

Recognition of Prior Learning (RPL) Application WA

PO Box 601, HORNSBY NSW 2077

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 Recognition of Prior Learning (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.

HOW DO I APPLY?

1. Contact the 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:
 - pages 7 & 8 for information on qualifications required for each course
 - pages 9 - 15 for description of units
 - page 6 for units of competency - tick units for which RPL is being sought
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 (pages 1 - 6) 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.

Education/Training History

What level of schooling have you achieved?

Year completed:

Location:

Additional studies you have completed since;

| Course | Institute | Date | Duration | Completed? |
|--------|-----------|------|----------|------------|
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Have you been involved in any other training courses or programs? Please give details e.g. in-house, on the job, staff development etc.

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:

Your position:

Telephone No:

Description of
responsibilities/duties:

Period of Employment: Commencement to or *present*

Company:

Address:

Telephone No:

Your position:

Description of responsibilities/duties:

Period of Employment: Commencement to or *present*

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*

Company:

Address:

Telephone No:

Your position:

Description of responsibilities/duties:

Period of Employment: Commencement

to

or *present*

Other Work or Life Experience

Detail any other work or life experience that you think might be relevant. For example, financial experience, management roles etc.

Description:

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
- CPPDSM4009 Interpret legislation to complete work in the property industry
- 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
- CPPDSM4056 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
- BSBSMB406 Manage small business finances
- CPPDSM4030A Appraise rural property
- CPPDSM4079A Work in the business broking sector
- CPPDSM4001A Act as a buyer's agent
- BSBFIM501 Manage budgets and financial plans
- BSBHRM405 Support the recruitment, selection and induction of staff
- BSBMGT502 Manage people performance
- CPPDSM5012A Develop a strategic business plan in the real estate industry
- CPPDSM5032A Market the agency

Unit of Competency for application of RPL Name:

Telephone:

| Unit of Competency | ✓ if you wish to apply for RPL | COLLEGE USE ONLY | | | | | |
|---|--------------------------------|------------------|-----|----|-----|---------------|------|
| | | | | | | | |
| | | Evidence | NYC | AS | RPL | Assessor sign | Date |
| CPPDSM4009 - Interpret legislation to complete work in the property industry | | | | | | | |
| CPPDSM4015B – Manage agency and consumer risk | | | | | | | |
| CPPDSM4080A - Work in the real estate industry | | | | | | | |
| CPPDSM4008A - Identify legal and ethical requirements of property sales to complete agency work | | | | | | | |
| CPPDSM4003A - Appraise property | | | | | | | |
| CPPDSM4030A – Appraise rural property | | | | | | | |
| CPPDSM4012A - List property for sale | | | | | | | |
| CPPDSM4014A - Market property for sale | | | | | | | |
| CPPDSM4022A - Sell and finalise the sale of property by private treaty | | | | | | | |
| CPPDSM4017A - Negotiate effectively in property transactions | | | | | | | |
| CPPDSM4007A- Identify legal and ethical requirements of property management to complete agency work | | | | | | | |
| CPPDSM4018A – Prepare and present property reports | | | | | | | |
| CPPDSM4010A – Lease property | | | | | | | |
| CPPDSM4011A – List property for lease | | | | | | | |
| CPPDSM4013A - Market property for lease | | | | | | | |
| CPPDSM4016A – Monitor and manage lease or tenancy agreement | | | | | | | |
| CPPDSM4019A - Prepare for auction and complete sale | | | | | | | |
| CPPDSM4004A – Conduct auction | | | | | | | |
| CPPDSM4079A – Work in the business broking sector | | | | | | | |
| CPPDSM4001A – Act as a buyer's agent | | | | | | | |
| BSBSMB406 – Manage small business finances | | | | | | | |
| BSBSFIM501 – Manage budgets and financial plans | | | | | | | |
| CPPDSM4006A – Establish and maintain agency trust accounts | | | | | | | |
| BSBHRM405 – Support the recruitment, selection and induction of staff | | | | | | | |
| CPPDSM4005A – Establish and build client-agency relationships | | | | | | | |

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|--|--|--|--|--|--|--|--|
| CPPDSM4056 – Manage conflict and disputes in the property industry | | | | | | | |
| BSBMGT502 – Manage people performance | | | | | | | |
| CPPDSM5012A - Develop a strategic business plan in the real estate industry | | | | | | | |
| CPPDSM5032A – Market the agency | | | | | | | |

RPL Assessment Tool - Outline of Units

CPPDSM4009 Interpret legislation to complete work in the property industry

This unit includes identifying and applying statutory interpretation techniques, identifying and tracking changes to relevant real estate legislation and industry codes of conduct and maintaining appropriate records.

CPPDSM4015B Minimise agency and consumer risk

Can you provide evidence that you have the skills and knowledge required to deal with minimising risk to all aspects of agency business?

CPPDSM4080A Work in the real estate industry

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.

CPPDSM4008A Identify legal ethical requirements of property sales complete agency work

This unit 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.

CPPDSM4003A Appraise property

This unit 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.

CPPDSM4030A Appraise rural property

This unit 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.

CPPDSM4012A List property for sale

This unit 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.

CPPDSM4014A Market property for sale

This unit includes planning, developing a marketing plan, preparing marketing materials, implementing marketing activities, and reviewing and reporting on marketing plans and activities.

CPPDSM4022A Sell and finalise the sale of property by private treaty

This unit 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.

CPPDSM4017A Negotiate effectively in property transactions

This unit includes establishing the needs and expectations of relevant parties, negotiating to achieve desired outcomes and managing potential and real disputes between parties.

CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work This unit 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.

CPPDSM4018A Prepare and present property reports

This unit 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.

CPPDSM4010A Lease property

This unit 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.

CPPDSM4011A List property for lease

This unit 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.

CPPDSM4013A Market property for lease

This unit includes planning, developing a marketing plan, preparing marketing materials, implementing marketing activities, and reviewing and reporting on marketing plans and activities.

CPPDSM4016A Monitor and manage lease or tenancy agreement

This unit 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.

CPPDSM4019A Prepare for auction and complete sale

This unit 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.

CPPDSM4004A Conduct auction

This unit includes conducting the auction in line with agency practice, ethical standards and legislative requirements.

CPPDSM4079A Work in the business broking sector

This unit 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.

CPPDSM4001A Act as a buyer's agent

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.

BSBSMB406 Manage small business finance

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.

BSBFIM501 Manage budgets and financial plans

This units 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.

CPPDSM4006A Establish and maintain agency trust accounts

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?

BSBHRM405 Support the recruitment, selection and induction of staff

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.

CPPDSM4005A Establish and build client/agency relationship

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.

CPPDSM4056 Manage conflict and disputes in the property industry

This unit 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.

BSBMGT502 Manage people performance

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.

CPPDSM5012A Develop a strategic business plan in the real estate industry

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.

CPPDSM5032A Market the agency

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.