li> <li>• Oral — oral questions/role play/presentation</li> </ul> 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.

Students may attempt the exam and/or submit their written and oral assignment at any time if they believe they are adequately prepared. Students will receive personal reminder emails as they approach their assessment deadlines.

Students must be deemed competent in all assessment items, including demonstrating competency in all the exam questions, in order to be awarded their statement of attainment.

Students who complete the subject will receive a statement of attainment.



## Recognition of Prior Learning

Individuals may be able to obtain Recognition of Prior Learning (RPL) for a Kaplan Professional award subject based on their previous study and/or work experience. To do this, individuals 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 [Credit Transfer and 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 subject are bound by our published policies, including the policy that sets out our rules for assessment. Students can review these policies before they enrol by going to the Kaplan 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.