

# CPP41419

## Certificate IV in Real Estate Practice

### Class 2 Real Estate Agents Residential Real Estate Licence (NSW) Traineeship

For more information on Smart & Skilled visit [www.smartandskilled.nsw.gov.au](http://www.smartandskilled.nsw.gov.au)

#### What are traineeships?

Traineeships are jobs that combine work and structured training. You have to be employed to undergo a traineeship. They include paid employment under an appropriate industrial arrangement, a Training Contract that is signed by both the employer and trainee and registered with the NSW Department of Education.

This training is subsidised by the NSW Government.

#### Who is eligible?

To be eligible for subsidised training for any Smart and Skilled program, including the Smart and Skilled Entitlement Apprenticeships and Traineeships (EAT) program, you must:

- live or work in NSW (determined by postcode of the usual place of residence or place of work); or
- If you are an Aboriginal and Torres Strait Islander trainee who does not live or work in NSW but lives in specific defined interstate NSW border areas, you are eligible for government-subsidised training under Smart and Skilled
- Be Australian citizen; or a permanent Australian resident; or a New Zealand citizen; or a humanitarian visa holder or a partner visa holder whose sponsor is a humanitarian visa holder
- be aged 15 years or older; and
- be no longer in secondary education - excluding registered home school students.

During the enrolment process, you must declare that the information you provide with regards to eligibility is true, accurate, complete and not misleading.

#### How can you complete the course?

RETS runs this course as follows:

##### On the job training:

When you take on traineeship, you will work either full-time or part-time. You will experience the benefit from on-the-job training and experience that you will gain in your workplace. This practical experience in your workplace teaches you the ins and outs of a particular industry. You will gain insights into the everyday tasks you would usually complete in full-time employment position in this industry. After you complete your traineeship, you may continue to work in the organisation where you completed your traineeship.

##### Formal training:

You will also receive formal training during your traineeship. Formal training must be delivered by a Registered Training Organisation (RTO), that is RETS.

##### Online blended – E-learning

RETS delivers training to you using an online blended – E-learning model. You can access learning materials online on our learning Management System (LMS), RETS E-campus.

#### Duration



12-24 months full time  
up to 36 months part-time

#### Study Options



- Online

#### Completion



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#### Support



You will have access to a Trainer and Assessor and a student support team to assist with any questions you may have.

Access to recorded  
Webinars 

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#### What if I need help?

You will have access to a Trainer and Assessor and a student support team to assist with any questions you may have. You can contact your Trainer/Assessor through the RETS E-Campus.

#### What do I get when I finish?

Upon successful completion of the entire course you will receive a CPP41419 Certificate IV in Real Estate Practice which is a nationally recognised qualification.

#### Already an Assistant Agent?

During the enrolment process, we inform you about Credit Transfer (CT) and Recognition of Prior Learning (RPL). If you already have your Assistant Agent qualification you may apply for CT or in some cases, RPL.

#### How do I enrol?

Please contact our office on 1300 850 980 for traineeship information and how to enrol through your local government apprenticeship scheme.

#### Units in the course:

Upon successful completion of the entire course you will receive a CPP41419 Certificate IV in Real Estate Practice which is a nationally recognised qualification.

#### CORE UNITS

- 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

#### ELECTIVE UNITS

- 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
- CPPREP4503 Present at hearings in real estate
- CPPREP4504 Deliver presentations to clients in real estate
- BSBTWK301 Using inclusive work practices