


Course Outline

Agent's Representative Courses

Units of Competency	<p>Agent's Representative Course</p> <p>CPPDSM4007A Identify legal & ethical requirements of property management to complete agency work</p> <p>CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work</p> <p>CPPDSM4080A Work in the Real Estate Industry</p>
Purpose	<p>The program is designed for individuals seeking to meet the educational requirements to work as an Agent's Representative for a licensed real estate agent in Victoria</p> 
Course Provider	<p>The Real Estate Institute of Victoria Ltd.</p> <p>RTO ID: 4042</p> <p>Phone: 03 9205 6666</p> <p>email: training@reiv.com.au</p> <p>Address: 335 Camberwell Road, Camberwell VIC 3124</p>
Delivery Mode	<p>Class Based</p> <p><i>Face to Face – Day Offering</i></p> <ul style="list-style-type: none"> • Trainer facilitated 5 days of intensive classroom sessions • Monday to Friday 9am – 5pm (including 1 hour for lunch), including 2 in-class assessments • Opportunity to attend 2 learning support days if required • Plus, approximately 6 hours per week of self-paced learning <p><i>Face to Face – Night Offering</i></p> <ul style="list-style-type: none"> • Trainer facilitated 10 nights of intensive classroom sessions • Tuesday and Thursday evening 6pm – 9.30pm, including 2 in-class assessments • Opportunity to attend 2 - 4 learning sessions if required • Plus, approximately 3 hours per week of self-paced learning <p>Guided Distance Learning</p> <ul style="list-style-type: none"> • Independent learning through self-guided learning booklets & completing structured learning activities from the booklets. • Trainer contact (approximately 2 hours in total) • Access to learning materials by online platform
Delivery Site/Location	<p>Class Based</p> <p><i>Face to Face – Day Offering</i></p> <ul style="list-style-type: none"> • Head Office 335 Camberwell Road, Camberwell 3124 • Numerous locations within Victoria, please see website www.reiv.com.au for further details <p><i>Face to Face – Night Offering</i></p> <ul style="list-style-type: none"> • Head Office 335 Camberwell Road, Camberwell 3124 <p>Guided Distance Learning</p> <ul style="list-style-type: none"> • Due to registration restrictions learning must take place at a location in Victoria
Course Duration	<p>Class Based</p> <p><i>Face to Face – Day Offering – 5 weeks in total</i></p> <p>Week 1 Monday – Friday (5 days),</p> <p>Week 2 Monday & Tuesday – Trainer facilitated learning support sessions to go over topics requiring clarification as per students' guidance – students only need to attend if they require further support.</p> <p>Weeks 1 – 5 Self-paced learning activities and completing assessment tasks.</p>

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	<p><i>Face to Face – Night Offering – 9 weeks in total</i></p> <p>Weeks 1 – 5 Tuesday & Thursday evenings 10 nights in total</p> <p>Weeks 6 Tuesday & Thursday evenings, Trainer facilitated learning support sessions to go over topics requiring clarification as per students' guidance - students only need to attend if they require further support.</p> <p>Weeks 5 - 9 Self-paced learning activities and completing assessment tasks</p> <p>Guided Distance Learning - It is anticipated students will complete their course over 12 weeks. However, students will have an additional 4 weeks to complete all requirements. Total of 16 weeks.</p>												
<p>Career Outcomes</p>	<p>Once students have successfully completed the above units they can apply for jobs within the real estate industry. In addition, REIV advises all applicants that to be eligible to work in the real estate industry, there are a set of requirements that an individual must satisfy as stipulated by the Business Licensing Authority (BLA) other than the educational requirements. Visit "Agents' representatives" page on the Consumer Affairs Victoria website www.consumer.vic.gov.au</p> <p>These positions may include:</p> <ul style="list-style-type: none"> • Sales consultant • Sales assistant • Sales agent • Property Manager • Executive Assistant / Real Estate Support • Support of Commercial Property Managers/Asset Managers • Receptionists duties • Commercial Leasing & Management Consultants 												
<p>Education Pathways</p>	<p>Further study pathways available to students who undertake this course include:</p> <ul style="list-style-type: none"> • CPP40307 Certificate IV in Property Services (Real Estate) 												
<p>Units of Competency</p>	<p>The Agent's Representative Course requires the completion of the following three units.</p> <table border="1" data-bbox="368 1155 1378 1391"> <thead> <tr> <th>CODE</th> <th>Unit Title</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>CPPDSM4007A</td> <td>Identify legal and ethical requirements of property management to complete agency work</td> <td>Core</td> </tr> <tr> <td>CPPDSM4008A</td> <td>Identify legal and ethical requirements of property sales to complete agency work</td> <td>Core</td> </tr> <tr> <td>CPPDSM4080A</td> <td>Work in the Real Estate Industry</td> <td>Core</td> </tr> </tbody> </table>	CODE	Unit Title	Type	CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work	Core	CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work	Core	CPPDSM4080A	Work in the Real Estate Industry	Core
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<p>Pre-requisites</p>	<p>There are no pre-requisites for this short course.</p>												
<p>Entry Requirements</p>	<p>This short course does not have specific entry requirements. However, the REIV, expects participants in this course to meet the following:</p> <ul style="list-style-type: none"> • Age requirement (over 18 years of age) • Be a Victorian resident • Be an Australian citizen, a holder of permanent residence or be on a visa that allows study in Australia, but not an international student visa <p>Computing requirements below:</p> <ul style="list-style-type: none"> • Computer equipment • Reliable internet connectivity • Access to printer and scan facilities <ul style="list-style-type: none"> ○ <i>PC users</i> Operating system: Windows 7 or later Browser: Chrome Word: Word 2007 or later PDF reader: Adobe Acrobat Reader DC https://get.adobe.com/reader/ 												

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	<ul style="list-style-type: none"> ○ <i>Mac users</i> Operating system: Mac OS10.8 or later Browser: Chrome Word: Word 2008 or later PDF reader: Adobe Acrobat Reader DC https://get.adobe.com/reader/
Suitability	<p>Prior to enrolment, interested individuals will go through a course suitability assessment. Applicants will be required to apply for enrolment.</p> <p>Class Based - After completing the online application, an email will be sent asking applicants a range of questions about suitability and support needs. This is reviewed by administration team who will contact students if they are concerned about any responses.</p> <p>Applicants will be then be invited to attend the first class during which time trainers and assessors work through a self-assessment with applicants that further confirms their suitability.</p> <p>Guided Distance Learning - REIV staff will contact applicants and conduct an enrolment suitability and support needs check. If the course is deemed suitable the applicant will move to the enrolment phase.</p>
Intakes and Timetable	<p>Class Based - Course dates vary, please visit the Agent's Representative page on the Learning tab at www.reiv.com.au for dates and times.</p> <p>Guided Distance Learning – Training can commence at any time, after appropriate administration activities have been completed.</p>
Holiday Periods	<p>There is no training and assessment scheduled during the following holiday periods:</p> <ul style="list-style-type: none"> • All Victorian public holidays • No training during the Christmas - New Year break, with classes resuming second week of January
Training Arrangements	<p>Training is planned to ensure that students experience a mixture of practical and theoretical components to cater for a wide variety of learning styles. Additionally, workplace practices and environments will be regularly simulated and used to conduct role play assessments in accordance with unit requirements.</p> <p>Homework tasks may include research, readings from related textbooks, continuing to work on assessment tasks and preparing for role plays.</p> <p>Students are provided with the following textbooks to students to support their learning (these are included in the course fees):</p> <ul style="list-style-type: none"> • Unit Learner Guides <p>Guided Distance Learning students also receive</p> <ul style="list-style-type: none"> • Self-Guided Distance Learning booklet & Trainer contact (approximately 2 hours total) • Short video summaries to give guidance about assessment requirements on Moodle
Additional Support	<p>From September onwards, all students will complete a language literacy and numeracy assessment during the enrolment process to determine their learning support needs. All students will be provided with a range of learning support options and resources to help them achieve competency. Where additional support needs have been identified an support plan will be developed which may include:</p> <ul style="list-style-type: none"> • Mentoring from trainers • Additional classes, tutorials and workshops • Online support and exercises for some courses • Computer and technology support • Referral to external support services • Reasonable adjustment to assessments <p>Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.</p>

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<p>Assessment Arrangements</p>	<p>Assessment will be conducted individually. Students will be provided with an Assessment Booklet and additional documents for this cluster which covers the three units and includes:</p> <ul style="list-style-type: none"> • A full description of all assessment tasks • Assessment instructions • Assessment resources for each unit of competency • Details about when assessment will occur • Details about assessment submission <p>There are a variety of assessment methods used for this qualification including:</p> <ul style="list-style-type: none"> • Written questions • Projects/Reports • Case Studys • Role Plays • Research • Colleague Review (Class Based) • Job Readiness Assessment (Guided Distance Learning) <p>Class Based students will be required to complete some assessments in class, with the majority of assessments completed in their own time. Learning activities and assessments, to be completed in students own time, are expected to not exceed 6 hours per week.</p> <p>Guided Distance Learning students will be given their assessments via the Online Learning Management System (Moodle). Role play assessments will need to be videoed and submitted for assessment; instructions are provided. After the role play assessments, the trainer will send the job readiness assessment to the student to complete.</p> <p>Submission of assessment tasks will be in person at Head Office in Camberwell or via email to administration who will then distribute to an assessor.</p>
<p>Course Credit</p>	<p><i>The REIV complies with National Recognition under the Australian Quality Training Framework, however we would always recommend that students enquire with the Business Licensing Authority as to acceptance of credit transfers for licensing purposes, this is of importance to students who have trained interstate.</i></p> <p>Real Estate Institute of Victoria can grant credit towards a student's course for units of competency that have already been completed with another RTO or authorised issuing organisation. We can also grant Credit for subjects or units completed where equivalence can be established between the unit in the course, and the subject or unit the student has completed.</p> <p>There is no charge to apply for Credit.</p> <p>To apply, fill in the Credit Application Form and submit it as part of enrolment.</p> <p>*Please refer to the Student Handbook for more information on Course Credit.</p>
<p>Recognition of Prior Learning (RPL)</p>	<p>Recognition of Prior Learning (RPL) is a process where skills and knowledge that have gained through work and life experience and other unrecognised training can be formally recognised.</p> <p>Real Estate Institute of Victoria has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. Students should ideally apply for RPL at the time of enrolment.</p> <p>During the entry process and interview stage Real Estate Institute of Victoria will discuss with students the process and options for RPL. Suitability is often determined on how much experience students have in a certain area, work history and previous training. If RPL is determined as a possibility for students, students will be provided with a kit that will guide students in working through each unit to determine relevant skills and experience and identify whether students would be able to provide the required evidence.</p> <p>A trainer/assessor will be available to assist students throughout this process.</p> <p>*Please refer to studentsr Student Handbook for more information on RPL.</p>

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Costs	<p>Total Tuition Fee: \$795.00 - Face to Face Day or Night Offering \$595.00 - Guided Distance Learning \$535.00 – Students who have Agent's Representative Units issued from interstate and need to undertake again for Business Licensing Requirements</p> <p>RPL Costs: \$236.80 in total</p> <p>Nationally Recognised Training does not incur GST.</p> <p>Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met.</p> <p>*Please refer to www.reiv.com.au for our Fees and Charges Policy.</p>
Inclusions	<p>Unless otherwise specified, tuition fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling.</p> <p>Additional charges apply if students require:</p> <ul style="list-style-type: none"> • Additional copies of a student's qualification/record of results and/or statement of attainment. A cost of \$60 per document applies • Additional copies of text books or any other learning and assessment. A fee of \$60 per text book per unit <p>Other costs (not included) to be aware of:</p> <p>Please refer to the student handbook for guidance in relation to budgeting and planning</p> <ul style="list-style-type: none"> • Notebooks/pens/laptops* or other general stationery required for students to complete their work. <p>*A note about computers: Many homework and assessment tasks require access to a computer and the internet therefore it is recommended students bring or purchase a laptop if possible.</p> <p>If students don't have their own they can use nearby public facilities It is optional for students to bring a laptop to class – some students may choose to do so to keep their notes organized.</p>
How to apply	<p>If students would like to apply to enrol into the Agent's Representative Course for:</p> <p>Face to Face Delivery – complete application online via REIV website www.reiv.com.au or contact our office as detailed below. Students enrolment will be finalized on students first day of training at which point students will complete a self-assessment, provide valid photo identification and provide us with students demographic information.</p> <p>Guided Distance Learning - Please contact our office for a copy of the Enrolment Application Form or download a copy from our website. Once we receive the completed form we will contact students to arrange the enrolment suitability and support needs interview, when we will discuss photo identification requirements and suitability of training and delivery method.</p> <p>Phone: 03 9205 6666 Email: training@reiv.com.au</p> <p>Please fill out all sections in the Enrolment Application Form and return to:</p> <p>Mail to: 335 Camberwell Road, Camberwell VIC 3124</p>

If students would like to discuss this course in more detail, please call us for a confidential discussion on 03 9205 6666. This course outline should be read in conjunction with Real Estate Institute of Victoria's Student Handbook.