Licenced Real Estate Agent
Certificate IV in Property Services (Real Estate) (CPP40307)

Become a Licensed Real Estate Agent
Macquarie Difference

Our real estate courses integrates real world learning outcomes with

1. Real world transactional skills
2. Contract law principles
3. Property and security principles
4. Financial planning advice
5. Financial modelling (Property Investment)
6. Related advisory services (including SMSF structures).

This qualification will provide participants with the practical knowledge of the industry required to meet the academic conditions of the Business Licensing Authority for registration as an agents’ representative. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Licensed Estate Agent
- Agent’s Representative
- Business Broker
- Buyers Advocate

Certificate IV in Property Services (Real Estate) (CPP40307) - Course Structure

Successfully completing our Certificate IV in Property Services (Real Estate) (CPP40307) allows you to become a fully licensed estate agent and own a real estate agency or manage an agency as well as develop an exciting career as a Licensed Estate Agent. Our Certificate IV in Property Services (Real Estate) course delivers learning outcomes that provides our graduates with

I. job ready skills
II. Industry recognition
III. a National qualification
IV. solid foundations to core real estate property principles
V. linkages to related advisory services (including SMSF property structures).

Learning Outcomes

This course is designed to deliver the following learning outcomes:

- Act as a real estate agent’s representative
- Manage agency operations and risks
- Manage the operations and finances of an estate agency business
- Manage properties in lease
- Manage property sales
- Differentiate between advice offered in the real estate and financial planning sectors
- work with spreadsheets

Course benefits

Nationally accredited program

- Unlimited access to classroom workshops (day and evening) over a 6 month period and can be completed earlier.
- Recognition of Prior Learning (RPL) and Current Competencies
- Flexible study options and tailor-made solutions to your training needs
- Unique, real-world training led by industry experts

Government funding - Skills Victoria*

Higher Education and Skills Group (HESG) funding is available to qualifying individuals to encourage their development by obtaining a higher qualification than they currently hold. You can save thousands of dollars by undertaking a training plan suited to your career development.

The HESG program is not a loan but a grant funded by Commonwealth and Victorian Government funding based on units of study undertaken. Check the eligibility criteria below to determine whether you qualify. Students who undertake the course by distance education and may choose to participate in class based workshops at no additional cost.

Securing Jobs for the Future is a Victorian State Government initiative

* This training is provided with Victorian & Commonwealth Government Funding. Offer only available to students eligible for government subsides. Limited Offer. Terms and Conditions apply.
Eligibility criteria

**Step 1: Are you a citizen or permanent resident?**
To be eligible you must be either:
- an Australian citizen
- an Australian Permanent Resident (PR) (holder of a permanent visa)
- a holder of a special Category Visa (sub-class 444, New Zealand citizen)
- an East Timorese asylum seeker
- a holder of a Temporary Protection Visa

**Step 2: Do you live in Victoria?**
Training needs to be delivered within Victoria by a Victorian RTO. Macquarie is based in Victoria and a Registered Training Provider (RTO) that delivers nationally accredited qualifications that receive government funding.
You do not need to be a Victorian to get HESG funding, however you need to study in Victoria to qualify.

**Step 3: Do you already hold a higher qualification (eg Advanced Diploma) in any field?**
If you are 20 years of age or older and do not hold an equivalent or higher qualification in any field, then you are eligible for this funding. So if you have gone to high school but have not gone any further in your studies, you qualify to apply for funding.
If you have gone to TAFE and completed a certificate course you still qualify for a subsidy for the Diploma and Advanced Diploma.
If you have a degree qualification or higher however you are not eligible for government funding.
If you have started a degree but have not yet attained the qualification then you may be eligible for funding.

Course fees
Macquarie has successfully secured government funding through the Higher Education and Skills Group (Skills Victoria) program.

Certificate IV in Property Services
This course has been developed under the new Australian Qualifications Framework (AQF) (released in 2011). Therefore the course is nationally accredited and industry recognised.

Pre-requisites
There are no pre-requisites for this Qualification as set out by the National Register for the Vocational Education and Training (VET) sector. However Macquarie requires that students should have the ability to pass a Learning, Literacy and Numeracy Test (LLN) and have a good understanding of the English Language. Additionally, students require access to and an understanding of how to use a Personal Computer with Microsoft Windows

**Mac and Unix are not supported**
- Internet and email
- Microsoft Excel, Powerpoint, Word 2010
- PDF documents

Course Duration
The course duration is 6 months with a further 6 months provided if 50% of the assessments have been completed or hardship circumstances require. This qualification is delivered to students via Distance Learning.
As a value addition, students may attend optional Face-to-Face classroom workshops which Macquarie conducts on a periodic basis. Macquarie Classroom Workshops are designed to provide conceptual clarity of key topics and issues contained in the course content. Workshops are conducted in an environment that promotes discussion and sharing of ideas leading to genuine learning outcomes. It is expected that participants study and work through their Learning Manuals before attending the workshops, bringing with them the main issues that they would like to discuss. Students may select from a range of classroom workshops that are scheduled and published on the Macquarie website. There will be no limit to the number of times a student can attend the same workshop.

Student support
Macquarie provides students with unlimited & free:
- Personal Mentor
- Classroom Workshops
- 1300 Helpline
- E-mail Support Resubmissions
- No Re-sit Fees

How do I enrol?
Call our career consultant to tailor your enrolment to suit your needs 1300 65 63 11
Prior to enrolment please ensure you read & understand the pre-enrolment information and the terms and conditions contained in the Student Information Guide as they relate to your course and confirm that you are proficient with Microsoft® Office 2010, Adobe Acrobat and email software on a personal computer.
Units of competency
Our course also delivers students industry and job ready by integrating learning into related advisory disciplines with the following units of competency:

- CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM4009A Work in the real estate industry
- CPPDSM4010A Interpret legislation to complete agency work
- CPPDSM4015A Minimise agency and consumer risk

Units of Competency
Macquarie Real Estate course (Certificate IV in Property Services (Real Estate) (CPP40307)) consists of the following electives.

- CPPDSM4005A Establish and build client-agency relationships
- CPPDSM4056A Manage conflict and disputes in the property industry
- BSBRKG304B Maintain business records
- BSBSMB406A Manage small business finances
- CPPDSM4006A Establish and manage agency trust accounts
- CPPDSM4010A Lease property
- CPPDSM4011A List property for lease
- CPPDSM4013A Market property for lease
- CPPDSM4016A Monitor and manage lease or tenancy agreement
- CPPDSM4020A Present at tribunals
- CPPDSM4049A Implement maintenance plan for managed properties
- CPPDSM4001A Act as a buyer's agent
- CPPDSM4003A Appraise property
- CPPDSM4012A List property for sale
- CPPDSM4014A Market property for sale
- CPPDSM4018A Prepare and present property reports
- CPPDSM4044A Conduct Auction
- CPPDSM4019A Prepare for auction and complete sale
- CPPDSM4022A Sell and finalise the sale of property by private treaty
- FNSIAD301A Provide general advice on financial products and services
- FNSFMK505A Comply with financial services legislation and industry codes of practice
- FNSFPL501A Comply with financial planning practice ethical and operational guidelines and regulations
- BSBITU202A Create and use spreadsheets
- BSBITU402A Develop and use complex spreadsheets

Course delivery & duration
It is expected that on average, students will have the following study load to complete this course:

<table>
<thead>
<tr>
<th>Study Hours</th>
<th>995</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks</td>
<td>24</td>
</tr>
<tr>
<td>Study Hours per Week</td>
<td>41.5</td>
</tr>
</tbody>
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The study time consists of three elements:
- Reading and simulated study (60%)
- Research (10%)
- Assessments (30%)

The course duration is 6 months with a further 6 months provided if 50% of the assessments have been completed or hardship circumstances require. This qualification is delivered to students via Distance Learning.