



Accelerated Real Estate Licensing Course

Our Accelerated Real Estate Licensing Program is the vehicle to drive your real estate career further.

Accelerated Licensing Program

The Accelerated Licensing Program is a six day workshop aimed at fast tracking your real estate licensing course. The Certificate IV in Property Services (Real Estate) fulfils the educational requirements necessary to obtain your real estate licence. The workshops cover key information from each of the licensing units of study with much of the assessment conducted during class.

The program outline is as follows:

Day 1 - Business Management	Days 3 & 4 - Property Sales
Day 2 - Trust Accounting	Days 5 & 6 - Property Management

Attendance at all workshops is compulsory (regardless of your RPL status).

Who Should Enrol?

Anyone who holds a current Certificate of Registration and has relevant real estate experience. This program is designed for:

- ✓ Salespeople
- ✓ Office managers
- ✓ Property managers
- ✓ Real estate related services

Course Assessment

Due to the interactive nature of the workshops, the number of take home assessments is greatly reduced. Much of the assessment is conducted during the workshops including the practical trust accounting assessment. Remaining assessments can be done at your own pace, as we allow up to 12 months to complete all course work.

Recognition of Prior Learning (RPL)

This course allows for your experience to be recognised through our RPL process. The application process is included in the cost of the course. If granted exemptions you will not be required to complete any written assessments for the applicable units.

Course Information

Visit realcoach.com.au for all future course dates, locations and times.


Self Study Options

If you have not previously worked in real estate or cannot attend our accelerated program, complete your real estate licence through our self study folders or E-Learning options. You can still apply for RPL and complete the course in your own time. Contact us for details.

Enrol Now!

Complete the enclosed enrolment form or enrol online to reserve your place in the Accelerated Real Estate Licensing Program. For further information please contact us on 1300 124 125 or visit our website.

Seminar



Industry experienced trainer

Interactive format

Reduced assessment

\$1899

Enrol Now



Call us on
1300 124 125



visit our website:
www.realcoach.com.au

Accelerated Licensing Course

Course Information

In completing the CPP40307 Certificate IV in Property Services (Real Estate) you must demonstrate competency in the 21 units summarised below.

Business Management

BSBRKG304B Maintain business records

This unit describes the performance outcomes, skills and knowledge necessary to maintain the records of a business in proper order on a day to day basis. At the time of endorsement, there were no licensing, legislative, regulatory or certification requirements applying to this unit.

BSBSBM406A Manage finances

This unit describes the performance outcomes, skills and knowledge necessary to implement, monitor and review strategies for the ongoing management of the finances of a small business. It also includes the daily and ongoing financial management of a small business and any specific legal requirements that may apply to its management.

CPPDSM4006A Establish and manage agency trust accounts

This unit of competency specifies the outcomes required to establish and manage trust accounts in an agency context. It includes reviewing agency accounts in order to comply with trust accounting requirements, establishing and managing trust accounts, maintaining appropriate records of trust transactions, and monitoring and reviewing trust accounts.

BSBLED401A Develop teams and individuals

This unit describes the performance outcomes, skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup. Learned skills will be applied to meet team objectives.

CPPDSM4009B Interpret legislation to complete agency work

This unit of competency specifies the outcomes necessary to source and interpret legislation that affects real estate operations. It includes identifying and applying statutory interpretation techniques, identifying and tracking changes to relevant legislation and industry codes of conduct and the maintenance of appropriate records.

CPPDSM4015B Minimise agency and consumer risk

This unit of competency specifies the outcomes required to minimise risk to all aspects of agency business and to consumers. It includes identifying potential risks to the agency and its clients, analysing the causes and potential impact of risks, and the implementation of agency policies and procedures in order to minimise risks to the agency and consumers.

Property Services

CPPDSM4005A Establish and build client-agency relationships

This unit of competency specifies the outcomes required to establish, maintain and expand agency-client relationships to support the attainment of core agency business goals. It includes communicating effectively with clients, implementing the agency's approach to client service and agency-client relationship management strategies, implementing personal marketing strategies, and building ongoing relationships with clients.

CPPDSM4056A Manage conflict and disputes in the property industry

This unit of competency specifies the outcomes required to use communication techniques to manage and resolve conflict and disputes in the property industry. It requires the ability to assess conflict or dispute situations, accurately receive and relay information, adapt interpersonal styles and techniques to varying social and cultural environments, and evaluate responses.

CPPDSM4003A Appraise property

This unit of competency specifies the outcomes required to appraise the sale price range or rental value of all forms of property for listing purposes in line with client instructions, agency practice and legislative requirements. It includes researching the property, selecting appropriate methods to appraise the sale price range or rental value of property and preparing reports on the property appraisal. It does not address the formal valuation of property.

CPPDSM4017A Negotiate effectively in property transactions

This unit of competency specifies the outcomes required to manage effective negotiations in relation to the sale, lease or management of property. It includes establishing the needs and expectations of relevant parties, negotiating to achieve desired outcomes and managing potential and real disputes between parties.

Property Management

CPPDSM4011A List property for lease

This unit of competency specifies the outcomes required to list all types of property and businesses for lease. It includes implementing procedures for promoting an agency's property management services, establishing client requirements, planning and delivering property listing presentations, finalising listings for the lease of property, and recording and acting on client instructions. This unit does not address listings for property sales or the actual marketing or lease or the property under an agency contract.

CPPDSM4013A Market property for lease

This unit of competency specifies the outcomes required to market all types of property and businesses for lease. It includes planning, developing a marketing plan, preparing marketing materials, implementing marketing activities, and reviewing and reporting on marketing plans and activities.

CPPDSM4010A Lease property

This unit of competency specifies the outcomes required to administer the leasing of all types of property. It includes screening tenant enquiries, conducting inspections, obtaining and reviewing tenancy applications, completing tenancy agreements or lease documentation, placing tenants in properties, and recording tenancy arrangements.

CPPDSM4016A Monitor and manage lease or tenancy agreement

This unit of competency specifies the outcomes required to manage properties during the term of leases or tenancy agreements. It includes implementing the conditions of leases and tenancy agreements, responding to requests from tenants and landlords and managing the renewal and termination of leases and tenancy agreements.

CPPDSM4049A Implement maintenance plan for managed properties

This unit of competency specifies the outcomes required to develop and implement a maintenance plan for all types of managed properties. It includes determining property maintenance requirements, establishing a property maintenance plan, establishing and maintaining a key register, monitoring the security of managed properties and implementing and reviewing the property maintenance plan.

CPPDSM4020A Present at tribunals

This unit of competency specifies the outcomes required to appear effectively before a tribunal. It includes preparing for tribunal hearings, using appropriate tribunal etiquette, acting as a witness, participating in conciliation hearings and presenting a case.

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Course Information

Sales

CPPDSM4012A List property for sale

This unit of competency specifies the outcomes required to list all types of property and businesses for sale. It includes prospecting for listings, establishing client requirements, planning and delivering property listing presentations, finalising listings for the sale of property and recording and acting on client instructions. This unit does not address listings for property management or the actual marketing or sale of property under an agency contract.

CPPDSM4014A Market property for sale

This unit of competency specifies the outcomes required to market all types of property and businesses for sale. It includes planning and developing a marketing plan, preparing marketing material, implementing marketing activities, and reviewing and reporting on marketing plans and activities.

CPPDSM4022A Sell and finalise the sale of property by private treaty

This unit of competency specifies the outcomes required to sell and finalise the sale of all types of property by private treaty. It includes qualifying buyers, arranging for potential buyers to inspect listed properties, delivering effective sales presentations, submitting offers and negotiating property sales with sellers and buyers and maintaining communications with sellers and prospective buyers. It also includes monitoring the process between exchange of contract and settlement for all types of property and businesses and preparing documentation for agency disbursements. This unit does not include the sale of property by auction.

CPPDSM4019A Prepare for auction and complete sale

This unit of competency specifies the outcomes required to prepare for an auction and complete the sale of property. It includes implementing the auction marketing plan, preparing auction documentation, confirming the reserve price with the seller, planning and implementing auction day procedures, and completing follow up procedures after the auction sale. The outcomes required to conduct an auction are addressed in CPPDSM4004A Conduct Auction.

CPPDSM4001A Act as a buyer's agent

This unit of competency specifies the outcomes required to act as a buyer's agent and represent buyers in the purchase of properties. It includes establishing buyer requirements, confirming buyer engagement of the agency, sourcing properties that meet buyer requirements, negotiating the purchase of property on behalf of the buyer, monitoring settlement of the sale and maintaining communication with sellers and buyers.

Assessment

Students will be required to demonstrate their competency by answering a series of questions relating to the material supplied in each unit. These questions will require specified types of answers such as short form, point form, multiple choice, true or false, case studies and completion of forms and templates.

Submitting Assessments

When completed, assessments should be submitted to Real Coach for marking. All work submitted must be typed or neatly handwritten. Illegible work will not be accepted. Assessments must be mailed or emailed. It is advised that students photocopy all documents prior to posting, as work that has been assessed as competent will not be returned to students. Students have two options for marking:

- 1) Standard marking – this is included in the course fee. Assessments will be processed within 21 days of receipt;
- 2) Fast marking - an additional fee will be charged for assessments to be processed within 5 days of receipt.

Deadlines & Extensions

All assessments must be completed and submitted within twelve (12) months from the date of purchase. Students may apply for a three (3) month extension however this will incur an additional fee of \$200.00. Extensions may only be granted once and must be applied for before the deadline for completion, otherwise re-enrolment in the course will be required.

Recognition of Prior Learning

Real Coach recognises that participants will have acquired vocational skills from a variety of different sources, other than formal training. These skills are valid, irrespective of how they were acquired. Participants who believe they already have skills and knowledge that are covered in this course should apply at the time of enrolment to have these skills and knowledge assessed thus reducing their study time. To apply for Recognition of Prior Learning students will be required to complete an application form and submit all relevant documentation in support of their claim for exemption from any specified units. The application form can be obtained by calling us on 1300 124 125.

Support

Real Coach offers all students tutorial support via email and phone. If assistance is required with any part of this course students may lodge a support request via the support section of our website www.realcoach.com.au; email support@realcoach.com.au or via our office on 1300 124 125 during business hours.

Terms & Conditions / Student Handbook

By enrolling in the NSW Real Estate Licensing course students are accepting Real Coach's terms and conditions outlined in the student handbook which is available at www.realcoach.com.au. Below is a brief summary of our policies.

Refunds - No refunds will be given once the course has been purchased. Real Coach takes no responsibility for damage to the course once purchased.

More Information

For further information please contact us on 1300 124 125 or email info@realcoach.com.au

Enrol Now



Call us on
1300 124 125



visit our website:
www.realcoach.com.au

Enrolment Form

Personal Information

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth		
Given Names					Family Name (surname)					
Telephone / Mobile					Email Address					
Residential Address					Suburb					
State			Postcode			Correspondence Mailing Address Please tick preferred mailing address:				
Postal Address: <input type="checkbox"/> same as residential address, otherwise complete below					<input type="checkbox"/> Personal		<input type="checkbox"/> Postal		<input type="checkbox"/> Agency	
Postal Address/PO Box					Office Use Student #					
Suburb					State			Postcode		
					Photo ID Supplied <input type="checkbox"/>					

Agency Information

Agency Name				Mailing Address			
Suburb				State			
Telephone				Fax			
Email							

Choose Your Course & Preferred Learning Option

☐ Certificate of Registration Course

<input type="checkbox"/> E-Learning		<input type="checkbox"/> Self Study	
Item Code	Price	Item Code	Price
CORC/USB	\$	CORC/SS	\$
CORC/RPL	\$	Postage & Handling	\$ 22.00
Postage & Handling	\$ 11.00	Total	\$
Total	\$		

OR

☐ NSW Real Estate Licensing Course

<input type="checkbox"/> E-Learning		<input type="checkbox"/> Self Study	
Item Code	Price	Item Code	Price
LIC/USB	\$	LIC/SS	\$
Postage & Handling	\$ 11.00	Postage & Handling	\$ 22.00
Total	\$	Total	\$

Select Delivery Address for course material:

☐ Residential ☐ Agency ☐ Other please specify below

Alternate Address:

Please Note - Self Study material is delivered via courier to a street address only (not a PO Box). Please allow 1 - 3 business days for delivery. Courier has authority to leave at address if premises is unattended at time of delivery. Real Coach takes no responsibility for any damage to the course once purchased or loss caused if unattended.

Real Coach - Terms and Conditions

By completing this form you are accepting Real Coach's terms and conditions outlined in student handbook which is available at www.realcoach.com.au/student. Below is a brief summary of our key terms and conditions, for a full explanation of the terms and conditions please refer to the student handbook. **E-Learning/Self Study** - No refunds or transfers will be given once the course has been purchased.

Accelerated Licensing course - No refunds or transfers will be granted within 5 business days of course being held. Prior to this, refunds/transfers will only be given if received in writing and will incur administration fees.

Payment Information

☐ Visa ☐ Mastercard ☐ American Express (AMEX incurs 3% surcharge)

Card Number

Expiry Date

CVN

The 3 digit code on the back of your card or
the 4 digit code on the front of your Amex

Card Holder's Name

Signature

Date

☐ Cheque / Money Order
Please make payable to Real Coach Pty Ltd☐ Direct Deposit
Please make payable to Real Coach Pty Ltd
Account Name: Real Coach Pty Ltd
BSB: 012-341 Account Number: 491099518
Ref: Your Surname

131022_CORC/LIC_EF
Tax Invoice
Real Coach Pty Ltd
ABN: 25 106 635 189
When submitted with
payment this form
constitutes a tax invoice.

All payments must be accompanied by a
completed Enrolment Form. Please send via:

Email: info@realcoach.com.au
Fax: 1300 724 089
Post: PO Box 2532, Taren Point NSW 2229

Language, Literacy and Cultural Diversity

In which country were you born?	<input type="checkbox"/> Australia	<input type="checkbox"/> Other, please specify		
Do you speak a language at home OTHER than English?	<input type="checkbox"/> No - English only	<input type="checkbox"/> Yes, please specify		
Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander	
How well do you speak English?	<input type="checkbox"/> Very well	<input type="checkbox"/> Well	<input type="checkbox"/> Not well	<input type="checkbox"/> Not at all
How do you rate your ability to read English?	<input type="checkbox"/> Very well	<input type="checkbox"/> Well	<input type="checkbox"/> Not well	<input type="checkbox"/> Not at all
How do you rate your ability to work with numbers?	<input type="checkbox"/> Very well	<input type="checkbox"/> Well	<input type="checkbox"/> Not well	<input type="checkbox"/> Not at all

The course requires a certain level of reading and numeracy skills to obtain this qualification. Real Estate as an industry requires a minimum understanding of English as all forms and contracts must be completed in English. Due to this our course material is only provided in English and all assessments are to be completed in English.

Disability

Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
If YES then please indicate the areas of disability, impairment or long-term condition	<input type="checkbox"/> Hearing/Deafness	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual			
	<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Learning	<input type="checkbox"/> Vision	<input type="checkbox"/> Mental illness	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Other
Other, please specify						

Education

Are you still attending Secondary School?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If not in which year did you complete that level of schooling?		
What is the highest level of school completed?	<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 10 or equivalent		
	<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Year 8 or equivalent	<input type="checkbox"/> Never attended school		
Have you successfully completed any of the following qualifications?	<input type="checkbox"/> Bachelor / High school degree	<input type="checkbox"/> Advanced Diploma / Associate Degree			
	<input type="checkbox"/> Diploma (or associate diploma)	<input type="checkbox"/> Certificate IV (or Advanced Certificate)	<input type="checkbox"/> Certificate III (or trade certificate)	<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificate other than above

Employment

Which category best describes your current employment status?	<input type="checkbox"/> Full time (F/T)	<input type="checkbox"/> Part Time (P/T)	<input type="checkbox"/> Employer	
	<input type="checkbox"/> Self Employed (not employing others)	<input type="checkbox"/> Unemployed (seeking F/T work)	<input type="checkbox"/> Unemployed (seeking P/T work)	<input type="checkbox"/> Unemployed (not seeking employment)

Real Estate Experience

Are you currently working in Real Estate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Do you hold or have you held a	<input type="checkbox"/> Certificate of Registration	<input type="checkbox"/> Real Estate Licence	<input type="checkbox"/> Previously held	
<input type="checkbox"/> Current Office of Fair Trading Certificate/Licence Number		Expiry Date	/ /	
Are you wishing to apply for Recognition of prior learning (RPL) ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure - Please contact	
Indicate number of years experience	<input type="checkbox"/> 0-6 months	<input type="checkbox"/> 1-2 years	<input type="checkbox"/> 2-5 years	<input type="checkbox"/> 5+ years

Identification

As per a government requirement, you will need to supply photo identification (Drivers Licence/Passport) as a part of your enrolment. We are unable to issue Qualifications/Certification until we receive your identification.

You can submit your identification simply by visiting and uploading an image at www.realcoach.com.au/identification or email to info@realcoach.com.au
Files accepted (png, jpg, jpeg, tif or gif). Please refer to our website for further instructions or contact our office on 1300 124 125.

Study Reason

Which category best describes the main reason for undertaking this education and training?	<input type="checkbox"/> To get a job	<input type="checkbox"/> To develop my existing business		
	<input type="checkbox"/> To start my own business	<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To get a better job promotion	<input type="checkbox"/> It was a requirement of my job
	<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To get into another course of study	<input type="checkbox"/> For personal interest or self development	
<input type="checkbox"/> Other, please specify				

How Did You Hear About Us?

<input type="checkbox"/> Existing Client	<input type="checkbox"/> Employer	<input type="checkbox"/> Email Marketing	<input type="checkbox"/> Mail Marketing	<input type="checkbox"/> Newsletter	<input type="checkbox"/> Fax
<input type="checkbox"/> Phone	<input type="checkbox"/> Facebook	<input type="checkbox"/> Referral	<input type="checkbox"/> Friend	<input type="checkbox"/> Google Search	<input type="checkbox"/> Other

Terms and Conditions

student handbook is located at www.realcoach.com.au/student or call 1300 124 125 to obtain a copy

The information provided will remain private and confidential. The student handbook includes information relating to your rights and obligations as a student with Real Coach, and also the training, assessment & support services provided by Real Coach. I have read and accepted the terms and conditions of the fees and refund policy and the information described in the student handbook. I give permission for Real Coach to discuss my training progress and result with my employer (if applicable), ASQA, Department of Education and other relevant parties if deemed necessary by Real Coach. I acknowledge that I have read the above and understand the information provided. I confirm that this information that I have supplied is true and correct.

Signature

Date



1300 124 125

realcoach.com.au

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