



**CIVREP-VIC4 Industry
Specialised 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

The CIVREP-VIC4 Industry Specialised VIC is the fourth subject in the CPP41419 Certificate IV in Real Estate Practice. It provides knowledge in specialist areas of the Victoria real estate sector, such as in off-the-plan sales, presenting at hearings, and transacting in trust accounts. It is recommended that students complete the subjects CIVREP-VIC1 Industry Fundamentals VIC, CIVREP-VIC2 Residential Sales VIC, and CIVREP-VIC3 Residential Property Management VIC for underpinning knowledge prior to enrolling in this subject.

Learning outcomes

On successful completion of CIVREP-VIC4 Industry Specialised VIC, students should be able to:

- Demonstrate and interpret legislation in the off-the-plan sales process
- Evaluate information from developers and meet buyer expectations in off-the-plan sales
- Develop their knowledge of transacting and maintaining the integrity of trust accounts to minimize customer and agency risk
- Demonstrate and apply the hearing process from documentation, presentation and conclusion of hearing.

Topics

Topic 1: Selling off-the-plan – Developer information

Topic 2: Selling off-the-plan – Establish and document contingency provisions

Topic 3: Prepare sale information

Topic 4: Trust accounts – Legislative requirements

Topic 5: Receiving trust fund monies and processing payments

Topic 6: Maintain and protect trust account records

Topic 7: Presenting at hearings – Preparing your case

Topic 8: Participating in conciliation

Topic 9: Presenting your case and completing the hearing process

Units of competency

Subject	Code	Title	Core or Elective	Topic	Exam	Written and oral assignment
CIVREP-VIC4 Industry Specialised VIC	CPPREP4125	Transact in trust accounts	Elective	1 – 9	Yes	Yes
	CPPREP4171	Represent buyer in sales process	Elective	1 – 9	Yes	Yes
	CPPREP4503	Present at hearings in real estate	Elective	1 – 9	Yes	Yes

The above 3 units of competency are awarded for the successful completion of CIVREP-VIC4 Industry Specialised VIC; 0 core and 3 electives. These units of competency form part of the CPP41419 Certificate IV in Real Estate Practice. Students will receive a statement of attainment for this subject. If completing the subject within CPP41419 Certificate IV in Real Estate Practice, students will be issued a qualification certificate, and the skillsets “CPPSS00065 Residential Property Sales”, and “CPPSS00066 Residential Property Management.

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 for this subject.

However, for underpinning knowledge, it is recommended that students complete CIVREP-VIC1 Industry Fundamentals VIC, CIVREP-VIC2 Residential Sales VIC, and CIVREP-VIC3 Residential Property Management VIC prior to enrolling in this subject.

Subject duration

Students have a total of:

- 12 weeks to complete the learning and assessment requirements for the subject, CIVREP-VIC4 Industry Specialised 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-VIC4 Industry Specialised VIC	1 – 9	1 Exam	Supervised, open book multiple choice examination, four (4) attempts.
	1 – 9	1 Written and Oral Assignment	Written and oral assignment – two (2) attempts <ul style="list-style-type: none">• Written - short answer questions, case studies• Oral - oral questions/role play/presentation 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, and may also receive a qualification if they have completed all requirements for CPP41419 Certificate IV in Real Estate Practice.

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>.

Student policies

Students who enrol in a Kaplan course 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>. The policies also assist students when their study program does not go as planned and they need extra support.