



## Recognition of Prior Learning (RPL) Application VIC

Estate Agents Licence

PO Box 601, HORNSBY NSW 2077

### 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 Victorian 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 - 7) 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.

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## Education/Training History

What level of schooling have you achieved? \_\_\_\_\_

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.

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## Work Experience

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*

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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*

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### 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 – Estate Agent licence Victoria

Name:

Telephone:

Unit of Competency	✓ RPL request	Evidence	COLLEGE USE ONLY		
			NYC	AS	RPL
<b>BSBRKG304</b> Maintain business records					
<b>BSBSMB406</b> Manage small business finances					
<b>CPPDSM4001A</b> Act as a buyer's agent					
<b>CPPDSM4003A</b> Appraise property					
<b>CPPDSM4004A</b> Conduct auction					
<b>CPPDSM4005A</b> Establish and build client/agency relationships					
<b>CPPDSM4006A</b> Establish and manage agency trust account					
<b>CPPDSM4007A</b> Identify legal and ethical requirements of property management					
<b>CPPDSM4008A</b> Identify legal and ethical requirements of property sales to complete agency work					
<b>CPPDSM4009</b> Interpret legislation to complete agency work					
<b>CPPDSM4010A</b> Lease property					
<b>CPPDSM4011A</b> List property for lease					
<b>CPPDSM4012A</b> List property for sale					
<b>CPPDSM4013A</b> Market property for lease					
<b>CPPDSM4014A</b> Market property for sale					
<b>CPPDSM4015B</b> Manage agency and consumer risk					
<b>CPPDSM4016A</b> Monitor and manage lease or tenancy agreement					
<b>CPPDSM4018A</b> Prepare and present property reports					
<b>CPPDSM4019A</b> Prepare for auction and complete sale					
<b>CPPDSM4020A</b> Present at tribunals					
<b>CPPDSM4022A</b> Sell and finalise the sale of property by private treaty					
<b>CPPDSM4049A</b> Implement maintenance plan for managed properties					
<b>CPPDSM4056A</b> Manage conflict and disputes in the property industry					
<b>CPPDSM4080A</b> Work in the real estate industry					
<b>Assessor approval</b>	Sign		date		

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# Estate Agent

To meet the academic requirements to gain an estate agent's licence (Victoria) is completion of CPP40307 Certificate IV in Property Services (Real Estate) from the Property Services Training Package, Code CPP07. As outlined in Estate Agents (Education) Regulations 2008 - SCHEDULE 1. Training must be based on Victorian estate agency law, practice and procedure and comprising the following units of competency:

- CPPDSM4001A Act as a buyer's agent
- CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
- CPPDSM4003A Appraise property
- CPPDSM4004A Conduct auction
- CPPDSM4005A Establish and build client-agency relationships
- CPPDSM4006A Establish and manage agency trust accounts
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM4009 Interpret legislation to complete agency work
- CPPDSM4010A Lease property
- CPPDSM4011A List property for lease
- CPPDSM4012A List property for sale
- CPPDSM4013A Market property for lease
- CPPDSM4014A Market property for sale
- CPPDSM4015B Minimise agency and consumer risk
- CPPDSM4016A Monitor and manage lease or tenancy agreement
- CPPDSM4018A Prepare and present property reports
- CPPDSM4019A Prepare for auction and complete sale
- CPPDSM4020A Present at tribunals
- CPPDSM4022A Sell and finalise the sale of property by private treaty
- CPPDSM4049A Implement maintenance plan for managed properties
- CPPDSM4056A Manage conflict and disputes in the property industry
- CPPDSM4080A Work in the real estate industry
- BSBSMB406 Manage small business finances
- BSBRKG304 Maintain business records

## Eligibility for a licence

All applicants for a personal licence must:

- be at least 18 years of age
- a fit and proper person to hold a license. Any person in partnership with a licensee in a property agency must also be a fit and proper person
- has the qualifications required for the licence
- is not a disqualified person
- gained the aggregate of at least 12 months full-time experience as an agent's representative in Victoria at any time during the last three years immediately before applying for a licence.

## Agents' representative

The education requirements to be employed by or act for a licensed estate agent as an Agents' representative is a statement of attainment or evidence of having completed:

- CPPDSM4007A Identify legal and ethical requirements of property management
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM4080A Work in the real estate industry

A statement of attainment or evidence of having completed the modules must be issued by a Registered Training Organisation registered to undertake training from the *CPP40307 Certificate IV in Property (Real Estate)*.

### Eligibility for Agents' representative

To be eligible to act as an Agents' representative :

- is at least 18 years of age
- is a fit and proper person to hold a certificate of registration
- has the completed training as prescribed
- is not a disqualified person.

You do not need to apply to work as an agent's representative. Instead, your employer is required to verify that you are eligible to be an agent's representative, and notify the Business Licensing Authority (BLA) when you start work.



# Performance Criteria

## BSBRKG304 Maintain business records

This unit describes the performance outcomes, skills and knowledge required to maintain the records of a business or records system in good order on a day to day basis. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

At the end of this unit you will be able to:

- Collate business records
- Update business or records system
- Prepare reports from the business or records system

## BSBSBM406 Manage small business finances

This unit involves the implementation, monitoring and review of strategies for the ongoing management of finance. It also includes day-to-day financial management of the business. It is suitable for existing micro and small businesses or a department in a larger organisation.

At the end of this unit you will be able to:

- Maintain financial records
- Implement financial plan
- Monitor financial performance

## CPPDSM4001A Act as a buyer's agent

This unit of competency specifies the outcomes required to act as a buyer's agent and represent buyers in the purchase of properties. It includes establishing buyer requirements, confirming buyer engagement of the agency, sourcing properties that meet buyer requirements, negotiating the purchase of property on behalf of the buyer, monitoring settlement of the sale and maintaining communication with sellers and buyers.

At the end of this unit you will be able to:

- Establish buyer requirements.
- Confirm engagement of agency by buyer.
- Source properties that meet buyer requirements.
- Negotiate purchase of property on behalf of buyer.
- Monitor settlement of sale.
- Maintain communication with relevant parties.

## 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.

At the end of this unit you will be able to:

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

#### CPPDSM4004A Conduct Auction

This unit of competency specifies the outcomes required to conduct an auction. It includes conducting the auction in line with agency practice, ethical standards and legislative requirements. The outcomes required to prepare for the auction and complete follow-up procedures after the auction sale are addressed in CPPDSM4019A Prepare for auction and complete sale.

At the end of this unit you will be able to:

- Conduct auction.

#### 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.

At the end of this unit you will be able 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.

At the end of this unit you will be able 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.

At the end of this unit you will be able 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.

At the end of this unit you will be able to:

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

### CPPDSM4009 Interpret legislation to complete agency work

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.

At the end of this unit you will be able 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.

At the end of this unit you will be able 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.

At the end of this unit you will be able 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.

At the end of this unit you will be able 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.

At the end of this unit you will be able 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.

At the end of this unit you will be able 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.

At the end of this unit you will be able 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.

At the end of this unit you will be able 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

### 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.

At the end of this unit you will be able 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.

At the end of this unit you will be able to:

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

### CPPDSM4020A Present at tribunals

This unit of competency specifies the outcomes required to appear effectively before a tribunal. It includes preparing for tribunal hearings, using appropriate tribunal etiquette, acting as a witness, participating in conciliation hearings and presenting a case.

At the end of this unit you will be able to:

- Prepare for tribunal.
- Participate in conciliation processes for grievances and disputes.
- Use appropriate tribunal etiquette.
- Present case before tribunal.
- Act as a witness.

### 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.

At the end of this unit you will be able 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

### CPPDSM4049A Implement maintenance plan for managed properties

This unit of competency specifies the outcomes required to develop and implement a maintenance plan for all types of managed properties. It includes determining property maintenance requirements, establishing a property maintenance plan, establishing and maintaining a key register, monitoring the security of managed properties and implementing and reviewing the property maintenance plan.

At the end of this unit you will be able to:

- Determine property maintenance requirements.
- Develop property maintenance plan.
- Establish key register.
- Implement property maintenance plan.
- Monitor security of managed properties.
- Review property maintenance plan.

### CPPDSM4056A 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.

At the end of this unit you will be able to:

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

### 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.

At the end of this unit you will be able to:

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