



**REAL ESTATE**  
TRAINING & SERVICES NSW

**AAUP**

# **Assistant Agent CPD Upgrade**

# Take it one step further

This course is for Assistant Agents who want to work towards becoming a Class 2 agent and complete their Certificate IV in Real Estate Practice.

You need to be working at an agency as your work hours are required to obtain Class 2 status. If you take the Assistant Agent CPD upgrade option, this streamlines your path to completing the Certificate IV and obtaining a Class 2 license. Instead of having to complete CPD courses, you can complete 3 units from the Certificate IV instead and have it count as your CPD!



Skill level

**Completed Certificate of Registration (Assistant Agent's course)**



Course length  
**Up to 1 year**



Course delivery  
**Flexible**



Prerequisites

**Completed Assistant Agent's course (or first 5 units from the Certificate IV in Real Estate Practice)**



Location  
**Online,  
Mixed Mode,  
Classroom**



Certificate of completion  
**Units for the Certificate IV**





**CPPREP4101**

## **Appraise Property for Sale or Lease**

Learn the skills and knowledge required to appraise residential property for sale or lease by preparing for an appraisal, researching market conditions and preparing an appraisal report.



**CPPREP4102**

## **Market Property**

Learn the skills and knowledge required to market property for sale or lease by establishing a marketing plan and resources, and implementing a marketing plan.



**CPPREP4103**

## **Establish Vendor Relationships**

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.



**CPPREP4104**

## **Establish Buyer Relationships**

Learn the skills and knowledge required to establish, develop and manage positive relationships with buyers by establishing and maintaining a relationship with the buyer.



## CPPREP4105 **Sell Property**

Learn the skills and knowledge required to sell a property by methods including private treaty, auction and other negotiations.



## CPPREP4121 **Establish Landlord Relationships**

Learn the skills and knowledge required to establish landlord relationships to support property management by understanding landlord requirements and completing an agreement.



## CPPREP4122-4123 **Manage Tenant Relationships and Tenancy**

Learn the skills and knowledge required to establish tenant relationships in property management and manage a tenancy by preparing for tenancy with potential tenants and managing tenant expectations.





## CPPREP4124 End Tenancy

Learn the skills and knowledge required to finalise a tenancy by responding to landlord or tenant requests to end tenancy and coordinating the end of a tenancy.



## CPPREP4125 Transact in Trust Accounts

Learn the skills and knowledge required to conduct transactions in real estate trust accounts by understanding legislative requirements and processing deposits, payments, fees and charges.



## CPPREP4161 Undertake Pre-Auction Processes

Learn the skills and knowledge required to undertake pre-auction processes by reviewing contract details, confirming vendor expectations and preparing for the day of auction.



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

Learn the skills and knowledge required to conduct an auction of property and complete post-auction processes and contract execution by holding an auction and executing a contract with the successful bidder.

## 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

As an Assistant Agent in your first or second year of your practice, you can use this course to streamline your way to completing the Certificate IV, which you need to become a Class 2 agent.

## Contact Us



Phone  
**02 8007 4544**



Enquiries  
**admin@realestate-training.com.au**



Address  
**Suite 1, 86 South St  
Granville NSW 2142**



