

# AGENT'S REPRESENTATIVE COURSE

CAREER IN REAL ESTATE



## COURSE OVERVIEW

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To work in the real estate industry, you must first complete the Agent's Representative course. This is the first step towards a CPP40307 Certificate IV in Property Services (Real Estate), the qualification required to become a licensed real estate agent.

As an Agent's Representative you can work for a Licensed Real Estate Agent and undertake a broad range of duties and responsibilities such as sales, property management, business broking and buyer's advocacy.

## COURSE OUTCOME

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This course will provide you with the entry-level units required by the Victorian Business Licensing Authority to work in real estate.

## COURSE ENTRY REQUIREMENT

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THIS IS AN OPEN ENTRY COURSE WITH NO PRE-REQUISITE QUALIFICATIONS. HOWEVER, STUDENTS SHOULD HAVE THE FOLLOWING ABILITIES

- Pass the Learning Literacy and Numeracy Test (LLN)
- Have a good understanding of English Language.
- Basic knowledge of using Computers and Microsoft Office.



# UNITS OF COMPETENCY

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## **CPPDSM4080A - Work in the Real Estate Industry**

- Develop knowledge of real estate agency operations.
- Interpret and comply with legislative and agency requirements.
- Model ethical practice.
- Identify industry employment requirements.

## **CPPDSM4007A - Identify Legal & Ethical Requirements of Property Management to complete agency work**

- Develop knowledge of property management process – residential and commercial property
- Handle money
- Apply knowledge of property management
- Identify roles and responsibilities of agency personnel in property management
- Use a key register
- Communication and dispute resolution



## **CPPDSM4008A - Identify legal and ethical requirements of real estate sales to complete agency work**

- Develop knowledge of real estate sales including laws and regulations.
- Develop knowledge of sales process including methods of selling.
- Identify roles and responsibilities of sales personnel.

## **ASSESSMENTS**

TABT has carefully structured its Assessments to include a variety of formats which will enhance your understanding:

- Multiple choice questions
- Case studies and Short Answer questions
- Observation
- Projects
- Role plays



## LEARNING MATERIAL

We provide you the course material from your online student portal on our website. Should you require the hard copy study materials, additional fees will be incurred.

## COURSE DURATION

Students have 4 months to complete this qualification. During this period students shall be reading, conducting research, performing assessments and managing feedback.

It is expected that on average, students will have the following study load to complete this course:

<b>IN MONTHS</b>	<b>4</b>
<b>IN WEEKS</b>	<b>16</b>
<b>STUDY HOURS PER WEEK</b>	<b>5</b>

## MODE OF DELIVERY

### **Classroom based training**

Classroom training and practical skills training will be delivered at the following locations

### **Classroom Training Site**

Level 3, 2 Brandon Park Drive,  
Wheelers Hill, VIC 3150

### **Distance/Online Training**

Study from anytime anywhere.

## COURSE FEE

For the latest fees:

Visit [www.tabt.edu.au](http://www.tabt.edu.au) or Call 1300 795 056

See our list of course fees.