

## CPP40307 CERTIFICATE IV IN PROPERTY SERVICES (Real Estate)

The **CERTIFICATE IV IN PROPERTY SERVICES** requires that 24 units be achieved. Where only some units of competency are achieved, a statement of attainment will be issued. This qualification forms part of CPP07 Property Service Training Package.

The units of competency that make up this qualification are: **5 core units** plus **19 elective units**.

### Core Units:

National Code	National Title
CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work
CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work
CPPDSM4009	Interpret legislation to complete agency work
CPPDSM4015B	Minimise agency and consumer risk
CPPDSM4080A	Work in the real estate industry

### Elective Units:

At least **10 elective units** must be selected from Property, Sales and Management, with the remaining elective units chosen from one or more of the following:

- Property, Sales and Management
- Specialist
- Common

Up to **2 elective units** may be chosen from:

- the Diploma of Property Services (Agency Management)
- any Certificate IV qualification in CPP07 Property Services Training Package
- any Certificate in IV qualification in BSB Business Services or FNS04 Financial Services Training Package, provided that the units do not duplicate the units in the CPP07 Property Services Training Package.

All units must contribute to a valid, industry-supported vocational outcome.

### Property, Sales and Management

National Code	National Title
CPPDSM3008A	Maintain and protect condition of managed properties
CPPDSM4001A	Act as a buyer's agent
CPPDSM4002A	Apply knowledge of state or territory legislative and regulatory framework to complete agency work
CPPDSM4003A	Appraise property
CPPDSM4004A	Conduct auction
CPPDSM4005A	Establish and build client-agency relationships
CPPDSM4006A	Establish and manage agency trust accounts
CPPDSM4010A	Lease property
CPPDSM4011A	List property for lease
CPPDSM4012A	List property for sale
CPPDSM4013A	Market property for lease
CPPDSM4014A	Market property for sale
CPPDSM4016A	Monitor and manage lease or tenancy agreement
CPPDSM4017A	Negotiate effectively in property transactions
CPPDSM4018A	Prepare and present property reports
CPPDSM4019A	Prepare for auction and complete sale
CPPDSM4020	Present at tribunals
CPPDSM4022A	Sell and finalise the sale of property by private treaty
CPPDSM4046A	Manage tenancy disputes
CPPDSM4049	Implement maintenance plan for managed properties

### Specialist

National Code	National Title
CPPDSM3017	Work in the strata/community management sector
CPPDSM4021A	Sell and finalise sale of rural property by private treaty
CPPDSM4023A	Act as a tenant's agent
CPPDSM4029A	Appraise business
CPPDSM4030A	Appraise rural property
CPPDSM4033A	Assess and value goods, chattels, plant and a equipment
CPPDSM4034	Assess and implement strata/community management agreement
CPPDSM4036A	Broker sale of industrial, commercial and retail property
CPPDSM4038A	Conduct goods, chattels or equipment clearing sale or auction
CPPDSM4040A	Contribute to life cycle maintenance strategy
CPPDSM4041A	Contribute to development of tenancy mix strategy
CPPDSM4043A	Coordinate fit-out property and facilities

CPPDSM4050A	Lease industrial, commercial and retail property
CPPDSM4051A	Lease rural property
CPPDSM4053A	List business for sale
CPPDSM4058A	Monitor service requirements in the property industry
CPPDSM4059A	Monitor space use in the property industry
CPPDSM4060A	Negotiate sale and manage sale to completion or settlement
CPPDSM4061A	Obtain prospects for listing
CPPDSM4062A	Occupy space
CPPDSM4069A	Promote and market listed buildings
CPPDSM4074	Select and appoint contractors in the property industry
CPPDSM4078A	Sell rural property by tender
CPPDSM4079A	Work in the business broking sector

#### Common

National Code	National Title
BSBLED401	Develop teams and individuals
BSBITS401	Maintain business technology
BSBLDR403	Lead team effectiveness
BSBHRM405	Support the recruitment, selection and induction of staff
BSBCMM401	Make a presentation
BSBRKG304	Maintain business records
BSBSMB404	Undertake small business planning
BSBSMB406	Manage small business finances
CPPDSM4045	Facilitate meetings in the property industry
CPPDSM4056A	Manage conflict and disputes in the property industry
CPPDSM4057	Monitor a safe work place in the property industry

It is highly recommended that participants view [www.training.gov.au](http://www.training.gov.au) for detailed information on packaging arrangements.

The Australian Qualifications Framework (AQF) provides a guide to the volume of learning for each qualification. It describes how long a student may take to complete a qualification and is dependent on a number of factors such as; experience, current skill level, knowledge and job role. Without any prior experience, skill or knowledge it is anticipated a student would take 6 – 24 months to complete this qualification.

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