

Recognition of Prior Learning (RPL) Application WA

Real Estate Agents Licence - CPP50307 Diploma of Property Services (Agency Services) WA

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 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 NSW 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. Each standalone module costs \$145 or you may be offered a package price for training.

HOW DO I APPLY?

1. Contact the NSW Real Estate Training 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 **page 6** for information on qualifications required for each course. Refer to **pages 7 to 15** for description of units, tick units for which RPL is being sought and list evidence and description of attached documents.
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 (**all pages**) 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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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*

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Address: _____

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Description of responsibilities/duties: _____

Period of Employment: Commencement ____ / ____ / ____ to ____ / ____ / ____ or *present*

Qualification Requirements

WA Sales Representative

Successful completion of the following units:

- **CPPDSM4003A** Appraise property
- **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
- **CPPDSM4012A** List property for sale
- **CPPDSM4014A** Market property for sale
- **CPPDSM4022A** Sell and finalise the sale of property by private treaty
- **CPPDSM4080A** Work in the real estate industry

WA Sales Representative - Property Management

Successful completion of the following units:

- **CPPDSM4007A**—Identify legal and ethical requirements of property management to complete agency work
- **CPPDSM4010A** Lease property
- **CPPDSM4011A** List property for lease
- **CPPDSM4013A** Market property for lease
- **CPPDSM4016A** Monitor and manage lease/tenancy agreements
- **CPPDSM4080A** Work in the real estate industry

WA Real Estate Agent Licence

CPP50307 Diploma of Property Services (Agency Management) - Successful completion of the following units of competency:

- **CPPDSM4080A** Work in the real estate industry
- **CPPDSM4007A** Identify legal and ethical requirements of property management to complete agency work
- **CPPDSM4009B** Interpret legislation to complete agency work
- **CPPDSM4008A** Identify legal and ethical requirements of property sales to complete agency work
- **CPPDSM4006A** Establish and manage agency trust accounts
- **CPPDSM4015B** Minimise agency and consumer risk
- **CPPDSM4003A** Appraise property
- **CPPDSM4005A** Establish and build client-agency relationships
- **CPPDSM4018A** Prepare and present property reports
- **CPPDSM4011A** List Property for Lease **OR** **CPPDSM4012A** List Property for Sale
- **CPPDSM4013A** Market Property for lease **OR** **CPPDSM4014A** Market Property for sale
- **CPPDSM4017A** Negotiate effectively in property transactions
- **CPPDSM4056A** Manage conflict and disputes in the property industry
- **CPPDSM4010A** Lease Property
- **CPPDSM4016A** Monitor and manage lease or tenancy agreement
- **CPPDSM4022A** Sell and finalise the sale of property by private treaty
- **CPPDSM4019A** Prepare for auction and complete sale
- **BSBSMB406A** Manage small business finances
- **CPPDSM4030A** Appraise rural property
- **CPPDSM4079A** Work in the business broking sector
- **CPPDSM4001A** Act as a buyer's agent
- **BSBFIM501A** Manage budgets and financial plans
- **BSBHRM402A** Recruit, select and induct staff
- **BSBMGT502B** Manage people performance
- **CPPDSM5012A** Develop a strategic business plan in the real estate industry
- **CPPDSM5032A** Market the agency

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No.	Units	Yes √	List evidence and attach documents (candidate to complete)	Assessor to complete
1	<p><u>CPPDSM4009B Interpret legislation to complete agency work</u></p> <p>Can you provide evidence that you have the skills and experience required to source and interpret legislation affecting real estate operations? Including identifying and applying statutory interpretation techniques, identifying and tracking changes to relevant real estate legislation and industry codes of conduct and maintaining appropriate records.</p>			
2	<p><u>CPPDSM4015B Minimise Agency and Consumer Risk</u></p> <p>Can you provide evidence that you have the skills and knowledge required to deal with minimising risk to all aspects of agency business?</p>			
3	<p><u>CPPDSM4080A Work in the real estate industry</u></p> <p>Can you provide evidence that you have knowledge of the core functions of real estate agency operations, legislative and regulatory framework within which the industry operates and industry employment requirements.</p>			
4	<p><u>CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work</u></p> <p>Can you provide evidence that you have the knowledge 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.</p>			

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5	<p><u>CPPDSM4003A Appraise property</u></p> <p>Can you provide evidence that you have the skills and knowledge 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.</p>			
6	<p><u>CPPDSM4030A Appraise rural property</u></p> <p>Can you provide evidence that you have the knowledge required to appraise the sale price range or rental value of rural 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.</p>			
7	<p><u>CPPDSM4012A List property for sale</u></p> <p>Can you provide evidence that you have the skills and knowledge 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.</p>			

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No.	Units	Yes √	List evidence and attach documents (candidate to complete)	Assessor to complete
7	<p><u>CPPDSM4014A Market property for sale</u></p> <p>Can you provide evidence that you have the skills and knowledge 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.</p>			
8	<p><u>CPPDSM4022A Sell and finalise the sale of property by private treaty</u></p> <p>Can you provide evidence that you have the skills and knowledge 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.</p>			
9	<p><u>CPPDSM4017A Negotiate effectively in property transactions</u></p> <p>Can you provide evidence that you have the skills and knowledge required to manage effective negotiations in relation to the sale, lease or management of property. It includes establishing the needs and expectations of relevant parties, negotiating to achieve desired outcomes and managing potential and real disputes between parties.</p>			

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No.	Units	Yes √	List evidence and attach documents (candidate to complete)	Assessor to complete
10	<p><u>CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work</u></p> <p>Can you provide evidence that you have the knowledge 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.</p>			
11	<p><u>CPPDSM4018A Prepare and present property reports</u></p> <p>Can you provide evidence that you have the knowledge 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.</p>			

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No.	Units	Yes √	List evidence and attach documents (candidate to complete)	Assessor to complete
12	<u>CPPDSM4010A Lease property</u> Can you provide evidence that you have the knowledge 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.			
13	<u>CPPDSM4011A List property for lease</u> Can you provide evidence that you have the knowledge 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.			
14	<u>CPPDSM4013A Market property for lease</u> Can you provide evidence that you have the knowledge 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.			

RPL Assessment Tool
CPP50307 Diploma of Property Service (Agency Management)

No.	Units	Yes √	List evidence and attach documents (candidate to complete)	Assessor to complete
15	<p><u>CPPDSM4016A Monitor and manage lease or tenancy agreement</u></p> <p>Can you provide evidence that you have the knowledge 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.</p>			
16	<p><u>CPPDSM4019A Prepare for auction and complete sale</u></p> <p>Can you provide evidence that you can 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.</p> <p>AND</p>			
17	<p><u>CPPDSM4004A Conduct auction</u></p> <p>Can you provide evidence that you can to conduct an auction. It includes conducting the auction in line with agency practice, ethical standards and legislative requirements.</p>			
18	<p><u>CPPDSM4079A Work in the business broking sector</u></p> <p>Can you provide evidence that you have the skills and knowledge to work effectively in providing business broking services? It requires the ability to comply with legal and procedural requirements, complete daily work activities and identify opportunities for professional development. It requires knowledge of methods for improving a professional knowledge base and maintaining a professional approach in business broking.</p>			

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CPP50307 Diploma of Property Service (Agency Management)

No.	Units	Yes √	List evidence and attach documents (candidate to complete)	Assessor to complete
19	<u>CPPDSM4001A Act as a buyer's agent</u> Can you provide evidence that you have the skills and 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.			
20	<u>BSBSMB406A Manage Small Business Finance</u> Can you provide evidence that you have the skills and knowledge to implement, monitor and review strategies for the ongoing management of finances in a stock and station agency? It includes implementing a financial plan and monitoring performance.			
21	<u>BSBFIM501A Manage budgets and financial plans</u> Can you provide evidence that you have the knowledge required to undertake financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.			
22	<u>CPPDSM4006A Establish & maintain Agency trust account</u> Can you provide evidence that you have the skills and knowledge required to review agency accounts for compliance with trust account requirements, establish and manage trust accounts, maintain records of trust transactions, and monitor and review trust accounts?			

RPL Assessment Tool
CPP50307 Diploma of Property Service (Agency Management)

No.	Units	Yes √	List evidence and attach documents (candidate to complete)	Assessor to complete
23	<u>BSBHRM402A Recruit, select and induct staff</u> Can you provide evidence that you have the skills and knowledge required perform a role in recruitment, selection and induction functions who work under the direction of a human resources manager, including determine job descriptions, plan for selection, assess and select applicants and appoint and induct successful candidates.			
24	<u>CPPDSM4005A Establish and Build Client / Agency Relationship</u> Can you provide evidence that you have the skills and knowledge required to interact and build relationships with clients as part of agency operations - including developing rapport with clients, handling initial client enquiries, establishing and maintaining a client database and dealing with client complaints and problems. Can you provide evidence that you have the skills and knowledge 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.			
25	<u>CPPDSM4056A Manage conflict and disputes in the property industry</u> Can you provide evidence that you have the skills and experience 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.			

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CPP50307 Diploma of Property Service (Agency Management)

No.	Units	Yes √	List evidence and attach documents (candidate to complete)	Assessor to complete
26	<u>BSBMGT502B Manage people performance</u> Can you provide evidence that you have the skills and experience required to manage the performance of staff who report to them directly. Including to - allocate work, assess performance, provide feedback and manage follow up.			
27	<u>CPPDSM5012A Develop a strategic business plan in the real estate industry</u> Can you provide evidence that you have the skills and experience required to develop a business strategy to position the real estate agency successfully in the property market. Including to - identify business opportunities in the property market, establish the potential demand for agency services, establish business goals and objectives for agency and document and review agency business strategies.			
28	<u>CPPDSM5032A Market the agency</u> Can you provide evidence that you have the skills and experience required to develop and implement a marketing strategy to position the agency in the property market. It does not cover marketing required for individual properties. Including to - undertake market research, develop marketing strategy, implement marketing strategy, review and adjust marketing activities and select and promote agency services.			