

Course Structure

CPP50307 Diploma of Property Services (Agency Management)



CORE UNITS

CPPDSM4006A	Establish and manage agency trust accounts
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
CPPDSM4015B	Minimise agency and consumer risk
CPPDSM4080A	Work in the real estate industry

COMMON UNITS

BSBFIM501	Manage budgets and financial plans
BSBHRM405	Support the recruitment, selection and induction of staff
BSBMGT502	Manage people performance
BSBMGT517	Manage operational plan
CPPDSM5012A	Develop a strategic business plan in the real estate industry
CPPDSM5032A	Market the agency
CPPDSM4005A	Establish and build client-agency relationships

CERTIFICATE IV UNITS

CPPDSM4003A	Appraise property
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
CPPDSM4022A	Sell and finalise the sale of property by private treaty
CPPDSM4017A	Negotiate effectively in property transactions

ELECTIVE UNITS (You need 26 units to complete the qualification. Choose the remaining units from list below)

BSBCMM401	Make a presentation
CPPDSM4045A	Facilitate meetings in the property industry
CPPDSM4046A	Manage tenancy disputes
BSBADM502	Manage meetings
BSBWOR501	Manage personal work priorities and professional development
CPPDSM4019A	Prepare for auction and complete sale