

CPP51122 - Diploma of Property (Agency Management)

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.

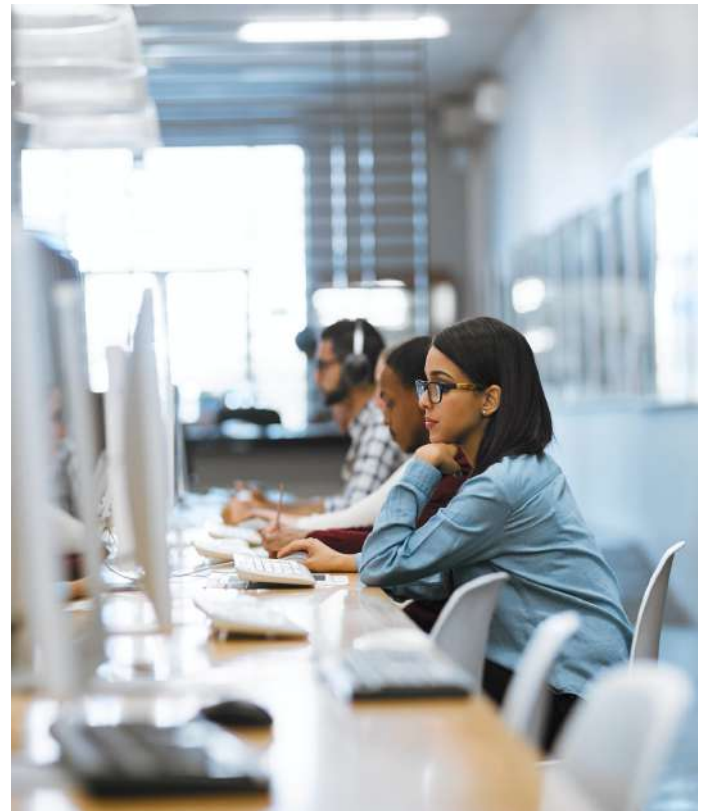
Assessment Arrangements

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.



Phone: 02 9211 4958

Email: info@sbi.edu.au

Website: 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.

Career Pathways from the qualification

This qualification applies to residential or commercial practice in real estate sales, real estate property management.

- Real Estate Agency Principal
- Agency Manager
- Agency Director.



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Course Description

This qualification reflects the role of property services principals who apply knowledge of property agency and compliance requirements, ethical standards and consumer preferences to establish and control property services 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
CPPREP5001	Manage compliance in the property industry
CPPREP5002	Establish and monitor property industry trust account management practices
CPPREP5003	Manage ethical practice in the property industry
CPPREP5004	Manage a safe workplace in the property industry
CPPREP5005	Manage teams in the property industry
CPPREP5006	Manage operational finances in the property industry
CPPREP5007	Develop a strategic business plan in the property industry
CPPREP5008	Market the property agency
B SBOPS502	Manage business operational plans
B SB CRT511	Develop critical thinking in others
B SB SUS511	Develop workplace policies and procedures for sustainability
B SB LDR602	Provide leadership across the organisation

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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