


Course Outline

Certificate IV in Real Estate Practice (CPP41419)



Qualification	CPP41419 Certificate IV in Real Estate Practices <i>Known as the “Agents Representative Course”</i>
Purpose	The program is designed for individuals seeking to meet the educational requirements to obtain an estate agent’s license in Victoria. 
Course Provider	The Real Estate Institute of Victoria Ltd. RTO ID: 4042 Phone: 03 9205 6666 email: training@reiv.com.au Address: 335 Camberwell Road, Camberwell VIC 3124
Delivery Mode	<i>Elearning -via Zoom Meetings and Online Portal</i> <ul style="list-style-type: none">• Trainer facilitated 2 hour online zoom meeting sessions, for 10 month enrolment• Access to learning materials by online platform• Assessment completed in online platform• Independent learning through online learning materials & completing structured learning activities.• Clusters conducted over one month approximately• Assessments should be completed by the due date and within 10 months of commencement as long as the student keeps up to date with the delivery and assessment schedule.• Course extensions to be applied and paid for before expiration of course end date.
Delivery Site/Location	<i>Elearning</i> <ul style="list-style-type: none">• In your own environment (at home or in the workplace) within the state of Victoria** You must undertake training and live in the State of Victoria* **The REIV is not permitted to deliver to students who reside in other States or Territories.
Course Duration	<i>Elearning</i> – The duration is 10 months
Career Outcomes	Upon meeting all the requirements of the industry regulator, graduates can become an Agents Representative. Completion of CPP41419 is the first step toward becoming a licensed real estate agent based on BLA licensing requirements. Visit the Business Licensing Authority page on the Consumer Affairs Victoria website www.consumer.vic.gov.au for more information. Graduates can specialise in a variety of different streams of Real Estate such as: <ul style="list-style-type: none">• property sales,• property management,
	<ul style="list-style-type: none">• commercia sales and leasing,• business broking• buyer’s agent

Course Outline

Certificate IV in Real Estate Practice (CPP41419)



Education Pathways	The further study pathways available to students who undertake this course include: <ul style="list-style-type: none"> • CPP51119 - Diploma of Property (Agency Management) • CPP50316 - Diploma of Strata Community Management 			
Units of Competency	CPP41419 Certificate IV in Real Estate Practices requires the completion of the following units, delivered over 43 weeks. The proposed delivery schedule is outlined below. <i>Note: the schedule may change due to trainer scheduling and availability</i>			
	Week	Unit Code & Title	Core/ Elective	Topics Covered
	Week 1 ZOOM 5:30pm - 7:30pm & Independent student learning	CPPREP4001 Prepare for professional practice in real estate Nominal hours: 30	Core	<ul style="list-style-type: none"> • Explain real estate agency functions and business structure • Identify parties to RE transactions, explain services offered by RE agents, explain the agency-principal relationship, Identify different types of RE business ownership and organisational structures • Interpret professional practice guidelines • Analyse key legislation and the relevance to the role • Interpret and explain equal opportunity & anti-discrimination principles and laws • Identify the codes of conduct and practice relevant to RE • Identify the industry bodies and licensing eligibility requirements.
Week 2 ZOOM 5:30pm - 7:30pm & Independent student learning	CPPREP4001 Prepare for professional practice in real estate	Core	<ul style="list-style-type: none"> • Explain employment opportunities in the real estate industry • Analyse NES and employer and employee responsibilities in regard to conditions of employment • Examine communication skills and strategies used to build client relationships and communication strategies to address client complaints • Identify professional development pathways within real estate • Regulatory requirements for CPD in real estate • Identify opportunities for CPD 	

Course Outline

Certificate IV in Real Estate Practice (CPP41419)



Assessment due date		Friday, 7 January 2022	
WEEK 3 – 6 STUDY BREAK			
Monday 20 th December 2021 - Monday, 10 th January 2022 Students continue study			
Week 7 ZOOM 5:30pm - 7:30pm & Independent student learning	CPPREP4002 Access and interpret ethical practice in real estate Nominal hours: 40	Core	<ul style="list-style-type: none"> Analyse ethical practice in real estate. Interpret consumer protection requirements in real estate Risks to consumer Risk to agency Risk to industry Personal risk
Week 8 ZOOM 5:30pm - 7:30pm & Independent student learning	CPPREP4002 Access and interpret ethical practice in real estate	Core	<ul style="list-style-type: none"> Source and review ethical practices in real estate – privacy, confidentiality and security of customer information, disclosure of material facts, conflict of interest and referrals, price guide recommendations. Communication strategies for clear representation and complaint resolution processes Examine strategies to resolve concerns Research and record sources of specialist advice about ethical practice in RE Strategies to respond to concerns about discrepancies between personal or agency practice and RE ethical practice standards.
Assessment due date		Monday, 14 th February 2022	
Week 9 ZOOM 5:30pm - 7:30pm & Independent student learning	CPPREP4003 Access and interpret legislation in real estate Nominal hours: 50	Core	<ul style="list-style-type: none"> Interpret legislation Common problems with interpreting legislation and consequences for misinterpreting law Analyse legislation relevant to RE activities Explain the role of the regulators in relation to legislation Maintain knowledge of current legislation Identify own responsibility to access, read, interpret and apply legislation to RE operations

Course Outline

Certificate IV in Real Estate Practice (CPP41419)



	<p>Week 10</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4003</p> <p>Access and interpret legislation in real estate</p>		<ul style="list-style-type: none"> Apply techniques to access current and point-in-time versions of legislation, techniques for tracking changes and amendments to legislation Identify processes to resolve concerns Processes to investigate discrepancies in application of legislation Processes to respond to discrepancies between personal or agency practice and current legislation
	Assessment Due		Monday, 7 th March 2022	
	<p>Week 11</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4004</p> <p>Establish marketing and communication profiles in real estate</p> <p>Nominal hours: 20</p>	Core	<ul style="list-style-type: none"> Interpret marketing and communication channels Develop a personal profile
	<p>Week 12</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4004</p> <p>Establish marketing and communication profiles in real estate</p>		<ul style="list-style-type: none"> Examine client engagement practices for marketing property Examine marketing and communication channels for community engagement
	Assessment due		Monday, 14 th March 2022	
	<p>Week 13</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4101</p> <p>Appraise property for sale or lease</p> <p>Nominal hours: 40</p>	Elective	<ul style="list-style-type: none"> Prepare for property appraisal Apply regulatory and legislative requirements of the property appraisal process Document client requirements and expectations for property appraisal and agreement to proceed Confirm ownership of property Research and analyse property market conditions and property attributes Select appraisal methods suitable for the property type and location Document market conditions and indicators for sale or lease price

Course Outline

Certificate IV in Real Estate Practice (CPP41419)



			<ul style="list-style-type: none"> Identify sources of specialist advice to assist appraisal Prepare and present appraisal report Maintain documented evidence from appraisal activities including confidentiality of information
Assessment due		Thursday, 24 th March 2022	
Week 14 ZOOM 5:30pm - 7:30pm & Independent student learning	CPPREP4102 Market property Nominal hours: 30	Elective	<ul style="list-style-type: none"> Establish marketing plan Establish target market for potential buyer or tenant Develop marketing plan for property Explain agency marketing service options and costs to client and marketing strategies Establish and access marketing resources Modify marketing resources as required to meet marketing plan and budget
Week 15 ZOOM 5:30pm - 7:30pm & Independent student learning	CPPREP4102 Market property	Elective	<ul style="list-style-type: none"> Implement marketing plan Brief persons responsible about roles and activities Monitor marketing activity responses and document data generated to build agency records Review marketing activities Identify opportunities for changes or enhancements to marketing plan Report on effectiveness of marketing activities against marketing plan and budget
Assessment due		Thursday, 7 th April 2022	
Week 16 ZOOM 5:30pm - 7:30pm & Independent student learning	CPPREP4103 Establish vendor relationships Nominal hours: 30	Elective	<ul style="list-style-type: none"> Plan and review prospecting methods suitable for property sales Identify methods appropriate to target market to create a prospecting plan Apply prospecting plan to create opportunities and interest in establishing vendor-agency relationships

Course Outline

Certificate IV in Real Estate Practice (CPP41419)



			<ul style="list-style-type: none"> • Confirm vendor requirements • Provide information to potential vendor about scope of agency services
<p>Week 17</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4103</p> <p>Establish vendor relationships</p>	Elective	<ul style="list-style-type: none"> • Present property listing by providing a property appraisal report • Collate resources to support listing presentation plan • Complete listing documentation in accordance with legislative requirements • Establish communication plan with vendor including sections for instructions and feedback on sales process • Document communication plan
Assessment due		Thursday, 14 th April 2022	
<p>Week 18</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4104</p> <p>Establish buyer relationships</p> <p>Nominal hours: 25</p>	Elective	<ul style="list-style-type: none"> • Establish relationship with buyer • Explain ethical and conduct standards and legislative requirements to market properties to buyers • Promote personal and agency brand in communication with buyers • Respond to and document buyer enquiry to develop agency database • Clarify buyer preferences relative to property and match buyer preferences and expectations to properties for sale
<p>Week 19</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4104</p> <p>Establish buyer relationships</p>	Elective	<ul style="list-style-type: none"> • Maintain buyer relationship • Present opportunities for buyer to inspect property for sale • Interpret buyer feedback and report to vendor • Develop a communication strategy to address buyer needs and expectations • Maintain standards for ethical practice, client

Course Outline
Certificate IV in Real Estate Practice (CPP41419)



				<p>service and confidentiality applicable to buyer relationship</p> <ul style="list-style-type: none"> Identify potential conflicts, plan responses and resolve conflicts within the scope of responsibility
	Assessment due		Thursday, 28 th April 2022	
	<p>Week 20</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4105</p> <p>Sell property</p> <p>Nominal hours: 60</p>	Elective	<ul style="list-style-type: none"> Prepare property for sale and apply legislative requirements and ethical standards Provide recommendations to vendor about property presentation to maximise buyer interest Verify contract and supporting documents are available for potential buyers Identify potential risks to vendor, prospective buyers and agent associated with property inspection and put in place control measures Plan and facilitate property inspection, record inspection details and discuss buyer feedback Complete property sale by negotiation including terms and conditions in line with legislative requirements and seek specialist advice as required Confirm deposit requirements, facilitate completion of sale and documentation as required

Course Outline

Certificate IV in Real Estate Practice (CPP41419)



	<p>Week 21</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4105</p> <p>Sell property</p>	<p>Elective</p>	<ul style="list-style-type: none"> • Complete sale of property by auction, plan auction processes including day of auction • Collate documentation for auction day • Assist bidders in bidding process • Negotiate with buyer and vendor when property is passed in • Communicate with under-bidders and complete documentation • Complete follow-up procedures after auction according to ethical standards and legislative requirements
	<p>Week 22</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4105</p> <p>Sell property</p>	<p>Elective</p>	<ul style="list-style-type: none"> • Conclude sale of property, Facilitate pre-settlement processes • Plan for contingencies that may affect the completion of sale • Complete settlement day processes and post-settlement processes • Record sale in database • Evaluate sales process and identify opportunities for future business • Evaluate vendor and buyer satisfaction • Update records and databases to inform future prospecting activities
	<p>Assessment due</p>		<p>Saturday, 4th June 2022</p>	
	<p>Week 23</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>Catch up class for sessions previously delivered Trainer facilitated learning support sessions to go over topics requiring clarification as per students' requirements.</p>		

Course Outline

Certificate IV in Real Estate Practice (CPP41419)



	<p>Week 24</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4161</p> <p>Undertake pre-auction processes</p> <p>Nominal hours: 20</p>	<p>Elective</p>	<ul style="list-style-type: none"> Review contract details, read and interpret contract documentation Determine currency of contract to identify any changes to contract Confirm external party roles and interpret terms of contract and matters that affect the title Identify key features of property from property report, marketing plan and materials Identify matters impacting on property for disclosure purposes
	<p>Week 25</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4161</p> <p>Undertake pre-auction processes</p>	<p>Elective</p>	<ul style="list-style-type: none"> Confirm vendor price expectations and liaise with agents or vendor to confirm auction process Analyse market indicator data to identify interest and expected price range; compare to vendor expectations. Identify and evaluate details of expressions of interest or offers made pre-auction. Prepare auction day strategy Plan information for opening the auction adhering to legislative requirements and collate property information Prepare script to explain features and role of external agencies Develop contingency plans and prepare order of sale at an in-room auction.
	<p>Assessment due</p>		<p>Thursday, 9th June 2022</p>	
	<p>Week 26</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4162</p> <p>Conduct and complete sale by auction</p> <p>Nominal hours: 25</p>	<p>Elective</p>	<ul style="list-style-type: none"> Confirm pre-auction terms, conditions and presentation Review auction documentation and examine major points including auction instructions, authorities, contracts, reserve price, bidding rules Read out terms and conditions of sale by

Course Outline

Certificate IV in Real Estate Practice (CPP41419)



				<p>auCTION according to legislative requirements</p> <ul style="list-style-type: none"> Respond to questions from potential bidders and other parties Submit property for sale by auction and call for opening bids Conduct the auction according to legislative requirements Manage bidding process and maintain auction process to achieve reserve price Seek instructions from vendor to change reserve Signify close of auction using appropriate strategy such as final calls, fall of hammer and closing script Knock down property to successful bidder if reserve reached or if not reached, pass property in Negotiate with highest bidder Obtain feedback from vendors and colleagues
	Assessment due			Thursday, 16th June 2022
	<p>Week 27</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4121</p> <p>Establish landlord relationships</p> <p>Nominal hours: 30</p>	Elective	<ul style="list-style-type: none"> Confirm scope of landlord requirements Identify ethical and conduct standards for listing properties for lease or management Confirm landlord experience and expectations for PM services Review rental appraisal to confirm rental price range expectation with landlord Complete property management agreement Document landlord acceptance of fees, charges and services to be provided Complete documentation according to agency practice and legislative requirements

Course Outline

Certificate IV in Real Estate Practice (CPP41419)



	<p>Week 28</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4121</p> <p>Establish landlord relationships</p>	<p>Elective</p>	<ul style="list-style-type: none"> Establish framework for communication Check landlords preferred communication method Advise landlord about contact people within the PM team Establish communication protocols for repairs and maintenance Determine landlord expectations for tenant selection and ongoing tenancy management
	<p>Assessment due</p>		<p>Thursday, 7th July 2022</p>	
	<p>Week 29</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4122</p> <p>Manage tenant relationships</p> <p>Nominal hours: 30</p>	<p>Elective</p>	<ul style="list-style-type: none"> Respond to tenant enquiry Create tenant profile Determine suitability of property for tenant to inspect Provide tenant with information about the property including application information Select tenant for the property Review tenant profile and check references Make recommendations to landlord about tenant selection
	<p>Week 30</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4122</p> <p>Manage tenant relationships</p>	<p>Elective</p>	<ul style="list-style-type: none"> Provide tenancy documentation including agreement. Condition report and documentation relevant to the lease Explain conditions of tenancy agreement and cost to tenant for bond and rent in advance Commence tenancy – complete tenancy documentation according to statutory and agency requirements Provide keys and security devices to tenant Advise tenant who the contact people within the PM dept for issues arising during the tenancy
	<p>Assessment due</p>		<p>Thursday, 21st July 2022</p>	

Course Outline

Certificate IV in Real Estate Practice (CPP41419)



	<p>Week 31</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4123</p> <p>Manage tenancy</p> <p>Nominal hours: 50</p>	<p>Elective</p>	<ul style="list-style-type: none"> • Implement routine property inspections and process for notifying tenant • Arrange inspection and prepare routine property report • Document and respond to issues or discrepancies identified • Communicate with tenant and landlord about property condition. • Manage repairs and maintenance, consulting with landlord for instructions • engage appropriate tradesperson to quote and undertake maintenance and communicate with tenant. • Manage additional tenant requests. • Communicate tenant request to landlord and document landlords instructions
	<p>Week 32</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4123</p> <p>Manage tenancy</p>	<p>Elective</p>	<ul style="list-style-type: none"> • Manage tenant compliance with tenancy agreement • Negotiation to resolve breach of tenancy agreement with landlord and tenant • Plan for tenancy agreement renewal • Advise landlord of advantages and disadvantages of rent increase and/or tenancy renewal • Document communication and negotiations with tenant and landlord regarding renewal of tenancy agreement • Manage property condition • Recommend and report on improvements to property to maximise rental return • Prepare a plan to action landlord instructions including time line and budget • Document communication with tenant and landlord regarding maintenance activities.
	<p>Assessment due</p>		<p>Thursday, 11th August 2022</p>	

Course Outline

Certificate IV in Real Estate Practice (CPP41419)



	<p>Week 33</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4124</p> <p>End tenancy</p> <p>Nominal hours: 30</p>	<p>Elective</p>	<ul style="list-style-type: none"> Respond to landlord request to end tenancy Record circumstances for ending tenancy Notify landlord of responsibilities and obligations according to tenancy agreement and legislative requirements Prepare documentation to end tenancy Respond to tenant request to end tenancy Notify tenant of responsibilities and obligations according to tenancy agreement and document communication Communicate request to end tenancy to landlord Prepare documentation to end tenancy as per legislative requirements
	<p>Week 34</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4124</p> <p>End tenancy</p>	<p>Elective</p>	<ul style="list-style-type: none"> Terminate tenancy due to breach of conditions Notify tenant of breach, discuss rectification and obligations according to tenancy agreement Collate evidence of breach of tenancy and prepare documentation to take legal possessions of property according to legislative requirements Coordinate end of tenancy Prepare outgoing condition report Negotiate with tenant for rectification of issues with regard to property condition Arrange for bond release according to legislative requirements Implement process to re-let property
	<p>Assessment due</p>		<p>Thursday, 25th August 2022</p>	
	<p>Week 35</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4503</p> <p>Present at hearings in real estate</p> <p>Nominal hours: 20</p>	<p>Elective</p>	<ul style="list-style-type: none"> Prepare case for hearing. Access, interpret relevant precedents Prepare evidence and seek advice from appropriate professionals Participate in pre-hearing briefings

Course Outline

Certificate IV in Real Estate Practice (CPP41419)



			<ul style="list-style-type: none"> • Complete application • Prepare documentation required for hearing • Participate in conciliation process • Explore opportunities to resolve matter through conciliation, assess offers against likely outcome.
Week 36	CPPREP4503	Elective	<ul style="list-style-type: none"> • Use hearing etiquette • Present case at hearing outlining the case clearly and concisely • Respond to respondent submissions, questions and directions • Complete hearing processes. • Request statement of reasons for hearing decision, notify and explain outcome to parties. • Store documentation
ZOOM 5:30pm - 7:30pm & Independent student learning	Present at hearings in real estate		
Assessment due		Thursday, 1st September 2022	
Week 37	CPPREP4005	Core	<ul style="list-style-type: none"> • Examine trust accounts • Analyse legislation relating to the operation of trust accounts in real estate • Purpose of trust accounts in real estate
ZOOM 5:30pm - 7:30pm & Independent student learning	Prepare to work with real estate trust accounts		
	Nominal hours: 50		
Week 38	CPPREP4005	Core	<ul style="list-style-type: none"> • Identify established controls applicable to real estate trust account transactions • Explain roles and responsibilities of real estate personnel for trust account activities • Scope and limitations of own role for trust account activities • Licensee-in-charge responsibilities for trust account transactions including audits
ZOOM 5:30pm - 7:30pm & Independent student learning	Prepare to work with real estate trust accounts		

Course Outline

Certificate IV in Real Estate Practice (CPP41419)



	<p>Week 39</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4005</p> <p>Prepare to work with real estate trust accounts</p>		<ul style="list-style-type: none"> • Explain common inaccuracies in trust account transactions • Explain standard transactions that occur in real estate trust accounts • Common sources of inaccuracies in trust account transactions and the processes to address these • Outline monthly trust account processes required by legislation
	Assessment due		Thursday, 6 th October 2022	
	<p>Week 40</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4125</p> <p>Transact in trust accounts</p> <p>Nominal hours: 50</p>	Elective	<ul style="list-style-type: none"> • Adhere to legislative requirements for administering real estate trust accounts • Outline types and purpose of real estate trust accounts
	<p>Week 41</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4125</p> <p>Transact in trust accounts</p>	Elective	<ul style="list-style-type: none"> • Process deposits in appropriate trust accounting software • Provide trust receipts for any payments received • Prepare banking documentation to deposit trust moneys • Record receipts in trust account cash journal and trust account ledger
	<p>Week 42</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>CPPREP4125</p> <p>Transact in trust accounts</p>	Elective	<ul style="list-style-type: none"> • Process payment, fees and charges • Receive and validate requests for payment • Check trust account ledger to confirm adequate funds in trust account before processing payment • Maintain and protect trust account records • Balance and reconcile trust account • Apply agency contingency procedures to respond to discrepancies identified within the trust account • Explain the process for unclaimed trust money • Maintain security of trust account records

Course Outline

Certificate IV in Real Estate Practice (CPP41419)



	<p>Week 43</p> <p>ZOOM 5:30pm - 7:30pm & Independent student learning</p>	<p>Catch up class for sessions previously delivered Trainer facilitated learning support sessions to go over topics requiring clarification as per students' requirements.</p>			
	<p>WEEK 44 – 46 CONTINUE ASSESSMENT SUBMISSIONS 20th OCTOBER 2022 FINAL SUBMISSION DATE – ALL OUTSTANDING* <i>*Applies to students who have commenced the program in December 2021</i></p>				
Pre-requisites	There are no pre-requisites for this course.				
Entry Requirements	<p>This 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) • Must be live and undertake training in the state of Victoria • Australian citizen, holder of permanent residence, have a valid green Medicare card or be on a visa that allows study in Australia • **The REIV is not CRICOS approved and is not permitted to deliver to international students. • Computing requirements <ul style="list-style-type: none"> - Reliable internet connectivity - Zoom program https://zoom.us/signin - Functioning webcam and microphone - Computer equipment <ul style="list-style-type: none"> PC users - Operating system: Windows 10 or later - Browser: Chrome - Word: Word 2010 or later - PDF reader: Adobe Acrobat Reader DC https://get.adobe.com/uk/reader/ Mac users - Operating system: MacOSX with macOS 10.9 or later - Browser: Chrome - Word: Word 2010 or later - PDF reader: Adobe Acrobat Reader DC https://get.adobe.com/uk/reader/ 				

Course Outline

Certificate IV in Real Estate Practice (CPP41419)



Suitability	<p>Elearning- all interested individuals will undertake a pre-training review. This process allows the REIV to confirm the course meets the student's needs and aspirations as well as identifying any learning support requirements and a student's digital literacy capabilities. Undertaking this process also ensures the student fully understands the program and to address eligibility requirements if a student is accessing government funding. As part of the pre-training review applicants will need to undertake an online literacy, language and numeracy assessment, which also assists REIV in assessing a student's suitability.</p>
Intakes and Timetable	<p>Elearning - Commencement dates vary, please visit the Agent's Representative page (CPP41419 Certificate IV in Real Estate Practice) via the Training tab at www.reiv.com.au or email training@reiv.com.au for further information.</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 training resuming third week of January
Training Arrangements	<p>Training is planned to ensure that students have 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>Self paced learning and activities may include research, reading related textbooks, continuing to work on assessment tasks and preparing for role plays.</p> <p>Students are provided with etextbooks in the learning platform to support their learning (these are included in the course fees):</p> <ul style="list-style-type: none">• Unit Learner Guides as etextbooks
Additional Support	<p>All students will complete a language literacy and numeracy assessment during the enrolment process to determine their learning support needs this is conducted via an online assessment tool. 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 a 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• 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>

Course Outline

Certificate IV in Real Estate Practice (CPP41419)



Assessment Arrangements	<p>Elearning - students will be required to complete some assessments during their zoom meetings with the majority of assessments completed in student's own time. Learning activities and assessments, to be completed in students own time.</p> <p>Assessment will be conducted individually. Students undertaking elearning will access and complete assessments for each cluster in the online learning platform and includes:</p> <ul style="list-style-type: none">• 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 Studies• Role Plays• Research <p>Submission of assessment tasks will be online through the learning platform and due dates for assessment must be adhered to.</p>
Course Credit	<p><i>The REIV complies with National Recognition under the Australian Quality Training Framework, however we would always recommend that the student enquires with the Business Licensing Authority as to the 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 students credit towards their course for units of competency that they have already completed with another RTO or authorised issuing organisation. We can also grant credit for subjects or units that have been completed where equivalence can be established between the unit in the course and the subject or unit that has been completed.</p> <p>There is no charge to apply for credit transfer.</p> <p>*Please refer to the Student Handbook for more information on Credit Transfer.</p>
Recognition of Prior Learning (RPL)	<p>Recognition of Prior Learning (RPL) is a process where skills and knowledge that a student has gained through work and life experience and other unrecognised training can be formally recognised.</p> <p>The 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. RPL is suitable for those who have direct experience in the real estate sector.</p> <p>During the entry process and interview stage the 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, their work history and previous training. If RPL is determined as a possibility, students will be provided with a kit that will guide them in working through each unit to determine relevant skills and experience and identify whether they would be able to provide the required evidence.</p> <p>A trainer/assessor will be available to assist the student throughout this process.</p> <p>*Please refer to the Student Handbook for more information on RPL.</p>

<p>Costs</p>	<p>Total Tuition Fee: <i>Elearning or Workplace based</i> \$6,500.00 – Full fee for service \$2,500.00 – Government funded* \$500.00 – Government funded with concession*.</p> <p>*This training is delivered with Victorian and Commonwealth Government funding. The student tuition fees as published are subject to change given individual circumstances at enrolment. For more information, refer to the website REIV fees and Charges</p> <p>RPL Costs: <i>Elearning or Workplace based</i> \$7,500.00 – Full fee for service \$5,400.00 – Government funded* \$1,080.00 – Government funded with concession*.</p> <p>Nationally Recognised Training does not incur GST.</p> <p>Students must submit a valid USI, all fees must be paid in full and all course requirements successfully met to receive their Qualification Award certificate.</p> <p>Students must submit a valid USI, all fees must be up to date and unit requirements successfully met to receive a Statement of Attainment in the case of cancellation</p> <p>Please refer to the Training tab at www.reiv.com.au for our Fees and Charges Policy. <i>* Visit https://www.skills.vic.gov.au/s/how-to-check-your-eligibility to check eligibility. Criteria applies which will be evaluated during the pretraining review.</i></p>
<p>Inclusions</p>	<p>Unless otherwise specified, tuition fees include all training and assessment as well as required resources and textbooks (etextbooks for Elearning) for students to achieve the qualification or course in which they are enrolling.</p> <p>Additional charge:</p> <ul style="list-style-type: none"> • Re-Issue of Certificate or Statement of Attainment \$60 • Re-Issue of Statement of Attainment \$30 • Express marking (7 working days) \$80 • Subject re-enrolment fee \$300.00 (where the student has exhausted 3 attempts per unit). • Administration fees (outlined below) <ul style="list-style-type: none"> • 1 week extension from the course end date - \$80 • 1 month extension from the course end date - \$199 • Administration fees apply for course cancellation. Refer to Fees and refunds policy

How to apply

To apply to enroll into the Agent Representative Course for:

Elearning –

- Complete the enrolment application form available online via the Training tab on the REIV website [REIV enrol now](#) and upload your colour photo identification, a colour copy of your Medicare card, or passport photo page.
- The administration team will then contact the student to arrange the literacy, language and numeracy assessment as well as to discuss a suitable time for the pre-training review and to discuss further documentation required for eligibility to access government funding.
- If after the pre-training review the student wishes to enroll and the REIV believes the training is suitable for the student, on the payment of fees the student is enrolled.

Phone: 03 9205 6666

Email: training@reiv.com.au or

Mail: 335 Camberwell Road, Camberwell VIC 3124

If you 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.