

CPP50307 DIPLOMA OF PROPERTY SERVICES (Agency Management)

The **DIPLOMA OF PROPERTY SERVICES** requires that **6 core units** be achieved, plus a minimum of four and a maximum of ten common units, and a minimum of eight and maximum of sixteen units chosen from the options below (total of 26 units). 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.

A minimum of eight of the electives must be taken from the Property and Management units within the Certificate IV in Property Services. The remaining electives may be chosen from:

- The specialist or common units in the CPP40307 Certificate IV in Property Services (Real Estate)
- The CPP40407 Certificate IV in Property Services (Stock and Station Agency)
- Any Diploma or Advanced Diploma qualification in CPP07 Property Services Training Package
- Any Diploma qualification in BSB07 Business Services, RTE03 Rural Production or FNS04 Financial Services Training Packages, provided that the units do not duplicate units in CPP07 Property Service Training Package.

The units of competency that make up this qualification are **6 core units** plus **20 elective units**.

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

Core Units:

| National Code | National Title |
|---------------|--|
| CPPDSM4006A | Establish and manage agency trust accounts |
| 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 |
| CPPDSM4081A | or Work in the stock and station agency sector |

Common Units:

| | National Title |
|-------------|---|
| BSBFIM501 | Manage budgets and financial plans |
| BSBHRM405 | Support the recruitment, selection and induction of staff |
| BSBMGT502 | Manage people performance |
| BSBMGT517 | Manage operational plan |
| BSBMGT605 | Provide leadership across the organisation |
| CPPDSM4005A | Establish and build client-agency relationships |
| CPPDSM5009 | Coordinate risk management system in the property industry |
| CPPDSM5012A | Develop a strategic business plan in the real estate industry |
| CPPDSM5018 | Ensure a safe workplace in the property industry |
| CPPDSM5020A | Manage and monitor effective client service in the real estate industry |
| CPPDSM5030 | Manage projects in the property industry |
| CPPDSM5032A | Market the agency |
| CPPDSM5036A | Prepare tender documentation in the property industry |

Elective Units:

Options for choice of elective units are outlined on previous page.

It is highly recommended that participants view 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 12 – 24 months to complete this qualification.

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