



INVESTMENT
BANKING
INSTITUTE



AUSTRALIAN
PROPERTY
EDUCATION
INSTITUTE

SCHOOL OF REAL ESTATE SERVICES

LICENCED ESTATE AGENT

CERTIFICATE IV IN PROPERTY SERVICES

2016



APEI Difference

Our real estate courses integrates real world learning outcomes with

1. Practical transactional skills
2. Contract law principles
3. Property and security principles
4. Financial planning advice
5. Financial modelling (Property Investment)
6. Related advisory services (including SMSF structures).

This qualification will provide participants with the practical knowledge of the industry required to meet the academic conditions of the Business Licensing Authority for registration as an agents' representative.

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Licensed Estate Agent
- Agent's Representative
- Business Broker
- Buyers Advocate

Certificate IV in Property Services (Real Estate) (CPP40307) - Course Structure

Successfully completing our Certificate IV in Property Services (Real Estate) (CPP40307) allows you to become a fully licensed estate agent and

- own a real estate agency or manage an agency as well as develop an exciting career as a Licensed Estate Agent.

Our Certificate IV in Property Services (Real Estate) course delivers learning outcomes that provides our graduates with

- I. job ready skills
- II. Industry recognition
- III. a National qualification
- IV. solid foundations to core real estate property principles
- V. linkages to related advisory services (including SMSF property structures).

Learning Outcomes

This course is designed to deliver the following learning outcomes:

- Act as a real estate agent's representative
- Manage agency operations and risks
- Manage the operations and finances of an estate agency business
- Manage properties in lease
- Manage property sales
- Differentiate between advice offered in the real estate and financial planning sectors
- work with spreadsheets

Course benefits

Nationally accredited program

- Unlimited access to classroom workshops (day and evening) over a 6 month period and can be completed earlier.
- Recognition of Prior Learning (RPL) and Current Competencies
- Flexible study options and tailor-made solutions to your training needs
- Unique, real-world training led by industry experts

Course fees

Call IBI for the latest course fees.

For the latest fees visit www.apeicourses.com

Student support

APEI provides students with unlimited & free:

- Personal Mentor
- Classroom Workshops
- 1300 Helpline
- E-mail Support Resubmissions
- No Re-sit Fees

Our Certificate IV in Property Services course has been developed under the new Australian Qualifications Framework (AQF). Therefore the course is nationally accredited and industry recognised.

Secure your career in the Real Estate Property Sector



Pre-requisites

There are no pre-requisites for this Qualification as set out by the National Register for the Vocational Education and Training (VET) sector. However APEI requires that students should have the ability to pass a Learning, Literacy and Numeracy Test (LLN) and have a good understanding of the English Language.

Additionally, students require access to and an understanding of how to use:

- a Personal Computer with Microsoft Windows (**Mac and Unix are not supported**)
- Internet and email
- Microsoft Excel, Powerpoint, Word 2010
- PDF documents

Course delivery & duration

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

| | |
|----------------------|------|
| Study Hours | 995 |
| Weeks | 24 |
| Study Hours per Week | 41.5 |

The study time consists of three elements:

- Reading and simulated study (60%)
- Research (10%)
- Assessments (30%)

A further 6 months of course duration is provided if 50% of the assessments have been completed or hardship circumstances require.

This qualification is delivered to students via Distance Learning.

As a value addition, students may attend optional Face-to-Face classroom workshops which IBI conducts on a periodic basis.

IBI Classroom Workshops are designed to provide conceptual clarity of key topics and issues contained in the course content. Workshops are conducted in an environment that promotes discussion and sharing of ideas leading to genuine learning outcomes.

It is expected that participants study and work through their Learning Manuals before attending the workshops, bringing with them the main issues that they would like to discuss.

Students may select from a range of classroom workshops that are scheduled and published on the IBI website. There will be no limit to the number of times a student can attend the same workshop.

Units of competency

Our course also delivers students industry and job ready by integrating learning into related advisory disciplines with the following units of competency:

- **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
- **CPPDSM4080A** Work in the real estate industry
- **CPPDSM4009A** Interpret legislation to complete agency work
- **CPPDSM4015A** Minimise agency and consumer risk



How do I enrol?

Call our career consultant to tailor your course to suit your needs **1300 669 786**

Prior to enrolment please ensure you read & understand the pre-enrolment information and the terms and conditions contained in the Student Information Guide as they relate to your course and confirm that you are proficient with Microsoft® Office 2010, Adobe Acrobat and email software on a personal computer.

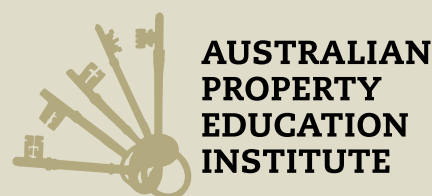
Units of Competency

APEI Real Estate course (Certificate IV in Property Services (Real Estate) (CPP40307) consists of the following electives.

- **CPPDSM4005A** Establish and build client-agency relationships
- **CPPDSM4056A** Manage conflict and disputes in the property industry
- **BSBRKG304B** Maintain business records
- **BSBSMB406A** Manage small business finances
- **CPPDSM4006A** Establish and manage agency trust accounts
- **CPPDSM4010A** Lease property
- **CPPDSM4011A** List property for lease
- **CPPDSM4013A** Market property for lease
- **CPPDSM4016A** Monitor and manage lease or tenancy agreement
- **CPPDSM4020A** Present at tribunals
- **CPPDSM4049A** Implement maintenance plan for managed properties
- **CPPDSM4001A** Act as a buyer's agent
- **CPPDSM4003A** Appraise property
- **CPPDSM4012A** List property for sale
- **CPPDSM4014A** Market property for sale
- **CPPDSM4018A** Prepare and present property reports
- **CPPDSM4004A** Conduct Auction
- **CPPDSM4019A** Prepare for auction and complete sale
- **CPPDSM4022A** Sell and finalise the sale of property by private treaty
- **FNSIAD301A** Provide general advice on financial products and services
- **FNSFMK505A** Comply with financial services legislation and industry codes of practice
- **FNSFPL501A** Comply with financial planning practice ethical and operational guidelines and regulations
- **BSBITU202A** Create and use spreadsheets
- **BSBITU402A** Develop and use complex spreadsheets



IBI is a part of the Campus Education Group of Companies



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www.apecourses.com

MELBOURNE

1300 669 786