



Australian Government

CPPREP3001 Comply with ethical practice in real estate

Release: 1

CPPREP3001 Comply with ethical 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 CPPDSM3018B Identify risks to agency operations.

Updated to the Standards for Training Packages.

Application

This unit specifies the skills and knowledge required to comply with ethical practice in a real estate agency in order to contribute to the quality and effectiveness of agency activities.

The unit applies to support workers in the real estate industry undertaking tasks with at least a moderate degree of autonomy and performing routine activities without close supervision.

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. Examine ethical practice in work role.	1.1 Identify ethical responsibilities and processes required for work role. 1.2 Identify risks related to not working ethically in the real estate industry. 1.3 Prepare ethical work plan for work role.
2. Comply with ethical practice.	2.1 Perform work role ethically. 2.2 Contribute to workplace discussions on the application of ethical practice in the agency/business.

3. Respond to unethical practice.	3.1 Identify unethical behaviour and breaches of ethical practice. 3.2 Identify agency processes to report unethical behaviour and ethical practice breaches.
-----------------------------------	--

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria:

- reading skills to access and interpret a variety of policies and procedures
- organisational skills to incorporate requirements of ethical practice, policies and procedures into own work practices.

Unit Mapping Information

No equivalent unit.

Supersedes but is not equivalent to CPPDSM3018B Identify risks to agency operations.

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>

Assessment Requirements for CPPREP3001 Comply with ethical 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 CPPDSM3018B Identify risks to agency operations.

Updated to the Standards for Training Packages.

Performance Evidence

To demonstrate competency in this unit, a person must:

- prepare and apply a work plan that incorporates ethical practice
- participate in at least 2 workplace discussions related to ethical workplace behaviour
- identify and explain the processes to report breaches of ethical practice or unethical behaviour.

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 relevant to ethical practice in real estate
- ethical practice in real estate and how it is included in workplace policies and procedures
- risks of not complying with ethical practice, including risk to the:
 - business
 - client
 - individual worker
- processes for:
 - locating and accessing ethical practice requirements
 - identifying ethical practice relevant to a given role in the agency
 - preparing work plans to incorporate ethical practice into work practices
 - identifying and reporting breaches of ethical practice and unethical behaviour.

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 agency workplace, staff and relevant ethical practice documentation
- equipment, communication and data access and storage technology.

For assessment in a simulated workplace environment:

- materials and equipment meeting the operational requirements for a mid-size real estate practice, including:
 - ethical practice documentation
 - a documented breach of compliance or unethical practice
 - position description that includes detailed roles and responsibilities for a work role
 - role descriptions for people participating in role-play exercises
 - documented scenario/s to allow demonstration of incorporation of ethical practice into work practices
- equipment, communication and data access and storage technology.

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>