

Property Representative Course

Training and assessment strategy

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RTO name	Real Estate Institute of Tasmania	RTO ID	0412
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Training Product	Code	PRC	Version	1.0 (June 2018)
	Title	Property Representative Course		

Units of competency	National code	Title	Core / Pathway / Specialisation / Elective / etc.
	CPPDSM4080A	Work in the Real Estate Sector	Core
	CPPDSM4022A	Sell and finalise the sale of property by private treaty	Core
	CPPDSM4015B	Minimise agency and consumer risk	Core
	CPPDSM4010A	Lease property	Core
	CPPDSM4002A	Apply knowledge of state or territory legislative and regulatory framework to complete agency work	Core
	n/a (not nationally recognised)	Acts & Regs	Core

Clients and environment	Adults seeking employment in the industry, generally with no industry experience. Learners who wish to peruse a career in the Real Estate industry.
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Training Modes and Strategies	<p>Off/on the job:</p> <p>Delivery modes may include, but are not limited to:</p> <ul style="list-style-type: none"> ◆ trainer presentations, ◆ audio/visual presentations, ◆ demonstrations, ◆ group participation, ◆ individual and group activities, ◆ skills practices and role plays, <p>Distance/correspondence:</p> <p>This is a self-paced mode of learning, where participants are provided all learning and assessment resources via the postal service or a login to access the learning resources online. Participants learn at their own pace and have access to and support from trainers via telephone and email. Once participants have completed their learning and assessments they forward their completed assessments back to REIT for judgement on competency.</p>
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Training and assessment arrangements	<p>Duration</p> <p>The expected completion time is 4 months / On average Delivery 220 Hours. Assessments may be conducted at the RTO's training venue, through work experience, simulated work environments or any combination of these. The RTO will ensure learners have every reasonable opportunity to complete their training program. Please see below amount of training breakdown below for the standard learner cohort.</p>				
	<p>Course structure</p> <p>The RTO will integrate the activities, bringing together a number of units that reflect real industry outcomes and processes. Units are delivered either as standalone units, or are integrated with other units of competency. It includes assessment of employability skills that are embedded in the training package (or accredited course).</p>				
Training and assessment arrangements (continued)	<p>Formative assessment techniques or tools used to gather evidence</p> <p>The following matrix identifies the type of evidence that will be collected towards competency and to enable judgments to be made about students' competency in each unit. Assessors have flexibility (according to the requirements of the Training Package, including the Assessment Guidelines and units of competency) to accept other forms of evidence from individual students (e.g. through RPL).</p> <p>An assessment tool includes the following components: the context and conditions for the assessment, the tasks to be administered to the candidate, an outline of the evidence to be gathered from the candidate and the evidence criteria used to judge the quality of performance (i.e. the assessment decision-making rules). It also includes the administration, recording and reporting requirements.</p>				
	<p>Key to techniques or tools used:</p> <p>A — Assignment B — Third party testimonial C — Workplace assessment</p>				
	<p>Units of competency</p>		<p><i>Check (X) technique that applies</i></p>		
		Unit name	Assign	TPT	WPA
CPPDSM4080A	Work in the Real Estate Sector	x	x	x	
CPPDSM4002A	Apply knowledge of state or territory legislative and regulatory framework to complete agency work	x	x	x	
CPPDSM4010A	Lease property	x	x	x	
CPPDSM4022A	Sell and finalise the sale of property by private treaty	x	x	x	
CPPDSM4015B	Minimise agency and consumer risk	x	x	x	
N/A	Acts & Regs	x	x		
Recognition of Prior Learning	<p>RPL option isn't required for this course; its entry level students don't have relevant industry experience to apply for RPL.</p>				

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Training and assessment staff	Units of competency	Staff	Brief summary of training arrangements and how staff meet competency requirements
		Qualified assessor / Vocationally qualified trainer	
The RTO establishes and verifies that trainers and assessors meet nationally agreed competency requirements and continue to develop their competencies as per these requirements.	CPPDSM4080A	Various	Trainers are required to provide evidence of their vocational competence; this is demonstrated through continued employment in the real estate industry, or participating in continuing professional development to ensure currency of skills and knowledge.
	CPPDSM4010A	Various	
	CPPDSM4022A	Various	
	CPPDSM4002A	Various	
	CPPDSM4015B	Various	
	Acts & Regs	Various	(Not a requirement for trainers deliver Acts & Regs the unit isn't nationally recognised)

Assessment validation process	<ul style="list-style-type: none"> Assessment Validation is to be carried out systematically internally by REIT trainers and Training Staff and Externally by Training Manager in consultation with REIT Board, other RTO's and REI's
Consultation with industry	<p>Industry consultation takes place at the following levels:</p> <ul style="list-style-type: none"> The REIT Board is drawn from current industry experts who consult during board Meetings to validate the Training and Assessment Strategy. The learning and assessment material is written and validated by current industry members. The REIT surveys students and trainers/assessors to seek feedback, ensuring the learning and assessment material for the Diploma units are relevant. Feedback is incorporated into the validation and continuous improvement register. <p>Training and Assessment Continuous Improvement log can be found on the REIT server</p>
Assessment moderation	Assessments are moderated monthly by the Training manager. The process for moderation is outlined in the REIT policy and procedures.

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Resource requirements	<p><u>General:</u></p> <p>Learner’s Guide Assessment Evaluation Sheets PC with MS Powerpoint Software & CDROM drive LCD Projector & screen MS Powerpoint presentation File Whiteboard; Eraser and Markers</p>	<p><u>Technical:</u></p> <p>Agency specific procedures/ documents PALTA Act Residential Tenancies Act Codes of Conduct Privacy Act Anti-Discrimination legislation Property Law Act Land Titles Act Strata Titles Act Workplace Health & Safety Act Competition and Consumer act</p>
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Pathways	<p>Students will develop skills that lead to:</p> <ul style="list-style-type: none"> • A career in real estate as a Property Representative • Further information on the pathways are detailed in the Policy and procedures document, and the student handbooks.
Student feedback	<p>Student feedback may be collected and analysed.</p> <p>To assist with continuous improvement processes, students are given opportunities to provide feedback during the course and after each assessment item. They are also given a satisfaction survey at the completion of each year. Information on the survey processes are detailed in the REIT policy and procedures. A sample survey can be found at: https://www.surveymonkey.com/s/8BRLRFZ</p>

AMOUNT OF TRAINING

Course or qualification name: Property Representative Course

Description of typical learner:

Adults (over the age of 18) seeking employment in the industry, generally with no industry experience.

The course can be completed either through distance learning or class based, a mix of both delivery strategies is generally not offered.

LEARNING ACTIVITIES	Est Time
<p>CPPDSM4080A Work in the real estate industry (D/L or class based)</p> <p>This unit of competency specifies the outcomes required to enable a new entrant to the industry to gain a basic understanding of the industry and work ethically and effectively in a real estate agency. This includes awareness of ethical and conduct standards, core functions of real estate agency operations, legislative and regulatory framework within which the industry operates and industry employment requirements.</p>	18
<p>CPPDSM4015B Minimise agency and consumer risk (D/L or class based)</p> <p>This unit of competency specifies the outcomes required to minimise risk to all aspects of agency business and to consumers. It includes identifying potential risks to the agency and its clients, analysing the causes and potential impact of risks, and implementing agency policies and procedures to minimise risks to the agency and consumers.</p>	28
<p>CPPDSM4002A Apply knowledge of state or territory legislative and regulatory framework to complete agency work (D/L or class based)</p> <p>This unit of competency specifies the outcomes required to apply knowledge of state or territory legislative and regulatory framework to real estate agency operations. The unit is directed at licensed real estate agents, real estate representatives and agency support staff members who move between States and Territories and need to be aware of the legislative and regulatory frameworks that apply to real estate operations in different jurisdictions. It includes sourcing and applying information on the real estate industry and the relevant legislation and regulations affecting agency operations in one or more States or Territories.</p>	45
<p>CPPDSM4010A Lease property (D/L or class based)</p> <p>This unit of competency specifies the outcomes 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.</p>	45
<p>CPPDSM4022A Sell and finalise the sale of property by private treaty (D/L or class based)</p> <p>This unit of competency specifies the outcomes 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>	45
<p>Acts & Regs (not nationally recognised) (D/L or class based)</p>	21

Detailed training on the Property Agents and Land Transactions Act	
ASSESSMENT ACTIVITIES	
CPPDSM4080A Work in the real estate industry (D/L or class based) Assignment includes short answer questions, referencing legislation, activities, completion of a project relating to the PALTA and the commission scale of fees and a project relating to ethical and legal requirements of a property representative. Workplace assessment component to demonstrate knowledge in the workplace. Supervisors third party report.	4 hours
CPPDSM4015B Minimise agency and consumer risk Assignment includes questions, activities, inspection checklist, risk scoring, case study on WHS risks. Workplace assessment component to demonstrate knowledge in the workplace. Supervisors third party report.	4 hours
CPPDSM4002A Apply knowledge of state or territory legislative and regulatory framework to complete agency work (D/L or class based) Assignment includes multiple choice questions, short answer questions and case studies. Workplace assessment component to demonstrate knowledge in the workplace. Supervisors third party report.	3 hours
CPPDSM4010A Lease property (D/L or class based) Assignment includes multiple choice questions, short answer questions and case studies. Workplace assessment component to demonstrate knowledge in the workplace. Supervisors third party report.	2 hours
CPPDSM4022A Sell and finalise the sale of property by private treaty (D/L or class based) Assignment includes multiple choice questions, short answer questions and case studies. Workplace assessment component to demonstrate knowledge in the workplace. Supervisors third party report.	3 hours
Acts & Regs (not nationally recognised) (D/L or class based) Assessment includes referencing the Act and providing answers to sections.	2 hours
Total for typical learner in this cohort	220 hours

Estimate times have been determined by reviewing the learning content and assessments and how much time we anticipate it taking a learner to complete the units.

Learning time may vary between 30-50 hours for students completing the course via distance learning. If an individual trainee, an employer or a trainee or a trainer / assessor for a trainee identifies that the trainee may have problems with language, literacy and numeracy, the Training Manager should discuss the available options with the employer and where necessary instigate appropriate assessment and remedial action. The Tasmanian Skills Institute currently is contracted by Skills Tasmania to provide assessment and remedial services to trainees on a training agreement. Contact the Adult Literacy unit at the Tasmanian Skills Institute.

RPL option isn't required for this course; its entry level students don't have relevant industry experience to apply for RPL.