



**Australian Government**

# **Assessment Requirements for CPPREP3102**

## **Assist in listing and marketing properties for sale**

**Release: 1**

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## **Modification History**

Release 1 This version first released with CPP Property Services Training Package Release 8.0.

Supersedes but is not equivalent to CPPDSM3002A Assist in listing properties for sale and CPPDSM3004A Assist in marketing properties for sale.

Merged to reduce duplication. Updated to the Standards for Training Packages.

## **Performance Evidence**

To demonstrate competency in this unit, a person must assist in listing and marketing two different types of property for sale and reviewing stakeholder feedback at the conclusion of the process.

In doing this, the person must meet the performance criteria for this unit.

## **Knowledge Evidence**

To be competent in this unit, a person must demonstrate knowledge of:

- Commonwealth and state or territory legislation and local government regulations relating to listing and marketing properties for sale
- ethical standards in real estate relating to listing and marketing properties for sale
- sources of property and client information
- types of databases used in real estate
- processes for:
  - data entry and retrieval techniques
  - file storage and backup
  - production of reports
  - search techniques
  - data security
- information stored in real estate databases.

## **Assessment Conditions**

Assessors must satisfy the requirements for assessors listed in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or in a simulated workplace environment.

Assessors are responsible for ensuring that the person demonstrating competency has access to:

For assessment conducted in the workplace:

- a real estate workplace, staff and business documentation relating to listing and marketing properties for sale
- equipment, communication and data access and storage technology required for listing and marketing properties for sale.

For assessment in a simulated workplace environment:

- materials and equipment meeting the operational requirements for a real estate agency, including:
  - policies, procedures, forms and records relating to listing and marketing properties for sale
  - position description including detailed roles and responsibilities for the role to be assumed by the person undergoing assessment
  - role descriptions for people participating in role-play exercises
  - simulated realistic internet and social media presence
  - simulated property and client databases
  - equipment, communication and storage technology required for listing and marketing properties for sale
- details of two properties for sale, including a portfolio of issues with each property that must be considered in preparing the draft appraisal reports.

## Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>