

Our Accelerated Real Estate Licensing Program is the vehicle to drive your real estate career further.

Accelerated Licensing Program

The Accelerated Licensing Program is a six day workshop aimed at fast tracking your real estate licensing course.

The Certificate IV in Property Services (Real Estate) fulfils the educational requirements necessary to obtain your real estate licence.

The face to face workshops cover key information from each of the licensing units of study with much of the assessment conducted during class.

The program outline is as follows:

Day 1 - Business Management
Day 2 - Trust Accounting
Days 3 & 4 - Property Sales
Days 5 & 6 - Property Management

Attendance at all workshops is compulsory (regardless of your RPL status).



Face to Face Accelerated Course

Industry experienced trainer
Interactive format
Reduced assessment

\$1899

Who Should Enrol?

Anyone who holds a current Certificate of Registration and has relevant real estate experience. This program is designed for:

- ✓ Salespeople
- ✓ Property managers
- ✓ Office managers
- ✓ Real estate related services

Course Assessment

Due to the interactive nature of the workshops, the number of take home assessments is greatly reduced. Much of the assessment is conducted during the workshops including the practical trust accounting assessment.

Remaining assessments can be done at your own pace, as we allow up to 12 months to complete all course work.

Recognition of Prior Learning (RPL)

This course allows for your experience to be recognised through our RPL process. The application process is included in the cost of the course. If granted exemptions you will not be required to complete any written assessments for the applicable units.

Course Information

Visit realcoach.com.au for all future course dates, locations and times.

Self Study Options

If you have not previously worked in real estate or cannot attend our accelerated program, complete your real estate licence through our self study folders or E-Learning options. You can still apply for RPL and complete the course in your own time. Contact us for details.

Register Now!

Complete the enclosed registration form or order online to reserve your place in the Accelerated Real Estate Licensing Program. For further information please contact us on 1300 124 125 or visit our website.

Fast track your real estate licence with Real Coach



online
realcoach.com.au



phone
1300 124 125



fax
1300 724 089

Course Information

In completing the CPP40307 Certificate IV in Property Services (Real Estate) you must demonstrate competency in the 21 units summarised below.

Business Management

BSBRKG304B Maintain business records

This unit describes the performance outcomes, skills and knowledge necessary to maintain the records of a business in proper order on a day to day basis. At the time of endorsement, there were no licensing, legislative, regulatory or certification requirements applying to this unit.

BSBSBM406A Manage finances

This unit describes the performance outcomes, skills and knowledge necessary to implement, monitor and review strategies for the ongoing management of the finances of a small business. It also includes the daily and ongoing financial management of a small business and any specific legal requirements that may apply to its management.

CPPDSM4006A Establish and manage agency trust accounts

This unit of competency specifies the outcomes required to establish and manage trust accounts in an agency context. It includes reviewing agency accounts in order to comply with trust accounting requirements, establishing and managing trust accounts, maintaining appropriate records of trust transactions, and monitoring and reviewing trust accounts.

BSBLED401A Develop teams and individuals

This unit describes the performance outcomes, skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup. Learned skills will be applied to meet team objectives.

CPPDSM4009A Interpret legislation to complete agency work

This unit of competency specifies the outcomes necessary to source and interpret legislation that affects real estate operations. It includes identifying and applying statutory interpretation techniques, identifying and tracking changes to relevant legislation and industry codes of conduct and the maintenance of appropriate records.

CPPDSM4015A Minimise agency and consumer risk

This unit of competency specifies the outcomes required to minimise risk to all aspects of agency business and to consumers. It includes identifying potential risks to the agency and its clients, analysing the causes and potential impact of risks, and the implementation of agency policies and procedures in order to minimise risks to the agency and consumers.

Property Services

CPPDSM4005A Establish and build client-agency relationships

This unit of competency specifies the outcomes required to establish, maintain and expand agency-client relationships to support the attainment of core agency business goals. It includes communicating effectively with clients, implementing the agency's approach to client service and agency-client relationship management strategies, implementing personal marketing strategies, and building ongoing relationships with clients.

CPPDSM4056A Manage conflict and disputes in the property industry

This unit of competency specifies the outcomes required to use communication techniques to manage and resolve conflict and disputes in the property industry. It requires the ability to assess conflict or dispute situations, accurately receive and relay information, adapt interpersonal styles and techniques to varying social and cultural environments, and evaluate responses.

CPPDSM4003A Appraise property

This unit of competency specifies the outcomes required to appraise the sale price range or rental value of all forms of property for listing purposes in line with client instructions, agency practice and legislative requirements. It includes researching the property, selecting appropriate methods to appraise the sale price range or rental value of property and preparing reports on the property appraisal. It does not address the formal valuation of property.

CPPDSM4017A Negotiate effectively in property transactions

This unit of competency specifies the outcomes required to manage effective negotiations in relation to the sale, lease or management of property. It includes establishing the needs and expectations of relevant parties, negotiating to achieve desired outcomes and managing potential and real disputes between parties.

Property Management

CPPDSM4011A List property for lease

This unit of competency specifies the outcomes required to list all types of property and businesses for lease. It includes implementing procedures for promoting an agency's property management services, establishing client requirements, planning and delivering property listing presentations, finalising listings for the lease of property, and recording and acting on client instructions. This unit does not address listings for property sales or the actual marketing or lease of the property under an agency contract.

CPPDSM4013A Market property for lease

This unit of competency specifies the outcomes required to market all types of property and businesses for lease. It includes planning, developing a marketing plan, preparing marketing materials, implementing marketing activities, and reviewing and reporting on marketing plans and activities.

CPPDSM4010A Lease property

This unit of competency specifies the outcomes required to administer the leasing of all types of property. It includes screening tenant enquiries, conducting inspections, obtaining and reviewing tenancy applications, completing tenancy agreements or lease documentation, placing tenants in properties, and recording tenancy arrangements.

CPPDSM4016A Monitor and manage lease or tenancy agreement

This unit of competency specifies the outcomes required to manage properties during the term of leases or tenancy agreements. It includes implementing the conditions of leases and tenancy agreements, responding to requests from tenants and landlords and managing the renewal and termination of leases and tenancy agreements.



Course Information

CPPDSM4049A Implement maintenance plan for managed properties

This unit of competency specifies the outcomes required to develop and implement a maintenance plan for all types of managed properties. It includes determining property maintenance requirements, establishing a property maintenance plan, establishing and maintaining a key register, monitoring the security of managed properties and implementing and reviewing the property maintenance plan.

CPPDSM4020A Present at tribunals

This unit of competency specifies the outcomes required to appear effectively before a tribunal. It includes preparing for tribunal hearings, using appropriate tribunal etiquette, acting as a witness, participating in conciliation hearings and presenting a case.

Sales

CPPDSM4012A List property for sale

This unit of competency specifies the outcomes required to list all types of property and businesses for sale. It includes prospecting for listings, establishing client requirements, planning and delivering property listing presentations, finalising listings for the sale of property and recording and acting on client instructions. This unit does not address listings for property management or the actual marketing or sale of property under an agency contract.

CPPDSM4014A Market property for sale

This unit of competency specifies the outcomes required to market all types of property and businesses for sale. It includes planning and developing a marketing plan, preparing marketing material, implementing marketing activities, and reviewing and reporting on marketing plans and activities.

CPPDSM4022A Sell and finalise the sale of property by private treaty

This unit of competency specifies the outcomes required to sell and finalise the sale of all types of property by private treaty. It includes qualifying buyers, arranging for potential buyers to inspect listed properties, delivering effective sales presentations, submitting offers and negotiating property sales with sellers and buyers and maintaining communications with sellers and prospective buyers. It also includes monitoring the process between exchange of contract and settlement for all types of property and businesses and preparing documentation for agency disbursements. This unit does not include the sale of property by auction.

CPPDSM4019A Prepare for auction and complete sale

This unit of competency specifies the outcomes required to prepare for an auction and complete the sale of property. It includes implementing the auction marketing plan, preparing auction documentation, confirming the reserve price with the seller, planning and implementing auction day procedures, and completing follow up procedures after the auction sale. The outcomes required to conduct an auction are addressed in CPPDSM4004A Conduct Auction.

CPPDSM4001A Act as a buyer's agent

This unit of competency specifies the outcomes required to act as a buyer's agent and represent buyers in the purchase of properties. It includes establishing buyer requirements, confirming buyer engagement of the agency, sourcing properties that meet buyer requirements, negotiating the purchase of property on behalf of the buyer, monitoring settlement of the sale and maintaining communication with sellers and buyers.

Assessment

Students will be required to demonstrate their competency by answering a series of questions relating to the material supplied in each unit. These questions will require specified types of answers such as short form, point form, multiple choice, true or false, case studies and completion of forms and templates.

Submitting Assessments

When completed, assessments should be submitted to Real Coach for marking. All work submitted must be typed or neatly handwritten. Illegible work will not be accepted. Assessments must be mailed or emailed. It is advised that students photocopy all documents prior to posting, as work that has been assessed as competent will not be returned to students. Students have two options for marking:

- 1) Standard marking – this is included in the course fee. Assessments will be processed within 21 days of receipt;
- 2) Fast marking - an additional fee will be charged for assessments to be processed within 5 days of receipt.

Deadlines & Extensions

All assessments must be completed and submitted within twelve (12) months from the date of purchase. Students may apply for a three (3) month extension however this will incur an additional fee of \$200.00. Extensions may only be granted once and must be applied for before the deadline for completion, otherwise re-enrolment in the course will be required.

Recognition of prior learning

Real Coach recognises that participants will have acquired vocational skills from a variety of different sources, other than formal training. These skills are valid, irrespective of how they were acquired. Participants who believe they already have skills and knowledge that are covered in this course should apply at the time of enrolment to have these skills and knowledge assessed thus reducing their study time. To apply for Recognition of Prior Learning students will be required to complete an application form and submit all relevant documentation in support of their claim for exemption from any specified units.

Support

Real Coach offers all students tutorial support via email and phone. If assistance is required with any part of this course students may lodge a support request via the support section of our website www.realcoach.com.au; email support@realcoach.com.au or via our office on 1300 124 125 during business hours.

Terms & Conditions / Student Handbook

By enrolling in the NSW Real Estate Licensing course students are accepting Real Coach's terms and conditions outlined in the student handbook which is available at www.realcoach.com.au. Below is a brief summary of our refund and transfer policies.

Refunds - No refunds will be given once the course has been purchased.

Transfer - Only one transfer is permitted per course and must be received in writing. All transfers incur an administration fee of \$100.00 applicable at the time of transfer.

Real Coach takes no responsibility for damage to the course once purchased.

More Information

For further information please contact us on 1300 124 125 or email info@realcoach.com.au



Order Form Certificate of Registration Course
 NSW Real Estate Licensing Course

Personal Information

Name _____

Mailing Address _____

Suburb _____ State _____ Postcode _____

Telephone / Mobile _____

Email _____

Certificate Licence No. _____ Expiry _____

D.O.B _____ office use student #

Agency Information

Name _____

Mailing Address _____

Suburb _____ State _____ Postcode _____

Telephone _____ Fax _____

Email _____

Correspondence Mailing Address

Please tick your preferred mailing address for all correspondence.

Personal Agency

 Certificate of Registration Course

<input type="checkbox"/> Self Study		or	<input type="checkbox"/> E-Learning	
Item Code	Price		Item Code	Price
CORC/ CPP/SS	\$		CORC/ CPP/USB	\$
Postage & Handling	\$ 22.00		Postage & Handling	\$ 11.00
Total	\$		Total	\$

Also please note, the self study course is delivered by courier to a business or residential street address (not a PO Box). Please allow 1-3 business days for delivery and ensure someone is present to receive it, otherwise the courier has authority to leave at the address. Real Coach takes no responsibility for any damage or loss caused if left unattended.

 NSW Real Estate Licensing Course

<input type="checkbox"/> Self Study		or	<input type="checkbox"/> E-Learning	
Item Code	Price		Item Code	Price
LIC/ CPP/SS	\$		LIC/ CPP/USB	\$
Postage & Handling	\$ 22.00		Postage & Handling	\$ 11.00
Total	\$		Total	\$

 Accelerated Licensing Program

Location	Course Date
Total	\$

Payment Information

When submitted with payment this form constitutes a tax invoice.

VISA Mastercard American Express

Card Number

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Expiry Date

□ □ / □ □ Signature _____

Card Holder's Name _____ Date _____

 Direct Deposit

Please make payable to Real Coach Pty Ltd
 Account Name: Real Coach Pty Ltd
 BSB: 012-341 Account Number: 491099518 Ref: Your Surname
 Please fax payment confirmation and order form.

Tax Invoice
 Real Coach Pty Ltd
 ABN: 25 106 635 189

 Cheque / Money Order

Please make payable to Real Coach Pty Ltd
 & send with completed order form to the address below.

ONCE COMPLETED PLEASE FAX FORM TO
1300 724 089
 or mail to PO Box 2532, Taren Point NSW 2229

Terms & Conditions By completing this form you are accepting Real Coach's terms and conditions outlined in our participant handbook which is available at www.realcoach.com.au. Below is a brief summary of our refund and transfer policies.

office use only

Course Bookings

Cancellation/Refund- No refunds will be given within 5 business days of the course being held. Prior to this, refunds will only be given if received in writing and will incur an administration fee of \$250.00.

Transfer- Only one transfer is permitted per booking and must be received in writing 5 business days prior to the course. All transfers incur an administration fee of \$100.00.

Self Study / E-Learning

Refunds- No refunds will be given once the course has been purchased.
Transfer- Only one transfer is permitted per course and must be received in writing. All transfers incur an administration fee of \$100.00. Real Coach takes no responsibility for damage to the course once purchased.

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