


# Course Outline

## Licensing Course

<b>Qualification</b>	<b>CPP40307</b> Certificate IV in Property Services (Real Estate) <i>Known as the "Licensing Course"</i>
<b>Purpose</b>	<p>The program is designed for individuals seeking to meet the educational requirements to obtain an estate agent's license in Victoria</p> 
<b>Course Provider</b>	<p>The Real Estate Institute of Victoria Ltd.  <b>RTO ID:</b> 4042  <b>Phone:</b> 03 9205 6666  <b>email:</b> <a href="mailto:training@reiv.com.au">training@reiv.com.au</a>  <b>Address:</b> 335 Camberwell Road, Camberwell VIC 3124</p>
<b>Delivery Mode</b>	<p><b>Class Based</b></p> <p><i>Face to Face – Day Offering</i></p> <p><i>Agent's Representative Cluster</i></p> <ul style="list-style-type: none"> <li>• Trainer facilitated 5 days of intensive classroom sessions</li> <li>• Monday to Friday 9am – 5pm (including 1 hour for lunch), including 2 in-class assessments</li> <li>• Opportunity to attend 2 learning support days if required</li> <li>• Plus, approximately 6 hours per week of self-paced learning</li> </ul> <p><i>Remaining 8 clusters</i></p> <ul style="list-style-type: none"> <li>• Trainer facilitated intensive classroom sessions delivered 1 day per week</li> <li>• Opportunity to attend 1 – 2 learning support days if required at the end of each cluster</li> <li>• Plus, approximately 10 hours per week of self-paced learning</li> </ul> <p><i>Face to Face – Night Offering</i></p> <p><i>Agent's Representative Cluster (delivered during the day)</i></p> <ul style="list-style-type: none"> <li>• Trainer facilitated 5 days of intensive classroom sessions</li> <li>• Monday to Friday 9am – 5pm, including 2 in-class assessments</li> <li>• Opportunity to attend 2 learning support days if required</li> <li>• Plus, approximately 6 hours per week of self-paced learning</li> </ul> <p><i>Remaining 8 clusters</i></p> <ul style="list-style-type: none"> <li>• Trainer facilitated intensive classroom sessions (3.5 hours) delivered 2 nights per week</li> <li>• Opportunity to attend 2 - 4 learning support evenings if required at the end of each cluster</li> <li>• Plus, approximately 10 hours per week of self-paced learning</li> </ul> <p><b>Workplace Based (Traineeships)</b></p> <ul style="list-style-type: none"> <li>• Training conducted in the workplace for full time or part-time employees</li> <li>• Structured on-the job training as per the On-the-Job Learning guides for each of the 9 clusters</li> <li>• Combination of workplace visits and phone calls conducted monthly to facilitate training by REIV trainer/assessor</li> <li>• Plus, approximately 7 hours per week of self-paced learning and assessment</li> </ul>
<b>Delivery Site/Location</b>	<p><b>Class Based</b></p> <p><i>Face to Face – Day Offering</i></p> <ul style="list-style-type: none"> <li>• Head Office 335 Camberwell Rd. Camberwell 3124</li> </ul> <p><i>Face to Face – Night Offering</i></p> <ul style="list-style-type: none"> <li>• Head Office 335 Camberwell Rd. Camberwell 3124</li> </ul>

# Course Outline

## Licensing Course

	<p><b>Workplace Based</b></p> <ul style="list-style-type: none"> <li>In the workplace anywhere within the state of Victoria</li> </ul>																																																	
<b>Course Duration</b>	<p><b>Class Based</b></p> <p><i>Face to Face – Day Offering – 42 weeks in total</i></p> <p>Week 1 Monday – Friday (5 days),            Week 2 Monday &amp; Tuesday - Trainer facilitated learning support sessions to go over topics requiring clarification as per student’s guidance – students only need to attend if they require further support.            Week 3 – 42 One day per week</p> <p><i>Face to Face – Night Offering – 42 weeks in total</i></p> <p>Weeks 1 Monday – Friday (5 days)            Week 2 Monday &amp; Tuesday - Trainer facilitated learning support sessions to go over topics requiring clarification as per student’s guidance - students only need to attend if they require further support.            Weeks 3 - 42 Two nights per week 3.5 hours a session</p> <p><b>Workplace Based-</b> It is anticipated that students will complete their course over 2 years.</p>																																																	
<b>Career Outcomes</b>	<p>Upon meeting all the licensing requirements of the industry regulator, graduates can become a licensed real estate agent based on BLA licensing requirements. Visit the Business Licensing Authority page on the Consumer Affairs Victoria website <a href="http://www.consumer.vic.gov.au">www.consumer.vic.gov.au</a> for more information.</p> <p>Graduates can specialise in a variety of different streams of Real Estate such as:</p> <ul style="list-style-type: none"> <li>property sales,</li> <li>property management,</li> <li>commercial,</li> <li>business broking</li> <li>buyer’s advocacy</li> </ul>																																																	
<b>Education Pathways</b>	<p>The further study pathways available to students who undertake this course include:</p> <ul style="list-style-type: none"> <li>CPP50307 - Diploma of Property Services (Agency Management)</li> <li>CPP50511 – Diploma of Property Services (Asset and Facility Management)</li> </ul>																																																	
<b>Units of Competency</b>	<p>CPP40307 Certificate IV in Property Services (Real Estate) requires the completion of the following units delivered in 9 clusters.</p> <table border="1"> <thead> <tr> <th>Cluster</th> <th>CODE</th> <th>Unit Title</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Agent’s Rep</td> <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> <tr> <td rowspan="4">Agency Practice</td> <td>CPPDSM4009A</td> <td>Interpret legislation to complete agency work</td> <td>Core</td> </tr> <tr> <td>CPPDSM4015B</td> <td>Minimise agency and consumer risk</td> <td>Core</td> </tr> <tr> <td>CPPDSM4005A</td> <td>Establish and build client-agency relationships</td> <td>Elective</td> </tr> <tr> <td>CPPDSM4056A</td> <td>Manage conflict and disputes in the real estate industry</td> <td>Elective</td> </tr> <tr> <td rowspan="2">Property Presentation</td> <td>CPPDSM4003A</td> <td>Appraise property</td> <td>Elective</td> </tr> <tr> <td>CPPDSM4018A</td> <td>Prepare and present property reports</td> <td>Elective</td> </tr> <tr> <td rowspan="4">Listing &amp; Marketing</td> <td>CPPDSM4011A</td> <td>List property for lease</td> <td>Elective</td> </tr> <tr> <td>CPPDSM4012A</td> <td>List property for sale</td> <td>Elective</td> </tr> <tr> <td>CPPDSM4013A</td> <td>Market property for lease</td> <td>Elective</td> </tr> <tr> <td>CPPDSM4014A</td> <td>Market property for sale</td> <td>Elective</td> </tr> </tbody> </table>			Cluster	CODE	Unit Title	Type	Agent’s Rep	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	Agency Practice	CPPDSM4009A	Interpret legislation to complete agency work	Core	CPPDSM4015B	Minimise agency and consumer risk	Core	CPPDSM4005A	Establish and build client-agency relationships	Elective	CPPDSM4056A	Manage conflict and disputes in the real estate industry	Elective	Property Presentation	CPPDSM4003A	Appraise property	Elective	CPPDSM4018A	Prepare and present property reports	Elective	Listing & Marketing	CPPDSM4011A	List property for lease	Elective	CPPDSM4012A	List property for sale	Elective	CPPDSM4013A	Market property for lease	Elective	CPPDSM4014A	Market property for sale	Elective
Cluster	CODE	Unit Title	Type																																															
Agent’s Rep	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																																															
Agency Practice	CPPDSM4009A	Interpret legislation to complete agency work	Core																																															
	CPPDSM4015B	Minimise agency and consumer risk	Core																																															
	CPPDSM4005A	Establish and build client-agency relationships	Elective																																															
	CPPDSM4056A	Manage conflict and disputes in the real estate industry	Elective																																															
Property Presentation	CPPDSM4003A	Appraise property	Elective																																															
	CPPDSM4018A	Prepare and present property reports	Elective																																															
Listing & Marketing	CPPDSM4011A	List property for lease	Elective																																															
	CPPDSM4012A	List property for sale	Elective																																															
	CPPDSM4013A	Market property for lease	Elective																																															
	CPPDSM4014A	Market property for sale	Elective																																															

# Course Outline

## Licensing Course

	Property Sales	CPPDSM4022A	Sell and finalise the sale of property by private treaty	Elective
		CPPDSM4001A	Act as a buyer's agent	Elective
	Auctions	CPPDSM4019A	Prepare for auction and complete sale	Elective
		CPPDSM4004A	Conduct auction	Elective
	Property Management	CPPDSM4010A	Lease property	Elective
		CPPDSM4016A	Monitor and manage lease or tenancy agreement	Elective
		CPPDSM4049A	Implement maintenance plan for managed properties	Elective
	Present at Tribunals	CPPDSM4020A	Present at tribunals	Elective
	Records & Finances	BSBSMB406	Manage small business finance	Elective
		BSBRKG304	Maintain business records	Elective
CPPDSM4006A		Establish and manage agency trust accounts	Elective	
<b>Pre-requisites</b>	There are no pre-requisites for this course.			
<b>Entry Requirements</b>	<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"> <li>• Age requirement (over 18 years of age for class based or over 17 years of age for workplace based)</li> <li>• Must be prepared to undertake training in the state of Victoria</li> <li>• Australian citizen, holder of permanent residence or be on a visa that allows study in Australia, but not an international student visa</li> </ul> <p>Computing requirements below:</p> <ul style="list-style-type: none"> <li>• Computer equipment</li> <li>• Reliable internet connectivity</li> <li>• Access to printer and scan facilities <ul style="list-style-type: none"> <li>○ <i>PC users</i> Operating system: Windows 7 or later Browser: Chrome Word: Word 2007 or later PDF reader: Adobe Acrobat Reader DC <a href="https://get.adobe.com/reader/">https://get.adobe.com/reader/</a></li> <li>○ <i>Mac users</i> Operating system: Mac OS10.8 or later Browser: Chrome Word: Word 2008 or later PDF reader: Adobe Acrobat Reader DC <a href="https://get.adobe.com/reader/">https://get.adobe.com/reader/</a></li> </ul> </li> </ul>			
<b>Suitability</b>	<p><b>Class Based</b> - all interested individuals will have to attend an information session and undertake a pre-training review at the Camberwell office. This process allows the REIV to confirm the course meets the student's needs and aspirations as well as identifying any learning support requirements. Attending this event also ensures the student fully understands the program and to address eligibility requirements if a student is accessing government funding. Prior to this event applicants will need to undertake an online literacy, language and numeracy assessment, which also assists REIV in assessing a student's suitability.</p> <p><b>Workplace Based</b> - all interested individuals will undertake a pre-training review conducted in the workplace. This process allows the REIV to confirm that the REIV Licensing course meets the student's needs and aspirations as well as identifying any learning support requirements. This process also ensures the student fully understands the program and to address eligibility requirements if a student is accessing government funding. Prior to this event applicants will need to undertake an online literacy, language and numeracy assessment, which also assists REIV in assessing a student's suitability.</p>			

# Course Outline

## Licensing Course

<b>Intakes and Timetable</b>	<p><b>Class Based</b> - Courses dates vary, please visit the License Course page via the Training tab at <a href="http://www.reiv.com.au">www.reiv.com.au</a> and click on the Intake Dates at the top of the page.</p> <p><b>Workplace Based (Traineeships)</b> – Training can commence at any time, after appropriate administration activities have been completed.</p>
<b>Holiday Periods</b>	<p>There is no training and assessment scheduled during the following holiday periods:</p> <ul style="list-style-type: none"> <li>• All Victorian public holidays</li> <li>• No training during the Christmas - New Year Break, with training resuming second week of January</li> </ul>
<b>Training Arrangements</b>	<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>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"> <li>• Unit Learner Guides</li> </ul> <p><b>Workplace Based (Traineeships)</b> trainees also receive</p> <ul style="list-style-type: none"> <li>• On the job learning guides</li> <li>• Trainer contact 1.5 per hour per session, with a minimum of 4 visits per year and minimum of 6 calls per year</li> <li>• Structured self-paced learning activities as per self-paced learning guides</li> </ul>
<b>Additional Support</b>	<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"> <li>• Mentoring from trainers</li> <li>• Additional classes, tutorials and workshops</li> <li>• Online support and exercises for some courses</li> <li>• Computer and technology support</li> <li>• Referral to external support services</li> <li>• Reasonable adjustment to assessments</li> </ul> <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>
<b>Assessment Arrangements</b>	<p>Assessment will be conducted individually. Students will be provided with Assessment Booklets for each cluster and additional documents for each cluster which covers the units in the cluster and includes:</p> <ul style="list-style-type: none"> <li>• A full description of all assessment tasks</li> <li>• Assessment instructions</li> <li>• Assessment resources for each unit of competency</li> <li>• Details about when assessment will occur</li> <li>• Details about assessment submission</li> </ul> <p>There are a variety of assessment methods used for this qualification including:</p> <ul style="list-style-type: none"> <li>• Written questions</li> <li>• Projects/Reports</li> <li>• Case Studys</li> <li>• Role Plays</li> </ul>

# Course Outline

## Licensing Course

	<ul style="list-style-type: none"> <li>• Research</li> <li>• Colleague Review (Class Based)</li> <li>• Third Party Reports (Workplace Based)</li> </ul> <p><b>Class Based</b> - students will be required to complete some assessments in class with the majority of assessments completed in student's own time. Learning activities and assessments, to be completed in students own time, are expected to not exceed 7 hours per week.</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><b>Workplace based</b> - students will be given their assessment via the traineeship team. Role play assessments will be conducted during workplace visits or videoed and submitted for assessment; instructions are provided. After the role play assessments, the traineeship team will send the third party report to the student to be completed by the workplace supervisor.</p> <p>Submission of assessment tasks will be in person to the workplace trainer/assessor during visits or via email.</p>
<p><b>Course Credit</b></p>	<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.</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 Credit Transfer.</p>
<p><b>Recognition of Prior Learning (RPL)</b></p>	<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.</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><b>Costs</b></p>	<p><b>Total Tuition Fee:</b></p> <p><b>Class Based or Workplace based</b></p> <ul style="list-style-type: none"> <li>\$1510.00 – Eligible for government funding*</li> <li>\$302.00 – Valid concession card** holder eligible for government funding*</li> <li>\$5964.50 – Full fee for service (not eligible to government funding)</li> <li>\$5738.00 – Member fee, full fee for service (not eligible for government funding)</li> </ul> <p><b>RPL Costs:</b></p> <p><b>Class Based or Workplace based</b></p> <ul style="list-style-type: none"> <li>\$906.00 or \$2.00 per nominal hour - Eligible for government funding*</li> <li>\$2265.00 or \$3.00 per nominal hour – Full fee for service (not eligible to government funding)</li> </ul> <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 the Training tab at <a href="http://www.reiv.com.au">www.reiv.com.au</a> for our Fees and Charges Policy.</p>

# Course Outline

## Licensing Course

	<p>*Visit <a href="http://www.reiv.com.au/funding-eligibility">www.reiv.com.au/funding-eligibility</a> to check eligibility. Criteria applies which will be evaluated during the pre-training review.</p> <p>**Valid concession card. Prior to commencement of training, the student must hold a current and valid:</p> <ul style="list-style-type: none"> <li>• Health Care Card issued by the Commonwealth</li> <li>• Pensioner Concession Card or</li> <li>• Veteran's Gold Card or</li> <li>• An alternative card or concession eligibility criterion approved by the Minister</li> </ul>
<p><b>Inclusions</b></p>	<p>Unless otherwise specified, tuition fees include all 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><b>Additional charges apply if students require:</b></p> <ul style="list-style-type: none"> <li>• Additional copies of a student's qualification/record of results and/or statement of attainment. A cost of \$60 per document applies</li> <li>• Additional copies of text books or any other learning and assessment. A fee of \$60 per text book per unit</li> </ul> <p><b>Other costs (not included) to be aware of:</b></p> <p>Please refer to the student handbook for guidance in relation to budgeting and planning</p> <ul style="list-style-type: none"> <li>• Notebooks/pens/laptops* or other general stationery required for students to complete their work.</li> </ul> <p><b>*A note about computers:</b> Many homework and assessment tasks require access to a computer and the internet and therefore it is recommended students bring or purchase a laptop if possible. 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>
<p><b>How to apply</b></p>	<p>To apply to enrol into the License Course for:</p> <p><b>Class Based –</b></p> <ul style="list-style-type: none"> <li>• Complete the enrolment application form available online via the Training tab on the REIV website <a href="http://www.reiv.com.au">www.reiv.com.au</a> and email our office as detailed below.</li> <li>• The administration team will then contact the student to arrange the literacy, language and numeracy assessment as well as booking the student in for the information session and pre training review and discuss documentation required around eligibility as well as accessing government funding.</li> <li>• If after the pre-training review the student wishes to enrol and REIV believes the training is suitable for the student, by payment of fees the student is enrolled.</li> </ul> <p><b>Workplace Based –</b> This type of training has added administration responsibility and the applicant needs to be assigned to a suitable apprenticeship support network provider. Before enrolling, please contact REIV traineeship team who will be able to assist in this matter. After this has occurred and the applicant and employer have met with the support provider, the REIV will contact the workplace to arrange the literacy, language and numeracy assessment and organise a date for the pre-training review and the completion of enrolment documentation.</p> <p><b>Phone: 03 9205 6666</b> <b>Email:</b> <a href="mailto:training@reiv.com.au">training@reiv.com.au</a></p> <p>Please fill out all sections in the Enrolment Application Form and return to:</p> <p><b>Mail:</b> 335 Camberwell Road, Camberwell VIC 3124</p>

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.