



Australian Government

CPPREP4504 Deliver presentations to clients in real estate

Release: 1

CPPREP4504 Deliver presentations to clients 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 CPPDSM4018A Prepare and present property reports.

Updated to the Standards for Training Packages.

Application

This unit specifies the skills and knowledge required to present information to clients in real estate in a planned, structured and professional manner.

The unit applies to industry professionals acting on behalf of principals 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. Prepare a presentation	1.1 Establish presentation purpose. 1.2 Identify audience characteristics for the presentation. 1.3 Select presentation techniques to match audience characteristics, presentation purpose and required outcomes. 1.4 Select format and equipment for presentation according to audience characteristics. 1.5 Research and prepare information and materials to support presentation. 1.6 Prepare presentation and plan timing to meet time

	constraints. 1.7 Prepare strategy to collect client feedback and responses.
2. Conduct presentation.	2.1 Use techniques, materials and equipment to present information. 2.2 Present information clearly and sequentially following planned timings. 2.3 Respond to audience questions. 2.4 Summarise key concepts and conclude presentation.
3. Review presentation.	3.1 Analyse and discuss feedback and responses to review effectiveness of presentation. 3.2 Use review outcomes to make notes about improvements to presentation content, techniques and delivery.

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 CPPDSM4018A Prepare and present property 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>

Assessment Requirements for CPPREP4504 Deliver presentations to clients in real estate

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Performance Evidence

To demonstrate competency in this unit, a person must prepare and deliver two separate presentations for real estate clients. They must also complete a review of their presentation to identify future areas of improvement.

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 the content of delivering presentations to clients in real estate
- ethical practice in real estate
- techniques to:
 - profile potential audience characteristics
 - select presentation techniques and technology appropriate to audience characteristics
 - select content to address audience characteristics and requirements
 - plan timing of presentations
 - select and use equipment, graphics, audio and materials to support effective delivery of content
 - use effective communication to deliver the presentation
 - gather and collate feedback to support review and improvements to the presentation.

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:

- information to be presented to a group of clients
- role descriptions and information for people participating in role-play exercises
- equipment required to prepare presentations.

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