



Australian Government

CPPREP4001 Prepare for professional practice in real estate

Release: 1

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.

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.

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|---|--|-----|--|
| 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.
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>

Assessment Requirements for CPPREP4001 Prepare for professional practice in real estate

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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 apart 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.

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