

# CPP41419 Certificate IV in Real Estate Practice

Release 2.0

## Duration

Calendar Year: 52 weeks  
Academic Year: 36 weeks  
Terms: 4 Terms x 9 weeks each (Total 36 weeks)  
Holidays & Study Breaks: 16 weeks – 4 x 4 weeks  
Study Type: Full Time, 20 hours / week

## Location

Level 6, 8 Quay Street, Haymarket NSW 2000

## Course Fee

\$6,000.00

## Application Fee\*

A non-refundable Administration Fee of \$350 is to be paid with the deposit.

## Additional Fees\*

Material Fees: \$200 (Material Fee covers cost of printing of class material, class tests/quiz, and assessment cover forms).

\*Any fee changes will not affect enrolled students. New fees will apply to new enrolling students.

#Smart and skilled funding might be available for domestic students for this qualification. Please enquire with SBI.

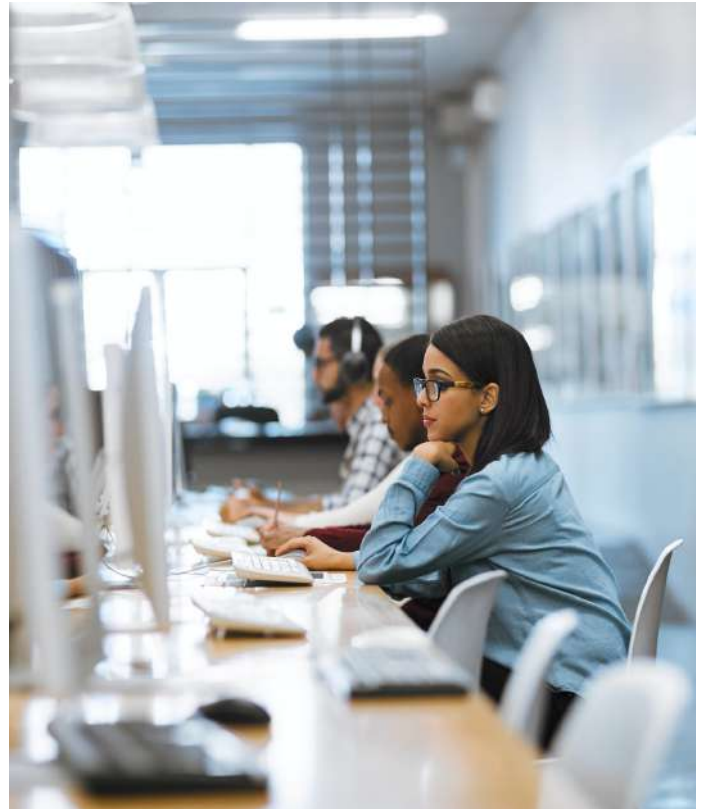
## Assessment Arrangements

Assessment is both formative and summative and a holistic approach has been applied where possible. Evidence gathered is a combination of observation through simulated work environment, written reports, case studies, question and answers, self-assessments and third-party reports (if applicable).

## Delivery Modes

All training will be delivered using a blended mode (face to face and online), including use of simulated situations where required.

Emphasis will be made on simulating “real life situations” to develop the skills identified in the “foundation skills” for this qualification.



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Email: [info@sbi.edu.au](mailto:info@sbi.edu.au)

Website: [www.sbi.edu.au](http://www.sbi.edu.au)

Address: Level 6, 8 Quay St, Haymarket NSW 2000;

RTO ID: 45097

CRICOS Code: 04127H



SYDNEY  
BUSINESS  
INSTITUTE



NATIONALLY RECOGNISED  
TRAINING

## Sydney Business Institute

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## Entry Requirements

### a) English language equivalence requirements

- English is the student's first language; or
- IELTS 5.0 with no sub band scores less than 4.5; or
- Completion of at least one year of full-time study at Australian secondary, post-secondary or tertiary level; or
- Completion of the English for Academic Purposes (EAP) program at EEVI or an ASQA / TEQSA Accredited Language Centre; or
- Pass SBI's Placement Test.

### b) Educational and other qualifications, skills, and other prerequisites

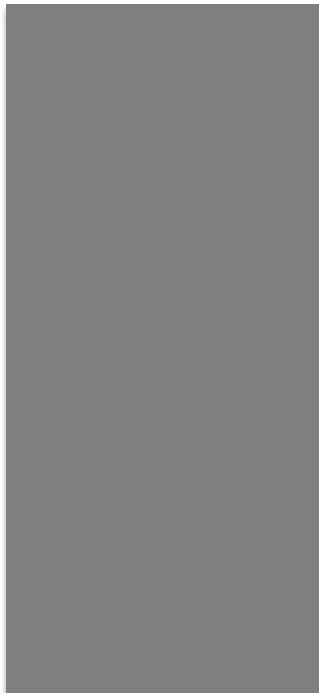
- Successful completion of Australian year 11 or equivalent; OR
- Successful completion of an AQF recognised Certificate III in Accounting, Finance, or other relevant qualification; OR
- Substantial work experience in a related field.
- Must be 18 years of age or over at the time of course commencement.

## Pathways from the qualification

After achieving this qualification candidates may choose to undertake studies at Diploma level, e.g., CPP51122 - Diploma of Property (Agency Management) at Sydney Business Institute.

**This qualification applies to people working in both residential and commercial property.**

- Property Manager, Body Corporate Manager
- Real Estate Agent
- Real Estate Representative, Real Estate Salesperson, Real Estate Sub-agent, Property Portfolio Officer, Buyer's Agent.



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## Course Description

This qualification reflects the role of real estate professionals who apply knowledge of real estate practice legal agency and compliance requirements, ethical standards and consumer preferences to conduct real estate functions.

## Recognition of Prior Learning

Sydney Business Institute (SBI) supports the national policy of recognition of qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO), regardless of the location, provided that the RTO is registered to offer units of competency which exist within the qualification offered by SBI and which may also exist in other Training Packages. An application can be made for RPL when the student believes that they have already attained the necessary skills and competencies elsewhere (work other study etc.). An RPL application form is available from the Student Support Officer upon request.

The student will be required to provide documentation to support their application. The application will be processed and an assessment made as to the success or otherwise of the application. The student will be notified in writing of the result. The Student must sign (or otherwise accept) the 'Record of Course Credit Granted'.

## UNITS OF COMPETENCY

CODE	TITLE
CPPREP4001	Prepare for professional practice in real estate
CPPREP4002	Access and interpret ethical practice in real estate
CPPREP4003	Access and interpret legislation in real estate
CPPREP4004	Establish marketing and communication profiles in real estate
CPPREP4005	Prepare to work with real estate trust accounts
CPPREP4101	Appraise property for sale or lease
CPPREP4102	Market property
CPPREP4103	Establish vendor relationships
CPPREP4104	Establish buyer relationships
CPPREP4105	Sell property
CPPREP4121	Establish landlord relationships
CPPREP4122	Manage tenant relationships
CPPREP4123	Manage tenancy
CPPREP4124	End tenancy
CPPREP4125	Transact in trust accounts
CPPREP4162	Conduct and complete sale by auction
CPPREP4171	Represent buyer in sales process
CPPREP4504	Deliver presentations to clients in real estate

### Equipment

*Students will need to do some self-study as well as assessment preparation throughout their course of study. As a result, access to a computer as well as internet access needs to be available to students (it is highly recommended that students purchase their own device to ensure that there is no limitation). In addition, SBI has made a fully equipped computer lab, free Wi-Fi access as well as a library available to students which they can use for self-study during SBI business hours.*



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