Course Outline
Licensing Course

Qualification	**CPP40307** Certificate IV in Property Services (Real Estate) *Known as the "Licensing Course"*
Purpose	The program is designed for individuals seeking to meet the educational requirements to obtain an estate agent's license in Victoria. *This training is delivered with Victorian and Commonwealth Government funding – eligibility criteria applies*
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	***Elearning -via Zoom Meetings and PropEL*** *Agent's Representative Cluster* - Independent learning through online learning materials & completing structured learning activities. - Access to learning materials by online platform - Assessment completed in online platform *Remaining 8 clusters* - Clusters conducted over one month approximately - Trainer facilitated 2 hour online zoom meeting sessions, once a week for 9 months - Flexible training arrangement may be available – trainer to advise - Plus, approximately 14 hours per week of online independent learning and assessment preparation - Assessments should be completed within 10 months if student keeps up to date with assessments - Course to be completed within 15 months of receiving access to Agency Practice cluster ***Workplace Based (Traineeships)*** - Training conducted in the workplace for full time or part-time employees - Structured on-the job training as per the On-the-Job Learning guides for each of the 9 clusters - Combination of zoom meetings and phone calls conducted monthly to facilitate training by REIV trainer/assessor - Plus, approximately 7 hours per week of self-paced learning and assessment
Delivery Site/Location	***Elearning*** - In your own environment anywhere within the state of Victoria ***Workplace Based*** - In the workplace anywhere within the state of Victoria
Course Duration	***Elearning -*** It is anticipated that students would complete in 10 – 12 months ***Workplace Based -*** It is anticipated that students will complete their course over 2 years for full time and 4 years for part-time.
Career Outcomes	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 www.consumer.vic.gov.au for more information. Graduates can specialise in a variety of different streams of Real Estate such as: - property sales, - property management,

	• commercial, • business broking • buyer's advocacy
Education Pathways	The further study pathways available to students who undertake this course include: • CPP50307 - Diploma of Property Services (Agency Management) • CPP50511 – Diploma of Property Services (Asset and Facility Management)

Units of Competency

CPP40307 Certificate IV in Property Services (Real Estate) requires the completion of the following units delivered in 9 clusters.

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
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

Pre-requisites	There are no pre-requisites for this course.
Entry Requirements	This course does not have specific entry requirements. However, the REIV, expects participants in this course to meet the following: • Age requirement (over 18 years of age for class based or over 17 years of age for workplace based) • Must be prepared to undertake training in the state of Victoria • Australian citizen, holder of permanent residence or be on a visa that allows study in Australia,

	but not an international student visa

	Computing requirements below:
	• Computer equipment
	• Reliable internet connectivity
	• Access to printer and scan facilities
	    ○ *PC users*
	     Operating system: Windows 7 or later
	     Browser: Chrome
	     Word: Word 2007 or later
	     PDF reader: Adobe Acrobat Reader DC
	     https://get.adobe.com/reader/
	    ○ *Mac users*
	     Operating system: Mac OS10.8 or later
	     Browser: Chrome
	     Word: Word 2008 or later
	     PDF reader: Adobe Acrobat Reader DC
	     https://get.adobe.com/reader/

Suitability	*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. *Workplace Based* - all interested individuals will undertake a pre-training review conducted in the workplace or via phone or zoom meets. 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.
Intakes and Timetable	*Elearning* - Commencement dates vary, please visit the License Course page via the Training tab at www.reiv.com.au or email qualifications@reiv.com.au for further information. *Workplace Based (Traineeships)* – Training can commence at any time, after receiving confirmation of registration from the VRQA database Epsilon and appropriate administration activities have been completed.
Holiday Periods	There is no training and assessment scheduled during the following holiday periods: • All Victorian public holidays • No training during the Christmas - New Year Break, with training resuming second week of January
Training Arrangements	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. Homework tasks may include research, reading related textbooks, continuing to work on assessment tasks and preparing for role plays. Students are provided with etextbooks in the learning platform to support their learning (these are included in the course fees): • Unit Learner Guides as etextbooks *Workplace Based (Traineeships)* trainees also receive • On the job learning guides • Trainer contact 30 min phone session or 45 min Zoom meeting, with a minimum of 4 visits per year and minimum of 6 calls per year

	• Structured self-paced learning activities as per self-paced learning guides (withdrawal hours)
Additional Support	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: • Mentoring from trainers • Additional classes, tutorials and workshops • Online support and exercises for some courses • Computer and technology support • Referral to external support services • Reasonable adjustment to assessments 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.
Assessment Arrangements	***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, are expected to not exceed 7 hours per week. Assessment will be conducted individually. Students undertaking elearning will access and complete assessments for each cluster in the online learning platform and includes: • Assessment instructions • Assessment resources for each unit of competency • Details about when assessment will occur • Details about assessment submission There are a variety of assessment methods used for this qualification including: • Written questions • Projects/Reports • Case Studies • Role Plays • Research Submission of assessment tasks will be online through the learning platform. ***Workplace based*** - students will be given their assessment via the traineeship team. Role play assessments will be conducted during zoom meetings or video and submitted for assessment; instructions are provided. Assessment will be conducted individually. Students will be provided with Assessment Booklets for each cluster and additional documents which covers the units in the cluster and includes: • A full description of all assessment tasks • Assessment instructions • Assessment resources for each unit of competency • Details about when assessment will occur • Details about assessment submission There are a variety of assessment methods used for this qualification including: • Written questions • Projects/Reports • Case Studies

	• Role Plays • Research Submission of assessment tasks will via email to the workplace trainer/assessor.
Course Credit	*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.* 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. There is no charge to apply for credit transfer. To apply, fill in the Credit Application Form and submit it as part of the enrolment. *Please refer to the Student Handbook for more information on Credit Transfer.
Recognition of Prior Learning (RPL)	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. 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. 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. A trainer/assessor will be available to assist the student throughout this process. *Please refer to the Student Handbook for more information on RPL.
Costs	**Total Tuition Fee:** ***Elearning or Workplace based*** $1510.00 – Eligible for government funding* $302.00 – Valid concession card** holder eligible for government funding* $5587.00 – Full fee for service (not eligible to government funding) $5398.25 – Member fee, full fee for service (not eligible for government funding) *Please note these fees would be less if a credit transfer is applied for Agent's Representative cluster* **RPL Costs:** ***Elearning or Workplace based*** $1094.75 or $1.45 per nominal hour - Eligible for government funding* $2853.90 or $3.78 per nominal hour – Full fee for service (not eligible for government funding) $2378.25 or $3.15 per nominal hour – Full fee for service member fee *Please note these fees would be less if a credit transfer is applied for Agent's Representative cluster* Nationally Recognised Training does not incur GST. Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met. Please refer to the Training tab at www.reiv.com.au for our Fees and Charges Policy. *Visit www.reiv.com.au/funding-eligibility to check eligibility. Criteria applies which will be evaluated during the pre-training review.* **Valid concession card. Prior to commencement of training, the student must hold a current and valid:* • *Health Care Card issued by the Commonwealth* • *Pensioner Concession Card or* • *Veteran's Gold Card or* • *An alternative card or concession eligibility criterion approved by the Minister*

Inclusions	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. **Additional charges apply if students require:** • Additional copies of a student's qualification/record of results and/or statement of attainment. A cost of $60 per document applies • Additional copies of textbooks or any other learning and assessment. A fee of $60 per textbook per unit **Other costs (not included) to be aware of:** Please refer to the student handbook for guidance in relation to budgeting and planning • Notebooks/pens/ or other general stationery required for students to complete their work. • Computers and laptops and internet download costs

How to apply	To apply to enroll into the License Course for:
	
	 Elearning –
	
	 • Complete the enrolment application form available online via the Training tab on the REIV website www.reiv.com.au and email our office as detailed below, together with your colour photo identification and if you are accessing government funding 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.
	
	 Workplace Based – 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.
	
	    Phone: 03 9205 6666
	
	    Email: qualifications@reiv.com.au or for Traineeships **Email:** traineeships@reiv.com.au
	
	 Please fill out all sections in the Enrolment Application Form and return to:
	
	    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.