

# macleay college

## **CERTIFICATE IV IN Property Services (Real Estate)**

### **Trimester 1 – Level 1 (RES 101)**

#### ***[4 required for Certificate of Registration:]***

- 1. CPPDSM4080A – Work In The Real Estate Industry**
- 2. CPPDSM4008A – Legal & Ethical Requirements For Property Sales**
- 3. CPPDSM4007A – Legal & Ethical Requirements For Property Management**
- 4. CPPDSM3019B – Communicate with Clients as Part of Agency Operations**
5. CPPDSM4009B - Interpret Legislation to complete agency work
6. CPPDSM4015A – Minimise Agency and Consumer Risk
7. CPPDSM4005A – Establish & Build Client Agency Relationships
8. CPPDSM4012A – List property for Sale
9. CPPDSM4011A – List property for Lease
10. CPPDSM4013A – Market Property For Sale
11. CPPDSM4014A – Market Property For Lease

### **Trimester 2 – Level 2 (RES102)**

12. CPPDSM4003A – Appraise Property
13. CPPDSM4017A – Negotiate Effectively In The Property Industry
14. CPPDSM4022A - Sell & finalise the sale of property by private treaty
15. CPPDSM4019A - Prepare for Auction & Complete Sale \*
16. CPPDSM4001A – Act As a buyers Agent
17. BSBSMB406A – Manage Small Business Finance
18. CPPDSM4006A – Establish & manage trust accounts

### **Trimester 3 – Level 3 (RES203)**

19. BSBRKG304B – Maintain Business Records
20. CPPDSM4010A – Lease Property
21. CPPDSM4016A – Monitor & manage Lease & tenancy agreements
22. CPPDSM4049A – Implement maintenance plan
23. CPPDSM4056A – Manage Conflicts and disputes in the property industry
24. CPPDSM4020A – Present at Tribunals
25. BSBLED401A - Develop teams and individuals

\*Note CPPDSM4019A – Prepare for Auction & Complete Sale is an additional unit