

Advice Note – Certificate IV in Real Estate Practice



The Property Agents Board (the Board) acts as the regulatory authority for property agents in Tasmania.

This advice note is provided to assist property agents to understand the Certificate IV Real Estate Practice and the requirement for new property representatives to undertake this qualification.

Please note the following information is intended only to provide a general overview.

The CPP41419 Certificate IV in Real Estate Practice (Cert IV) compulsory qualification requirement only applies to property representatives who have not been licensed in Tasmania before 1 August 2021 or who have not held a licence for a period of over two years.

The Board has determined that the Cert IV units to be undertaken will consist of the Core Units, Group A, Group B and three elective units.

| Unit Name | Unit Code |
|---|--------------|
| Core Units | |
| Prepare for professional practice in real estate | (CPPREP4001) |
| Access and interpret ethical practice in real estate | (CPPREP4002) |
| Access and interpret legislation in real estate | (CPPREP4003) |
| Establish marketing and communication profiles in real estate | (CPPREP4004) |
| Prepare to work with real estate trust accounts | (CPPREP4005) |
| Group A – Residential Property Sales | |
| Appraise property for sale or lease | (CPPREP4101) |
| Market property | (CPPREP4102) |
| Establish vendor relationships | (CPPREP4103) |
| Establish buyer relationships | (CPPREP4104) |
| Sell Property | (CPPREP4105) |
| Group B – Residential Property Management | |
| Establish landlord relationships | (CPPREP4121) |
| Establish tenant relationships | (CPPREP4122) |
| Manage tenancy | (CPPREP4123) |
| End tenancy | (CPPREP4124) |
| Transact in trust accounts | (CPPREP4125) |

3 elective units of choice

Tasmanian Content

The Board has also determined that it is appropriate that the course content should be based on Tasmanian legislation.

What is a training package?

A training package is an integrated set of nationally endorsed competency standards, assessment requirements and Australian Qualifications Framework (AQF) qualifications for a specific industry, industry sector or enterprise.

Each training package:

- provides a consistent and reliable set of components for training and for recognising and assessing learners' skills, and may also have optional support materials.

- enables nationally recognised qualifications to be awarded through direct assessment of workplace competencies.
- encourages the development and delivery of flexible training that suits learner and industry requirements.
- strongly encourages learning and assessment in a work-related environment, which leads to verifiable workplace outcomes.

Training packages specify the skills and knowledge required to perform effectively in the workplace. More information about training packages may be found at: <https://www.education.gov.au/training-packages>.

Unit of competency

A unit of competency is a specification of industry skills and knowledge and the application of those skills and knowledge to the standard of performance required in the workplace.

Every unit of competency has associated assessment requirements that describe the evidence and required conditions for assessment.

Unit of competency codes

Units of competency are nationally agreed statements about the skills and knowledge required for effective performance in the workplace. They identify outcomes as defined by regulatory requirements and agreed by industry. As such, they identify the skills and knowledge (as outcomes) that contribute to the whole job function - they do not describe how to perform a particular role.

What are Qualifications?

Qualifications comprise units of competency that, packaged together, support an industry-agreed job role.

Qualifications typically comprise several mandatory core units that are required across the entire industry and a number of elective units that can be chosen to suit the industry sector and regulatory, enterprise, professional or individual requirements.

The Australian Qualifications Framework provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia.

Skill sets

Skill sets are single units of competency or combinations of units of competency from an endorsed training package that link to a licensing or regulatory requirement, or a defined industry need.

Skill sets may provide a bridge between qualifications and respond to regulatory needs or an identified emerging skill area.

Continuing Professional Development (CPD)

For further information on the CPD requirement, see the Advice Note Certificate IV Real Estate Practice CPD implementation.

This is a modified document based on materials prepared by Artibus Innovation, the original of which can be found on the Artibus Innovation website <http://www.artibus.com.au>