



**Australian Government**

**Assessment Requirements for CPPREP4001  
Prepare for professional practice in real  
estate**

**Release: 1**

# Assessment Requirements for CPPREP4001 Prepare for professional practice in real estate

## Modification History

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

Supersedes but is not equivalent to CPPDSM3009 Maintain workplace safety in the property industry and CPPDSM3016 Work in the property industry.

Merged to reduce duplication.

## Performance Evidence

To demonstrate competency in this unit, a person must produce a report that covers:

- the real estate agency functions and business structure
- the regulatory framework, regulator and industry bodies in the state or territory of operation
- the licensing requirements and responsibilities of:
  - the real estate licensee in charge or person who has effective control of the office
  - two other agency roles (at least one is to be a regulated role)
- the terms and conditions of employment in real estate.
- details of at least 3 different employment opportunities in the real estate industry.
- details of at least 3 different communication strategies that can be used with clients.
- at least 2 professional development pathways within real estate.

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:

- clients of real estate services
  - vendors/sellers
  - purchasers/buyers
  - landlords/rental provider/lessee
  - tenants/renter
  - other parties to the real estate transaction
- services provided as part of real estate activities
  - residential sales
  - residential property management

- property management business development
- commercial/industrial/retail property management
- commercial/industrial/retail sales
- auctioneering
- buyer's agent
- stock and station agent
- business broker
- legislation applying to real estate activities in the state or territory of operation
  - real estate licensing and regulation in the state or territory of operation
  - role and function of the regulator in the state or territory of operation
  - ethical and conduct standards in the state or territory of operation
  - key principles and provisions of equal opportunity and anti-discrimination
- role and function of real estate professional and industry bodies
- real estate agency structure
  - forms of ownership
  - roles and responsibilities of agency personnel
- licensing and continuing professional development requirements for real estate agents in the state or territory of operation
  - residential sales
  - residential property management
  - property management business development
  - commercial/industrial/retail property management
  - commercial/industrial/retail sales
  - auctioneering
  - buyer's agent
  - stock and station agent
  - business broking
- licensing limitations
  - licensing lending
  - unlicensed trading
- arrangements for employment in real estate
  - terms and conditions
  - rights and responsibilities of employer
  - rights and responsibilities of employees
- communication skills required for professional practice in real estate
- communication strategies for responding to client complaints.

## 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:

- regulator and licensing requirements for the state or territory of operation
- qualification and professional development requirements for real estate roles
- real estate employment terms and conditions
- real estate professional practice codes of conduct.

## **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>