



**LEVERAGE
ACADEMY**

1300 438 538

Level 1, Unit 25

3-9 Terminus St, CASTLE HILL, NSW, 2154

www.leveragegroup.com.au

info@leverageacademy.edu.au

Leverage Services Pty Ltd t/as Leverage Academy is a registered training organisation No: 41017

CPP41419 Certificate IV in Real Estate Practice

(Release 3)

*** NSW Class 2 licence as a real estate agent + Auctioneer**



NATIONALLY RECOGNISED
TRAINING

Leverage Academy is a Registered Training Organisation (RTO Code: [41017](#)) approved to deliver and assess the CPP41419 Certificate IV in Real Estate Practice. Completing this version of the CPP41419 Certificate IV in Real Estate Practice course provides you with the knowledge and skills required to apply for your Class 2 licence as a real estate agent and for your Auctioneer Accreditation with the Office of Fair Trading NSW (in accordance with Part 2 of the Property and Stock Agents Act 2002) and enable you to achieve your personal potential to succeed in your real estate career.

Holding a 'Class 2' as a real estate agent will allow you to buy, sell and manage real estate on behalf of a principal. Licensed Real Estate Agents can act for vendors (sellers), purchasers (buyers), landlords (property owners) as well as tenants (those that rent/lease property).

* Those that hold a Real Estate Agent Licence without Auctioneer Accreditation, may list property to be sold by way of auction, but only those agents with Auctioneer Accreditation are authorised to conduct the sale "under the hammer".

Our course has been developed by industry experts and delivered by the ONLY Real Estate RTO that is fully backed by a practicing Law Firm—Leverage Solicitors. Some of the key concepts covered include prospecting, listing, appraising, marketing and client communication.

* This course helps to meet some of the 'Pathway 2' licensing requirements of the Office of Fair Trading NSW to operate with a 'Class 2 Licence' as a real estate agent. Refer to 'Licenced Outcome' section for further details.

* Please note that in order to apply with the Office of Fair Trading NSW as an accredited auctioneer, you will be required to hold a current real estate licence if you are applying for accreditation as a real estate auctioneer or you must hold a current stock and station agents licence if applying for accreditation as a stock and station auctioneer.

Entry Requirements

All participants must be 16 years and over at the time of enrolment. Note, that a person needs to be at least 18 years of age when applying for their licence with Fair Trading.



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Working in the real estate industry involves negotiating contracts which by law must be recorded in English. Course participants must be able to read, write and understand English, as all materials, tutorials and workshops are provided only in English, and assessments must be submitted in English.

Prior to enrolment, potential participants who have not previously completed at least one of the following levels will be required to complete a short assessment to demonstrate that they have the necessary Foundation Skills to be able to successfully complete the course that they want to enrol in:

- Australian School year 12, or an HSC
- Australian University degree
- Australian Certificate IV or above

If a potential participant's Foundation Skills levels are not adequate and it could hamper their course progress and competence, Leverage Academy will advise the individual of the (language, literacy and numeracy) LLN outcome, and discuss support options available to the person through specialist service providers; and when they could come back for enrolment.

Recognition of Prior Learning

Leverage Academy offers Recognition for Prior Learning (RPL). RPL requires students to undertake a series of assessments for a qualification or units of competency. These are aligned to an individual's previous learning and are deemed equivalent to the learning outcomes of the components of the qualification or unit(s) of competency, being obtained through this process.

RPL is a complex and rigorous assessment method. Leverage Academy recommends this assessment method be investigated as an option for individuals who are currently working in the real estate industry or hold current qualifications or units of competency relating to the real estate industry. Leverage Academy requires individuals who are producing evidence for this assessment method, to provide current evidence. Under the academy's RPL policy, current evidence must be within 12 months and all evidence supplied must meet current industry standards.

Fees and Payment

Fees in Advance: In accordance with the Standards for Registered Training Organisations 2015, Leverage Academy does not require you to pay any more than \$1,500 before you start your course. Upon your enrolment into a course, the Academy will provide an assessment of your prior learning. After submitting and completing the prior learning requirements, you will be advised of the course units that you will be required to do and what units you have achieved competency in. You will be invoiced for the units you have that you have satisfied, and a separate invoice will be provided for the remainder of the course.

Any application for Recognition of Prior learning will be assessed on a case-by-case basis.

For the complete disclosure of course, incidental costs, refund policy and critical information please refer to the Learner Handbook which can be found at the following link

<http://www.leveragegroup.com.au/academy/>



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Delivery Method

Leverage Academy offers this course by blended learning consisting of distance education and face-to-face tutorial workshops (via live virtual classroom using Zoom). Participants are assessed through a combination of combination of role plays, written assessments, case studies and other practical assessments. Tutorial assistance and guidance is provided by qualified trainers and assessors.

Timescale

Participants should expect to complete this course within 3-6 months, although this may vary. All participants have 12 months to complete the course.

TGA Course Currency Status

Usage recommendation: Current

Support Services

Leverage Academy offers academic support services to their students. Any support services beyond our scope of assistance will be referred to an external service provider. Further details regarding support services can be found in the Leverage Academy Learner Handbook.

Unique Student Identifier

All learners will be required to supply Leverage Academy with a Unique Student Identifier (USI) that can be verified before receiving a certificate or statement of attainment. You may apply for a USI by following the link <https://www.usi.gov.au/> Leverage Academy may apply for a USI on your behalf for a \$55 fee. For more information please consult the Learner Handbook.

Units of Competency

To achieve your qualification, you are required to successfully complete 18 units of competency. The units of competency that you must obtain to be granted a 'Class 2 Licence' as a real estate agent and auctioneer accreditation are set out in the Property and Stock Agents Act 2002. The CPP41419 Certificate IV in Real Estate Practice consists of 5 core units and 13 elective units, which will be a part of your application as required by the Office of Fair Trading NSW for you to obtain a Class 2 Licence' as a real estate agent and auctioneer accreditation.



Assistant: Real Estate Agent

Core/Elective	Unit code	Unit name
Core	CPPREP4001	Prepare for professional practice in real estate
Core	CPPREP4002	Access and interpret ethical practice in real estate
Core	CPPREP4003	Access and interpret legislation in real estate
Core	CPPREP4004	Establish marketing and communication profiles in real estate
Core	CPPREP4005	Prepare to work with real estate trust accounts

Group A - Residential Property Sales

Core/ Elective	Unit code	Unit name
Elective	CPPREP4101	Appraise property for sale or lease
Elective	CPPREP4102	Market property
Elective	CPPREP4103	Establish vendor relationships
Elective	CPPREP4104	Establish buyer relationships
Elective	CPPREP4105	Sell property

Group B—Residential Property Management

Core/ Elective	Unit code	Unit name
Elective	CPPREP4121	Establish landlord relationships
Elective	CPPREP4122	Manage tenant relationships
Elective	CPPREP4123	Manage tenancy
Elective	CPPREP4124	End tenancy
Elective	CPPREP4125	Transact in trust accounts

Group D - Auctioneering

Core/ Elective	Unit code	Unit name
Elective	CPPREP4161	Undertake pre-auction processes
Elective	CPPREP4162	Conduct and complete sale by auction
Elective	CPPREP4163	Complete post-auction process and contract execution



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Completion

Upon successful completion of the course, participants will be awarded the CPP41419 Certificate IV in Real Estate Practice qualification. This qualification is nationally recognised under the Australian Qualification Framework. Participants who do not complete the course in its entirety will receive a Statement of Attainment for each Unit of Competency completed successfully.

Licensed outcome

As per the Property and Stock Agents (Qualifications) Order 2019 under the Property and Stock Agents Act 2002, to apply with the Office of Fair Trading NSW for a **Class 2 licence as a real estate agent**, you need meet the following requirements:

Part 3 Class 2 licences; Pathway 3—holders of certificate of registration

The person has—

- a) held a certificate of registration as an assistant real estate agent for at least 12 months (with or without a restriction condition), and
- b) satisfactorily completed the class 2 work experience requirements during a 12 month period, and
- c) completed 18 units of Certificate IV in Real Estate Practice (CPP41419) with a registered training organisation demonstrating satisfactory completion of all of the required training units. (This qualification)

As per the Property and Stock Agents (Qualifications) Order 2019 under the Property and Stock Agents Act 2002, to apply with the Office of Fair Trading NSW for an **auctioneer accreditation**, you need meet the following requirements:

Part 5 Miscellaneous; 28 Auctioneers

A person may be accredited as an auctioneer if—

- b) the person has satisfactorily completed at least 3 units from Group D—Auctioneering for Certificate IV in Real Estate Practice (CPP41419) and the person holds one of the following licences—
 - (iii) class 2 real estate agent's licence



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