



Australian Government

CPPREP4001 Prepare for professional practice in real estate

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 CPPDSM3009 Maintain workplace safety in the property industry and CPPDSM3016 Work in the property industry.

Merged to reduce duplication.

Application

This unit specifies the skills and knowledge required to understand the personal and legislative requirements of professional practice in real estate.

It includes expressing a thorough understanding of the business structures, regulatory framework, codes of practice and professional development pathways within real estate.

This unit applies to people currently working in or seeking to work in real estate.

State or territory licensing requirements may apply to this unit.

Pre-requisite Unit

Nil

Unit Sector

Real estate

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

1	Explain real estate agency functions and business structure.	1.1	Explain the services offered by real estate agents.
		1.2	Identify parties to real estate transactions.
		1.3	Identify and explain the agency-principal relationship
		1.4	Research and record forms of real estate business ownership and organisational structures.
		1.5	Research and record roles and responsibilities of key

personnel in real estate, including agency principals/agent in charge/or person in effective control.

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| 2 | Interpret professional practice guidelines. | 2.1 | Analyse key legislation and explain its relevance to own work role. |
| | | 2.2 | Interpret and explain equal opportunity and anti-discrimination principles and laws and how these apply to real estate activities in the state or territory of operation. |
| | | 2.3 | Analyse and explain codes of practice relevant to the real estate industry. |
| | | 2.4 | Identify the regulator for real estate activities in the state or territory of operation and explain their role in the industry. |
| | | 2.5 | Identify industry bodies for real estate in the state or territory of operation and explain their role in the industry. |
| | | 2.6 | Research and record licensing and eligibility requirements for real estate personnel, including required qualifications in the state or territory of operation. |
| 3 | Explain employment opportunities in the real estate industry. | 3.1 | Research and explain potential employment arrangements for real estate in the state or territory of operation. |
| | | 3.2 | Analyse National Employment Standards and record employer and employee rights and responsibilities regarding conditions of employment. |
| | | 3.3 | Examine and explain standard terms and conditions for employment in real estate. |
| 4 | Examine communication skills. | 4.1 | Research communication strategies used to build client relationships. |
| | | 4.2 | Identify and explain communication strategies which can be used to address client complaints. |

5	Identify professional development pathways within real estate.	5.1	Research and explain regulatory requirements for continuing professional development for real estate personnel.
		5.2	Identify and record opportunities and priorities for continuing professional development.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Supersedes but is not equivalent to:

- CPPDSM3009 Maintain workplace safety in the property industry
- CPPDSM3016 Work in the property industry.

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>