



Dynamic Learning Services Pty Ltd RTO No 40467  
Suite 1, 176 The Entrance RD, Erina NSW 2250  
Phone: (02) 4365 0040  
Email: admin@dynamiclearningservices.com.au



## Victoria Licensing and Certificate of Registration

### Real Estate Specialists

#### **Agents Representative License– is this for you.....**

- An agent's representative is employed by or acts for a licensed estate agent, and with written authority can perform any of the legal functions of that estate agent. For example, an agent's representative can act as a salesperson or property manager, but cannot operate an estate agency business.

#### **Estate Agents License– is this for you....**

The role of an estate agent is to:

- act on behalf of owners and landlords to arrange the sale or lease of property including houses, buildings, factories, shops, farms, land and businesses
- act on behalf of buyers when engaged as a buyer's agent or advocate to negotiate the purchase of property
- provide market appraisals of properties and businesses for clients
- negotiate the sale or lease of properties and businesses
- collect rents and manage rental properties.

#### ***MODES OF DELIVERY***

- 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).



## VIC 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

RTO 40467



DYNAMIC LEARNING SERVICES



**CERTIFICATE OF  
REGISTRATION**

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**Statement of Attainment:**

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

**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:**

Consumer Affairs Victoria  
No licencing application/fee – you must meet your employer's eligibility checklist and obtain written authority to act on their behalf.

**Licensing Course:**

Online application through MyCAV

Licence Fee: \$386.70

**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](http://www.dynamiclearningservices.com.au) or contact Dynamic Learning Services on 02 4365 0040.