

Recognition of Prior Learning (RPL) Application SA

PO Box 601, HORNSBY NSW 2077

Land Agent Registration

Sales Representative Registration

Applicant Details

Surname: _____ Given Names: _____

Company: _____

Address: _____

Phone Work: _____ Phone Home: _____ Mobile: _____

Email Work: _____ Email Home: _____

Years Experience in Real Estate: _____

Student Signature: _____ Date: _____

WHAT IS Recognition of Prior Learning (RPL)?

Recognition of Prior Learning (RPL) is the formal recognition that your current knowledge and skills meet the requirements of a given unit of competency, for example *CPPDSM4010A Lease property*. It does not matter how you achieved your current level of knowledge and competence – formal training, on-the-job training, self study, work experience, life experience. What does matter is that you are able to provide evidence that your knowledge and competence meet the requirements of a particular unit of competency (competency standard). When you have provided this evidence and it has been accepted as proving your knowledge and skill in a particular area, you will be given credit for a specific competency without having to engage in further study.

WHAT FEES ARE ASSOCIATED WITH RPL?

The NSW Real Estate Training College has a one off charge of \$145.00 to assess an RPL application. This fee is credited towards any training undertaken with our College. Please contact the College for payment.

HOW DO I APPLY?

1. Contact the College to talk with a qualified assessor who will outline the RPL process to you. This is a good time to ask any questions that you may have about the RPL process and to seek clarification where it may be needed.
2. Refer to:
 - pages 7 & 8 for information on qualifications required for each course
 - pages 9 - 15 for description of units
 - page 6 for units of competency - tick units for which RPL is being sought
3. Produce an RPL evidence kit for each unit of competency for which RPL is being sought. Include evidence such as work experience, life experience and education/training academic transcripts. Please supply reason for seeking RPL for each module.
4. Complete and submit your application form (pages 1 - 6) with the supporting documentary evidence.
5. Please be aware the College may contact you to answer questions to support your application for RPL in specific units of competency.

WHAT HAPPENS NEXT?

When you have provided all of your evidence, your application will be assessed and a decision will be made on whether you have achieved competence or require further training. When all the evidence has been assessed and a judgment reached, you will be notified in writing of the outcome.

Education/Training History

What level of schooling have you achieved? Year completed:

Year completed:

Location:

Additional studies you have completed since:

Course	Institute	Date	Duration	Completed?

Have you been involved in any other training courses or programs? Please give details e.g. in-house, on the job, staff development etc.

Please detail below your work experience. Start with your current or most recent position, followed by the one before that etc.

Current, or most recent, work experience

Company:

Address:

Telephone No:

Your position:

Description of responsibilities/duties:

Period of Employment: Commencement to or *present*

Company:

Address:

Telephone No:

Your position:

Description of responsibilities/duties:

Period of Employment: Commencement to or *present*

Work Experience

Please detail below your work experience. Start with your current or most recent position, followed by the one before that etc.

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Period of Employment: Commencement to or *present*

Company:

Address:

Telephone No:

Your position:

Description of responsibilities/duties:

Period of Employment: Commencement to or *present*

Other Work or Life Experience

Detail any other work or life experience that you think might be relevant. For example, financial experience, management roles etc.

Description:

Unit of Competency for application of RPL

Name:

Telephone:

Unit of Competency	✓ if you wish to apply for RPL	COLLEGE USE ONLY					
		Evidence	NYC	AS	RPL	Assessor sign	Date
BSBMGT517 Manage operational plan							
BSBMGT502 Manage people performance							
BSBFIM501 Manage budgets and financial plans							
BSBHRM402A Recruit, select and induct staff							
CPPDSM4003A Appraise property							
CPPDSM4005A Establish and build client / agency relationships							
CPPDSM4006A Establish and manage agency trust account							
CPPDSM4007A Identify legal and ethical requirements of property management							
CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work							
CPPDSM4009 Interpret legislation to complete work in the property industry							
CPPDSM4010A Lease property							
CPPDSM4011A List property for lease							
CPPDSM4012A List property for sale							
CPPDSM4013A Market property for lease							
CPPDSM4014A Market property for sale							
CPPDSM4015B Manage agency and consumer risk							
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							
CPPDSM4022A Sell and finalise the sale of property by private treaty							
CPPDSM4049 Implement maintenance program for managed properties							
CPPDSM4056 Manage conflict and disputes in the property industry							
CPPDSM4079A Work in the business broking sector							
CPPDSM4080A Work in the real estate industry							
CPPDSM5012A Develop a strategic business plan in the real estate industry							
CPPDSM5032A Market the agency							

Real Estate Sales Representative

If you act as a sales representative for a registered land agent you must be registered. Sales representatives may be involved in the sale of land or businesses, and this includes the lease or letting of land. If you are only involved in the leasing of land that is not to be used for the purposes of a business, you do not need to be registered as a sales representative.

The required training for registration as a for Real Estate Registration in South Australia is a Statement of Attainment or a qualification showing completion of the following **17 units of Competency** forming part of the *CPP40307 Certificate IV in Property Services (Real Estate)* from the CPP07 Property Services Training Package:

1. CPPDSM4003A Appraise property
2. CPPDSM4005A Establish and build client-agency relationships
3. CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
4. CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
5. CPPDSM4009 Interpret legislation to complete work in the property industry
6. CPPDSM4010A Lease property
7. CPPDSM4012A List property for sale
8. CPPDSM4014A Market property for sale
9. CPPDSM4015B Minimise agency and consumer risk
10. CPPDSM4017A Negotiate effectively in property transactions
11. CPPDSM4018A Prepare and present property reports
12. CPPDSM4019A Prepare for auction and complete sale
13. CPPDSM4022A Sell and finalise the sale of property by private treaty
14. CPPDSM4079A Work in the business broking sector
15. CPPDSM4080A Work in the real estate industry
16. CPPDSM5012A Develop a strategic business plan in the real estate industry
17. CPPDSM5032A Market the agency.

If you carry on a business that consists of or involves selling, purchasing or otherwise dealing with land or businesses or conducting negotiations for that purpose, you must be registered as a land agent.

The required training for registration as a Land Agent in South Australia is satisfactory completion of **CPP50307 Diploma of Property Services (Agency Management)** from the CPP07 Property Services Training Package qualification and evidence of successful completion of, or status granted in, the following units of competency:

1. CPPDSM4003A Appraise property
2. CPPDSM4005A Establish and build client / agency relationships
3. CPPDSM4006A Establish and manage agency trust accounts
4. CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
5. CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
6. CPPDSM4009 Interpret legislation to complete work in the property industry
7. CPPDSM4010A Lease property
8. CPPDSM4011A List property for lease
9. CPPDSM4012A List property for sale
10. CPPDSM4013A Market property for lease
11. CPPDSM4014A Market property for sale
12. CPPDSM4015B Minimise agency and consumer risk
13. CPPDSM4016A Monitor and manage lease or tenancy agreement
14. CPPDSM4017A Negotiate effectively in property transactions
15. CPPDSM4018A Prepare and present property reports
16. CPPDSM4019A Prepare for auction and complete sale
17. CPPDSM4022A Sell and finalise the sale of property by private treaty
18. CPPDSM4056 Manage conflicts and disputes in the property industry
19. CPPDSM4079A Work in the business broking sector
20. CPPDSM4080A Work in the real estate industry
21. CPPDSM5012A Develop a strategic business plan in the real estate industry
22. CPPDSM5032A Market the agency
23. BSBMGT517 Manage operational plan
24. BSBMGT502 Manage people performance
25. BSBFIM501 Manage budgets and financial plans
26. BSBHRM405 Support the recruitment, selection and induction of staff

Performance Criteria

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.

Demonstrate your ability to:

- Research property
- Appraise sale price range or rental value of property for listing purposes
- Present information

CPPDSM4005A Establish and build client / agency relationships

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

Demonstrate your ability to:

- Communicate effectively with clients
- Implement client–agency relationship management strategies
- Implement agency client care and client service standards
- Implement personal marketing strategies
- Build ongoing relationships with clients

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 for compliance with trust account requirements, establishing and managing trust accounts, maintaining records of trust transactions, and monitoring and reviewing trust accounts.

Demonstrate your ability to:

- Review agency trust accounts for compliance with trust account requirements
- Establish and maintain trust accounts
- Manage and control trust accounts
- Monitor and review trust accounts
- Authorise and verify trust accounts

CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work

This unit of competency specifies the outcomes required to meet the core legal and ethical requirements associated with property management. This includes awareness of the legislation dealing with the leasing and management of property, the role and responsibility of agency personnel in property management, the recording of property management transactions and the completion of property management documentation.

Demonstrate your ability to:

- Apply knowledge of property management
- Develop knowledge of property management process
- Handle moneys
- Identify roles and responsibilities of agency personnel in property management
- Use key register

CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work

This unit of competency specifies the outcomes required to meet the core legal and ethical requirements associated with property sales. This includes awareness of the legislation relating to property sales, the role and responsibility of agency personnel in property sales, the administration of sales transactions and the completion of sales documentation.

Demonstrate your ability to:

- Develop knowledge of property sales
- Develop knowledge of sales process
- Identify roles and responsibilities of sales personnel

CPPDSM4009 Interpret legislation to complete work in the property industry

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

Demonstrate your ability to:

- Identify legal principles and legislative requirements affecting real estate operations
- Interpret legislative requirements affecting real estate operations
- Identify changes to legislation and regulations affecting agency operations
- Comply with relevant industry codes
- Maintain records of legislation and industry codes

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 property and recording tenancy arrangements.

Demonstrate your ability to:

- Screen tenant enquiries
- Undertake property inspection
- Obtain and review tenancy applications
- Complete tenancy documentation and place tenant in property
- Record tenancy arrangements

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 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 of the property under an agency contract.

Demonstrate your ability to:

- Promote agency's property management services
- Establish client requirements
- Plan property listing presentation
- Deliver property listing presentation
- Finalise property listing
- Record and act on instructions

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 the property under an agency contract.

Demonstrate your ability to:

- Prospect for property listings
- Establish client requirements
- Plan property listing presentation
- Deliver property listing presentation
- Prepare and execute agency agreement
- Record and act on instructions

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.

Demonstrate your ability to:

- Develop marketing plan for property
- Check marketing materials
- Implement marketing activities
- Review and report on marketing activities and plan

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, developing a marketing plan, preparing marketing materials, implementing marketing activities, and reviewing and reporting on marketing plans and activities.

Demonstrate your ability to:

- Develop marketing plan for property
- Check marketing materials
- Implement marketing activities
- Review and report on marketing activities and plan

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 implementing agency policies and procedures to minimise risks to the agency and consumers.

Demonstrate your ability to:

- Identify potential risks to agency and clients
- Analyse causes and potential impact of risks on agency, clients and other stakeholders
- Implement agency procedures and systems to minimise risk
- Implement agency procedures and systems to minimise consumer risk

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.

Demonstrate your ability to:

- Implement conditions of lease or tenancy agreement
- Respond to enquiries from tenants and landlords
- Plan for renewal of leases and tenancy agreements
- Manage renewals of leases and tenancy agreements
- Manage termination of lease or tenancy agreement on behalf of landlord
- Respond to termination of lease or tenancy agreement initiated by tenant

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.

Demonstrate your ability to:

- Establish needs and expectations of relevant parties.
- Negotiate with parties involved in property transactions to reach a desired outcome.
- Manage potential and real disputes with parties to property transactions.

CPPDSM4018A Prepare and present property reports

This unit of competency specifies the outcomes required to recognise and analyse property styles and faults in order to assist clients to understand the condition of property prior to listing, leasing or refurbishment. This includes identifying different architectural and construction styles and their impact on the market value of property, using common building construction terms to describe key features of properties, explaining the impact of common building defects on marketing properties for sale or rent, conducting property inspections, presenting reports on the physical condition of properties, identifying costs and potential benefits of property improvements, and acting on subsequent client instructions. This is not expected to replace technical and expert advice nor represent financial advice.

Demonstrate your ability to:

- Identify different architectural and construction styles and their impact on the market value of property.
- Use common construction terms to describe key features of buildings.
- Explain the impact of common building defects on the marketing of properties for sale or rent.
- Inspect property.
- Identify and communicate to clients the costs and benefits of property improvements.
- Present property condition report and act on client instructions.

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 auction sale. The outcomes required to conduct an auction are addressed in CPPDSM4004A Conduct auction.

Demonstrate your ability to:

- Implement auction marketing plan
- Prepare auction documentation
- Plan auction day procedures
- Implement auction day procedures
- Complete follow-up procedures after auction sale

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 sale with sellers and buyers and maintaining communications with sellers and prospective buyers. It also includes monitoring the process between exchange of contracts and settlement for all types of property and businesses and preparing documentation for agency disbursements. The unit does not include the sale of property by auction.

Demonstrate your ability to:

- Qualify buyer
- Arrange property inspection for potential buyer
- Deliver effective sales presentation
- Submit offer and negotiate property sale
- Maintain communication with seller
- Manage contract to settlement
- Prepare documentation for agency disbursements
- Decide on future contacts with prospects
- Maintain client relationships

CPPDSM4056 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.

Demonstrate your ability to:

- Assess conflict or dispute.
- Negotiate resolution.
- Evaluate response.

CPPDSM4079A Work in the business broking sector

This unit of competency specifies the outcomes required to work effectively in providing business broking services. It requires the ability to comply with legal and procedural requirements, complete daily work activities and identify opportunities for professional development. It requires knowledge of methods for improving a professional knowledge base and maintaining a professional approach in business broking.

Demonstrate your ability to:

- Model high standards of performance.
- Develop and maintain professional competence.
- Interpret and apply financial, legal and procedural requirements.

CPPDSM4080A Work in the real estate industry

This unit of competency specifies the outcomes required to enable a new entrant to the industry to gain a basic understanding of the industry and work ethically and effectively in a real estate agency. This includes awareness of ethical and conduct standards, core functions of real estate agency operations, legislative and regulatory framework within which the industry operates and industry employment requirements.

Demonstrate your ability to:

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

CPPDSM5012A Develop a strategic business plan in the real estate industry

This unit of competency specifies the outcomes required to develop a business strategy to position the real estate agency successfully in the property market.

Demonstrate your ability to:

- Identify business opportunities in the property market.
- Establish the potential demand for agency services.
- Establish business goals and objectives for agency.
- Document and review agency business strategies.

CPPDSM5032A Market the agency

This unit of competency specifies the outcomes required to develop and implement a marketing strategy to position the agency in the property market. It does not cover marketing required for individual properties.

Demonstrate your ability to:

- Undertake market research.
- Develop marketing strategy.
- Implement marketing strategy.
- Review and adjust marketing activities.
- Select and promote agency services.

BSBMGT517 Manage operational plan

This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.

Demonstrate your ability to:

- Develop operational plan
- Plan and manage resource acquisition
- Monitor and review operational performance

BSBMGT502 Manage people performance

This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.

It applies to individuals who manage people. It covers work allocation and the methods to review performance, reward excellence and provide feedback where there is a need for improvement.

The unit makes the link between performance management and performance development, and reinforces both functions as a key requirement for effective managers.

Demonstrate your ability to:

- Allocate work
- Assess performance
- Provide feedback
- Manage follow up

BSBFIM501 Manage budgets and financial plans

This unit describes the skills and knowledge required to undertake financial management within a work team in an organisation. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes.

It applies to managers in a wide range of organisations and sectors who have responsibility for ensuring that work team financial resources are used effectively and are managed in line with financial objectives of the team and organisation.

Demonstrate your ability to:

- Plan financial management approaches
- Implement financial management approaches
- Monitor and control finances
- Review and evaluate financial management processes

BSBHRM405 Support the recruitment, selection and induction of staff

This unit applies to individuals with a role in recruitment, selection and induction functions who work under the direction of a human resources manager.

Demonstrate your ability to:

- Determine job descriptions
- Plan for selection
- Assess and select applicants
- Appoint and induct successful candidate