



Certificate IV in Property Services (Real Estate)



Qualify to become a registered real estate sales person and/or property manager

Overview

This qualification provides participants who are new to the real estate industry with the skills and underpinning knowledge to perform the multifaceted role of a real estate salesperson and/or property manager. The ACT Office of Regulatory Services requires real estate salespersons and property managers to meet minimum education requirements for registration in the ACT. This program includes the units required for registration in the ACT.

Benefits

- Achieve a nationally recognised qualification
- Provides a pathway to the Diploma of Property Services (Real Estate)
- Learn from highly experienced and renowned real estate facilitators who will share their expertise in both sales and property management and work closely with you to achieve your goals
- Develop a deep knowledge of salespersons' and property managers' rights and obligations under both legislation and common law
- Gain the extensive skills and knowledge required to become successful in sales or property management to enable you to achieve sustainable results in your chosen role.

Qualification

Upon successful completion of the program, participants will be issued with a nationally recognised qualification: Certificate IV in Property Services (Real Estate) (CPP40307).

The program has been designed to suit the needs of persons aspiring to work in the real estate industry and includes the following 24 units of competency, structured into three streams:

Stream 1 - Introduction to Real Estate and the Legislative Framework,
Stream 2 - Property Management and
Stream 3: Sales:

- 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
- CPPDSM4015B Minimise agency and consumer risk
- CPPDSM4080A Work in the real estate industry
- CPPDSM3008A Maintain and protect condition of managed properties
- CPPDSM4002A Apply knowledge of state or territory legislative and regulatory framework to complete agency work
- CPPDSM4003A Appraise property
- CPPDSM4005A Establish and build client-agency relationships
- CPPDSM4010A Lease property
- CPPDSM4011A List property for lease
- CPPDSM4012A List property for sale
- CPPDSM4013A Market property for lease
- CPPDSM4014A Market property for sale
- CPPDM4016A Monitor and manage lease or tenancy agreement
- CPPDSM4017A Negotiate effectively in property transactions
- CPPDSM4018A Prepare and present property reports
- CPPDSM4019A Prepare for auction and complete sale
- CPPDSM4022A Sell and finalise the sale of property by private treaty
- CPPDSM4046A Manage tenancy disputes
- CPPDSM4049A Implement maintenance plan for managed properties
- CPPDSM4056A Manage conflict and disputes in the property industry
- BSBOHS403B Identify hazards and assess OHS risks
- BSBCMM401A Make a presentation

Wisdom will guide you through these units using leading edge methods to create a fun and focused learning environment.

Commitment

The face-to-face commitment to complete this qualification is a total of 15 one day workshops, together with practical application in the workplace through projects and activities. Additional work based activities will also be required.

Government incentives

Wisdom is an approved provider of Australian Apprenticeships/Traineeships for real estate training in the ACT. This means employers may be eligible for Government incentives that will contribute to the cost for participants to achieve the Certificate IV in Property Services (Real Estate) (CPP40307).

Recognition of Prior Learning (RPL)

Wisdom offers all prospective learners for the Certificate IV in Property Services (Real Estate) Recognition of Prior Learning (RPL).

RPL is an assessment process that recognises current skills and experience gained from work, life experience, or formal study.

The assessment process will involve you collecting evidence against the requirements of the units of competency. Your assessor will support you to gather this evidence and will then examine the evidence you provide to prove you have the necessary knowledge and skills for RPL.

Your evidence can include

- samples of work, projects and materials
- third party input from managers and/or peers
- written reports

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- interviews with your assessor.

For further details on how you can initiate the RPL process, please call our team on 02 6257 8588.

Cost

The participant fee for the Certificate IV in Property Services (Real Estate) is \$4,850 (GST free).

- Stream 1 - Introduction to Real Estate and the Legislative Framework - \$1,850.00 (GST free) - 5 days (this stream of the program is also available as a stand-alone course, ACT Real Estate Registration Course)
- Stream 2 - Property Management - \$1,500.00 (GST free) - 5 days
- Stream 3 - Sales - \$1,500.00 (GST free) - 5 days

If you are registering and paying for this course as an individual (not your employer), then please contact the Wisdom office on 02 6257 8588 before registration.

The WISDOM experience

At Wisdom you get more than a qualification – you get the Wisdom experience.

Wisdom applies an active, learner-centred model, underpinned by contemporary adult learning theory. As a result the focus is always on ensuring the learning:

- can be directly related back to your workplace
- has the flexibility to meet your needs
- involves interactive activities such as group discussions, case studies and scenarios.

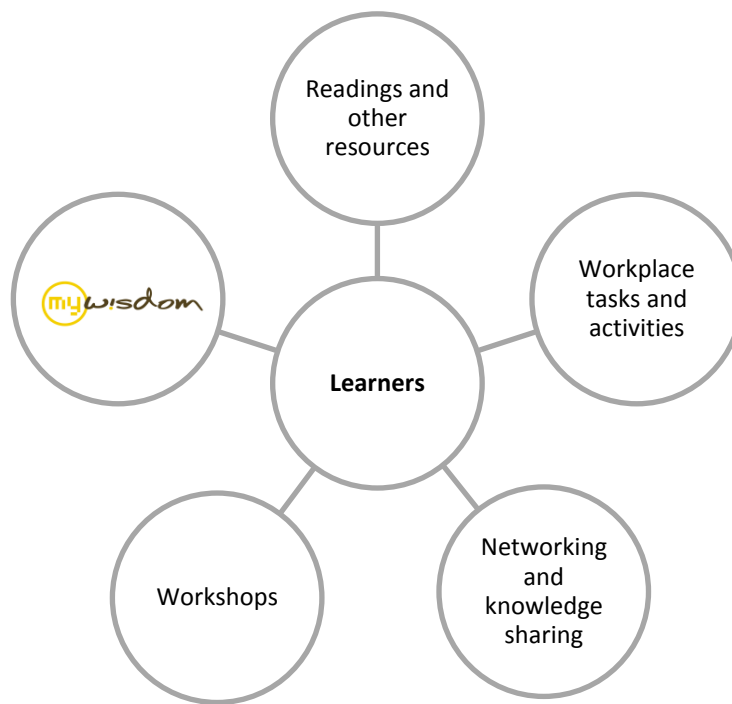
To support your learning Wisdom provides:

- access to experienced facilitators who support you throughout the qualification
- prompt and friendly administrative support
- workshop materials and resources
- useful readings, handouts and links
- gourmet catering for each workshop
- easy access to parking.

The face-to-face delivery is held at Wisdom's state-of-the art learning centre at Fairbairn in the airport precinct. The centre offers a spacious, quality learning environment for a true change from day-to-day business.

Learning Model

The Certificate IV in Property Services (Real Estate) (CPP40307) program applies accelerated learning techniques using the Wisdom Way Learning Model. Benefits of the model include sharing of knowledge and experience, immediate application of learning and support and assistance from qualified, experienced facilitators.



Pre-requisites

Learning activities can include:

- **Workshops:** Structured learning sessions that provide the key content of the program and a range of learning activities.
- **myWISDOM:** The WISDOM virtual learning environment 'myWISDOM' is an online learning space that provides participants with the opportunity to collaborate, share links and resources and reflect upon and discuss their learning journey.
- **Networking and knowledge sharing:** Participants enhance learning through sharing knowledge, experience and resources within and outside learning groups and workshops. WISDOM assists and encourages participants to network to augment learning and knowledge sharing and the development of business networks and collaborative professional relationships.
- **Readings and other resources:** Participants are provided with resources that underpin learning and supplement the depth and breadth of the program's content. Readings and resources will reflect contemporary theories, models, best practice guidelines.
- **Workplace tasks and activities:** Participants undertake a range of practical tasks and activities relevant to modern organisations. These tasks and activities will form the majority of the assessment requirements for the program.

Certificate IV in Property Services (Real Estate)*

*please note this schedule is subject to change

Event	Date	Time
Stream 1-Registration Workshop 1	Thursday 21 June 2012	9:00am - 4:30pm
Stream 1- Registration Workshop 2	Friday 22 June 2012	9:00am - 4:30pm
Stream 1 – Registration Workshop 3	Thursday 5 July 2012	9:00am - 4:30pm
Stream 1 – Registration Workshop 4	Friday 6 July 2012	9:00am - 4:30pm
Stream 1 – Registration Workshop 5	Thursday 12 July 2012	9:00am - 4:30pm
Stream 2 – Property Management Workshop 1	Thursday 19 July 2012	9:00am - 4:30pm
Stream 2 – Property Management Workshop 2	Thursday 26 July 2012	9:00am - 4:30pm
Stream 2 – Property Management Workshop 3	Thursday 2 August 2012	9:00am - 4:30pm
Stream 2 – Property Management Workshop 4	Thursday 9 August 2012	9:00am - 4:30pm
Stream 2 – Property Management Workshop 5	Thursday 16 August 2012	9:00am - 4:30pm
Stream 3 – Sales Workshop 1	Friday 24 August 2012	9:00am - 4:30pm
Stream 3 – Sales Workshop 2	Thursday 30 August 2012	9:00am - 4:30pm
Stream 3 – Sales Workshop 3	Thursday 6 September 2012	9:00am - 4:30pm
Stream 3 – Sales Workshop 4	Thursday 13 September 2012	9:00am - 4:30pm
Stream 3 – Sales Workshop 5	Thursday 20 September 2012	9:00am - 4:30pm