



REAL ESTATE
TRAINING & SERVICES NSW

Skill Set

Assistant Agent CPD Upgrade

Units of competency from the CPP41419 Certificate IV in Real Estate Practice training package

Take it one step further

If you've completed the Assistant Agent course, and are working at a NSW real estate agency, this option streamlines your path to completing the CPP41419 Certificate IV in Real Estate Practice and obtaining a Class 2 licence. Instead of having to complete CPD courses, you can complete 3 units from the Certificate IV in Real Estate Practice instead and have it count as your CPD!



Skill level

Working at an agency



Course length

1

Up to 1 year



Course delivery

**Workplace, Distance,
Mixed Mode**



Prerequisites

**Obtained a Certificate of Registration from
NSW Fair Trading**



Location

NSW



Certificate of completion

**Statement of Attainment,
or working towards the
CPP41419 Certificate IV in
Real Estate Practice**



Fair Trading

By completing the Assistant Agent's CPD Upgrade, you'll be 3 units closer to completing the CPP41419 Certificate IV in Real Estate Practice, becoming eligible to obtain a Class 2 licence when coupled with 1 year's experience at an agency.



CPPREP4101

Appraise Property for Sale or Lease

Appraise residential property for sale or lease. It includes selecting appraisal method/s and recommending appraisal price of property for sale or lease. It does not include establishing a formal property valuation.



Access the full Unit of Competency details at training.gov.au



CPPREP4102

Market Property

Market property for sale or lease. It includes interpreting a property appraisal report, negotiating an agreed marketing plan for a property with clients, preparing marketing materials, securing marketing resources, implementing marketing activities, accessing and using agency data on target markets, reviewing effectiveness of the marketing plan and activities and reporting on the effectiveness of marketing activities.



Access the full Unit of Competency details at training.gov.au



CPPREP4103

Establish Vendor Relationships

Establish vendor relationships to support property sales. It includes planning activities to achieve property listings, confirming vendor needs and expectations, preparing and conducting a listing presentation, completing a listing agreement and planning for ongoing communication and records management associated with the vendor relationship.



Access the full Unit of Competency details at training.gov.au



CPPREP4104

Establish Buyer Relationships

Establish, develop and manage positive relationships with buyers. It includes establishing an understanding of buyer needs and expectations, matching these to property, and maintaining relationships and records of engagement with buyers throughout the buying process.



Access the full Unit of Competency details at training.gov.au



CPPREP4105 Sell Property

Sell property by methods including private treaty, auction and other negotiations. It includes presenting property for sale, negotiating sales between vendors and buyers, and facilitating completion of contracts.



Access the full Unit of Competency details at training.gov.au



CPPREP4121 Establish Landlord Relationships

Establish landlord relationships to support property management. It includes establishing an agreement with a landlord to provide residential property management services and maintaining the relationship including keeping records of interactions with landlords.



Access the full Unit of Competency details at training.gov.au



CPPREP4122-4123 Manage Tenant Relationships and Tenancy

Establish landlord and tenant relationships to support property management. It includes responding to enquiries from tenants, establishing details and profile of potential tenants, matching tenants with properties, aligning landlord and tenant expectations, managing relationships and maintaining records of interactions. It also includes timely and effective communication with tenant, landlord and other stakeholders and the management of rent payments, arrears, routine inspections, repairs, maintenance, tenancy renewals, rent increases and tenancy agreement breaches.



Access the full Unit of Competency details for CPPREP4122 at training.gov.au

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CPPREP4124 End Tenancy

Finalise a tenancy. It includes determining circumstances in which tenancy agreements may be ended, processes and documentation to end tenancy agreements, processes to re-let property and issues that may arise from termination of tenancy agreements.



Access the full Unit of Competency details at training.gov.au



CPPREP4125 Transact in Trust Accounts

Conduct transactions in real estate trust accounts. It includes identifying the purpose and types of property trust accounts, applying agency controls to transactions in property trust accounts for specific purposes, balancing, reconciling and reporting on trust account transactions, and maintaining records of trust account transactions.



Access the full Unit of Competency details at training.gov.au



CPPREP4161 Undertake Pre-Auction Processes

The skills and knowledge required to undertake pre-auction processes includes: preparing a strategy for auctions, including liaising with the vendor or sales agent, confirming the details of the contract and confirming the details of the property.



Access the full Unit of Competency details at training.gov.au



CPPREP4162-4163 Conduct and Complete Sale by Auction and Post Auction Process

Conduct an auction of property, complete post-auction process and contract execution. This includes accessing, interpreting and applying written instructions for the auction, calling an auction and completing the auction process, including when a property is sold and when a property is passed in.

It also includes identifying successful bidder and confirming their legal entity, completing contract details, ensuring that all required signatures are obtained and



Access the full Unit of Competency details for CPPREP4162 at training.gov.au

Access the full Unit of Competency details for CPPREP4163 at training.gov.au



Enrolment Process

Simply enrol via the website, or you can contact our office direct to complete the enrolment form. For the complete process you will need to provide evidence of identity and completion of any prerequisites.

Career Pathway

Learn the skills and knowledge required to establish vendor relationships to support property sales by reviewing prospecting methods, confirming vendor requirements and presenting the property listing.

Contact Us



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Enquiries

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