



New South Wales Licensing and Certificate of Registration

Real Estate Specialists

Licensing Course– is this for you.....

- Anyone who wishes to buy, sell, let or lease real estate, or conduct real estate auctions will need a real estate agent licence allowing the holder to work with parcels of property less than 20 hectares.

Certificate of Registration– is this for you....

- Anyone who wishes to work in the real estate industry in any capacity under a licensee must hold this: salesperson, stock and station, business, strata, property manager, administration etc.

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- Meet the core legal and ethical requirements associated with property management and property sales whilst working ethically and effectively in a real estate agency.
- Source and interpret legislation affecting real estate operations.
- Minimise risk to all aspects of agency business and to consumers including 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.
- 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.
- Conduct an auction including conducting the auction in line with agency practice, ethical standards and legislative requirements.
- Establish, maintain and expand client-agency relationships to support the attainment of key agency business goals.
- Establish and manage trust accounts in an agency context.
- Administer the leasing of all types of property.
- List and market all types of property and businesses for lease and for sale.
- Manage properties during the term of leases or tenancy agreements including 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.
- Manage effective negotiations in relation to the sale, lease or management of property.
- Prepare for an auction and complete the sale of property.
- Appear effectively before a tribunal including preparing for tribunal hearings, using appropriate tribunal etiquette, acting as a witness, participating in conciliation hearings and presenting a case.
- Sell and finalise the sale of all types of property by private treaty including 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.
- Develop and implement a maintenance plan for all types of managed properties including 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.
- Use communication techniques to manage and resolve conflict and disputes in the property industry
- Manage agency business records and finances
- Determine individual and team development needs and to facilitate the development of the workgroup.



- Face to face in the workplace
- Correspondence in a self-paced model (using text-based resources in a self-paced model and supported by our dedicated trainers)
- Online (supported by our dedicated trainers).
- Recognition of Prior Learning (for people who have evidence to support their current competence in the relevant units of competency which comprise the qualification).
- Blended (using a combination of the modes described).

RTO 40467

DYNAMIC LEARNING SERVICES



NSW Licensing Course

The units in the Dynamic Learning Services program are listed below:

CPP40307 Certificate IV in Property Services (Real Estate):

- 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
- CPPDSM4009B Interpret legislation to complete agency work
- CPPDSM4080A Work in the real estate industry
- CPPDSM4015B Minimise agency and consumer risk
- CPPDSM4003A Appraise property
- CPPDSM4005A Establish and build client-agency relationships
- CPPDSM4006A Establish and manage agency trust account
- CPPDSM4010A Lease property
- CPPDSM4011A List property for lease
- CPPDSM4012A List property for sale
- CPPDSM4013A Market property for lease
- CPPDSM4014A Market property for sale
- 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
- 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
- BSBRKG304B Maintain business records
- BSBSMB406 Manage small business finances
- BSBLED401 Develop teams and individuals

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DYNAMIC LEARNING SERVICES



Dynamic Learning Services Pty Ltd RTO No 40467

**CERTIFICATE OF
REGISTRATION**

Statement of Attainment:

- CPPDSM3019 Communicate with clients in the property industry
- 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

Pricing:

**Certificate of Registration- \$499 online or \$595 Tutorial
Licensing Course- \$1500 online or \$1900 online with mentor**

**ADDITIONAL COSTS TO LICENSING
BODY**

Certificate of Registration:
NSW Office of Fair Trading
Applications can also be made via
Service NSW
Licence Fee: \$140
Renewal Fee: \$94

Licensing Course:

Applications can also be made via
Service NSW

Licence Fee: \$537
Renewal Fee: \$388
Auctioneer Accreditation: \$71

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Pathways

Qualifications that may be considered after successful completion include:

CPP51119 Diploma of Property Services (Agency Management)

Entry Requirements

Students must be at least 18 years of age.

Students must undergo a Language, Literacy & Numeracy evaluation prior to commencement of studies.

Further detailed information on your course, fees and charges, relevant student policies and procedures and to view the student handbook, please visit our website at www.dynamiclearningservices.com.au or contact Dynamic Learning Services on 02 4365 0040.