

Recognition of Prior Learning (RPL) Application QLD

QLD Real Estate Agents Licence	QLD Real Estate Salesperson
QLD Property Developer Salesperson	QLD Real Estate Agents Licence (Business Letting)
Resident Letting Agent Licence	Certificate IV in Property Services (Real Estate)

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 11 - 16 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?

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:

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*

Work Experience

Please detail below your work experience. Start with your current or most recent position, followed by the one before that etc.

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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:

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
BSBSMB406 - Manage small business finances							
BSBLED401 - Develop teams and individuals							
BSBRKG304 - Maintain business records							
CPPDSM4003A - Appraise property							
CPPDSM4004A - Conduct auction							
CPPDSM4005A - Establish and build client-agency relationships							
CPPDSM4006A - Establish and manage agency trust account							
CPPDSM4007A - Identify legal and ethical requirements of property management							
CPPDSM4008A - Identify legal and ethical requirements of property sales to complete agency work							
CPPDSM4009 - Interpret legislation to complete work in the property industry							
CPPDSM4010A - Lease property							
CPPDSM4011A - List property for lease							
CPPDSM4012A - List property for sale							
CPPDSM4013A - Market property for lease							
CPPDSM4014A - Market property for sale							
CPPDSM4015B - Manage agency and consumer risk							
CPPDSM4016A - Monitor and manage lease or tenancy agreement							
CPPDSM4017A - Negotiate effectively in property transactions							
CPPDSM4018A - Prepare and present property reports							
CPPDSM4019A - Prepare for auction and complete sale							
CPPDSM4022A - Sell and finalise the sale of property by private treaty							
CPPDSM4046A - Manage tenancy disputes							
CPPDSM4049 - Implement maintenance program for managed properties							
CPPDSM4080A - Work in the real estate industry							

Real estate agent

Training requirements for a real estate agent's licence

To qualify for this licence you must complete these units from the Property Services Training Package endorsed by the National Quality Council:

- BSBSBM406 Manage small business finances
- CPPDSM4003A Appraise property
- CPPDSM4005A Establish and build client-agency relationships
- 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
- CPPDSM4009 Interpret legislation to complete work in the property industry
- CPPDSM4010A Lease property
- CPPDSM4011A List property for lease
- CPPDSM4012A List property for sale
- CPPDSM4013A Market property for lease
- CPPDSM4014A Market property for sale
- CPPDSM4015A Minimise agency and consumer risk
- CPPDSM4016A Monitor and manage lease or tenancy agreement
- CPPDSM4018A Prepare and present property reports
- CPPDSM4019A Prepare for auction and complete sale
- CPPDSM4022A Sell and finalise the sale of property by private treaty
- CPPDSM4046A Manage tenancy disputes
- CPPDSM4080A Work in the real estate industry.

Eligibility for a licence

To be eligible for a real estate agent licence, you must:

- be 18 years or over
- be a suitable person
- have at least one place of business in Queensland
- have completed the required training units through a registered training organisation.

Certificate IV in Property Services (Real Estate)

Training requirements

- BSBSMB406 Manage small business finances
- BSBLED401 Develop teams and individuals
- BSBKRG304 Maintain business records
- CPPDSM4003A Appraise property
- CPPDSM4004A Conduct auction
- CPPDSM4005A Establish and build client-agency relationships
- CPPDSM4006A Establish and manage agency trust account
- CPPDSM4007A Identify legal and ethical requirements of property management
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM4009 Interpret legislation to complete work in the property industry
- CPPDSM4010A Lease property
- CPPDSM4011A List property for lease
- CPPDSM4012A List property for sale
- CPPDSM4013A Market property for lease
- CPPDSM4014A Market property for sale
- CPPDSM4015B Manage agency and consumer risk
- CPPDSM4016A Monitor and manage lease or tenancy agreement

- CPPDSM4017A Negotiate effectively in property transactions
- CPPDSM4018A Prepare and present property reports
- CPPDSM4019A Prepare for auction and complete sale
- CPPDSM4022A Sell and finalise the sale of property by private treaty
- CPPDSM4046A Manage tenancy disputes
- CPPDSM4049 Implement maintenance program for managed properties
- CPPDSM4080A Work in the real estate industry

Resident letting agent

Training requirements for a resident letting agent's licence

To qualify for this licence you can complete these six units from the Property Services Training Package (CPP07) endorsed by the National Quality Council:

- BSBSBM406 Manage small business finances
- CPPDSM4006A Establish and manage agency trust accounts
- CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
- CPPDSM4010A Lease property
- CPPDSM4015B Minimise agency and consumer risk
- CPPDSM4016A Monitor and manage lease or tenancy agreement

Eligibility for a licence

To be eligible for a resident letting agent licence, you must:

- be 18 years or over
- be a suitable person, which means not:
 - affected by bankruptcy action
 - convicted of a serious offence in the previous five years
 - disqualified from holding a licence or registration certificate
 - being recorded in the register of disqualified company directors under the Corporations Act 2001
- have no criminal involvement in unlawful activities
- have at least one place of business in Queensland
- have completed six subjects of the Property Development and Management Training Package (PRD01) or Property Services Training Package (CPP07) through a registered training organisation.

Real Estate Agent Licence (Business Letting)

Training requirements for a Real Estate Agent Licence (Business Letting)

To qualify for this licence you can complete these units from the Property Services Training Package (CPP07) endorsed by the National Quality Council:

- CPPDSM4010A Lease property
- CPPDSM4011A List property for lease
- CPPDSM4013A Market property for lease
- CPPDSM4016A Monitor and manage lease or tenancy agreement.

Eligibility for a licence

To be eligible for a real estate agent licence (business letting), you must:

- be 18 years or over
- be a suitable person
- have at least one place of business in Queensland
- have completed the required training units through a registered training organisation.

An individual is considered suitable if they have not been:

- bankrupt
- convicted in the previous five years of a serious offence which is punishable by 3 or more years imprisonment, such as:
 - o fraud and dishonesty
 - o drug trafficking
 - o extortion
 - o arson
 - o unlawful stalking
 - o violence or the threat of using violence
 - o any offence of a sexual nature
- disqualified from holding a licence or registration certificate
- recorded in the register of disqualified company directors under the Corporations Act 2001.

If you are not an Australian citizen, you need to provide an international passport to complete the check on your working visa. Your visa must state that you can work in Australia. You must also provide written advice from the Department of Immigration and Citizenship to explain any conditions on your visa.

Auctioneer

Training requirements for an auctioneer's licence

To qualify for this licence you must have conducted five auctions when employed as a trainee auctioneer under the supervision of a licensed auctioneer.

Complete these units from the Property Services Training Package (CPP07), endorsed by the National Quality Council:

- BSBSBM406 Manage small business finances
- CPPDSM4004A Conduct auction
- CPPDSM4006A Establish and manage agency trust accounts
- CPPDSM4014A Market property for sale
- CPPDSM4019A Prepare for auction and complete sale or CPPDSM4038A Conduct goods chattels or equipment clearing sale or auction.

Eligibility for a licence

To be eligible for this licence, you must:

- be 18 years or over
- not be affected by bankruptcy action
- not have been convicted of a serious offence anywhere within the last five years, including any of the following criminal activities punishable by three or more years of jail:
 - o fraud and dishonesty
 - o drug trafficking
 - o extortion
 - o arson
 - o unlawful stalking
 - o violence or the threat of using violence
 - o any offence of a sexual nature
- not be disqualified from holding a licence or registration certificate
- not be recorded in the register of disqualified company directors under the *Corporations Act 2001*
- have no criminal involvement in unlawful activities
- have at least one place of business in Queensland
- have completed the required training.

Trainee auctioneer

Training requirements for a trainee auctioneer's registration certificate

To qualify for this registration certificate, you must complete the following subjects of the Property Services Training Package (CPP07):

- CPPDSM4004A Conduct auction
- CPPDSM4014A Market property for sale.

Eligibility for a licence

To be eligible for a trainee auctioneer registration certificate, you must:

- be 18 years or more
- not have been convicted of a serious offence anywhere within the last five years, including any of the following criminal activities punishable by three or more years of jail:
 - o fraud and dishonesty
 - o drug trafficking
 - o extortion
 - o arson
 - o unlawful stalking
 - o violence or the threat of using violence
 - o any offence of a sexual nature
- not be disqualified from holding a licence or registration certificate
- have no criminal involvement in unlawful activities
- be employed by an auctioneer licensed in Queensland
- be employed at a place of business located in Queensland
- have completed the training requirements.

If you are currently affected by bankruptcy action, you are still eligible to apply but we will issue the registration certificate on a case-by-case basis.

Real estate salesperson

Training requirements for a real estate salesperson registration certificate

To qualify for this licence you can complete these units from the Property Services Training Package (CPP07) endorsed by the National Quality Council:

- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM4009 Interpret legislation to complete work in the property industry
- CPPDSM4010A Lease property
- CPPDSM4012A List property for sale
- CPPDSM4015A Minimise agency and consumer risk
- CPPDSM4022A Sell and finalise the sale of property by private treaty
- CPPDSM4080A Work in the real estate industry

Eligibility for a license

To be eligible for a real estate salesperson certificate, you must:

- be 18 years or over
- be a suitable person
- have at least one place of business in Queensland
- have completed the required training units through a registered training organisation.

An individual is considered suitable if they have not been:

- convicted in the previous five years of a serious offence which is punishable by 3 or more years imprisonment, such as:
 - o fraud and dishonesty
 - o drug trafficking
 - o extortion
 - o arson
 - o unlawful stalking
 - o violence or the threat of using violence
 - o any offence of a sexual nature

- disqualified from holding a licence or registration certificate
- recorded in the register of disqualified company directors under the *Corporations Act 2001*.

If you are not an Australian citizen, you need to provide an international passport to complete the check on your working visa. Your visa must state that you can work in Australia. You must also provide written advice from the [Department of Immigration and Citizenship](#) to explain any conditions on your visa.

If you are affected by bankruptcy action, you must also supply a:

- description of the circumstances that caused you to go into bankruptcy (if you were involved in a business, please advise the type of business) and a description of the steps taken by you to avoid going into bankruptcy
- list of creditors and amounts owing to each creditor
- confirmation of whether any charges were laid against you in regard to the bankruptcy
- letter from your employer, on the employer's letterhead, outlining your role within the business and whether you would be in a position to influence the management of the licensee's business.

Performance Criteria

BSBSBM406 Manage small business finances

This unit involves the implementation, monitoring and review of strategies for the ongoing management of finance. It also includes day-to-day financial management of the business. It is suitable for existing micro and small businesses or a department in a larger organisation.

At the end of this unit you will be able to:-

- Maintain financial records
- Implement financial plan
- Monitor financial performance

CPPDSM4003A Appraise property

This unit of competency specifies the outcomes 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.

At the end of this unit you will be able to:-

- Research property
- Appraise sale price range or rental value of property for listing purposes
- Present information

CPPDSM4004A Conduct Auction

This unit of competency specifies the outcomes required to conduct an auction. It includes conducting the auction in line with agency practice, ethical standards and legislative requirements. The outcomes required to prepare for the auction and complete follow-up procedures after the auction sale are addressed in CPPDSM4019A Prepare for auction and complete sale.

At the end of this unit you will be able to:-

- Conduct auction.

CPPDSM4005A Establish and build client–agency relationships

This unit of competency specifies the outcomes 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.

At the end of this unit you will be able to:-

- Communicate effectively with clients
- Implement client–agency relationship management strategies
- Implement agency client care and client service standards
- Implement personal marketing strategies
- Build ongoing relationships with clients

CPPDSM4006A Establish and manage agency trust accounts

This unit of competency specifies the outcomes required to establish and manage trust accounts in an agency context. It includes reviewing agency accounts for compliance with trust account requirements, establishing and managing trust accounts, maintaining records of trust transactions, and monitoring and reviewing trust accounts.

At the end of this unit you will be able to:-

- Review agency trust accounts for compliance with trust account requirements
- Establish and maintain trust accounts
- Manage and control trust accounts
- Monitor and review trust accounts
- Authorise and verify trust accounts

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

This unit of competency specifies the outcomes 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.

At the end of this unit you will be able to:-

- Apply knowledge of property management
- Develop knowledge of property management process
- Handle moneys
- Identify roles and responsibilities of agency personnel in property management
- Use key register

CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work

This unit of competency specifies the outcomes 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.

At the end of this unit you will be able to:-

- Develop knowledge of property sales
- Develop knowledge of sales process
- Identify roles and responsibilities of sales personnel

CPPDSM4009 Interpret legislation to complete work in the property industry

This unit of competency specifies the outcomes required to source and interpret legislation affecting real estate operations. It 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.

At the end of this unit you will be able to:-

- Identify legal principles and legislative requirements affecting real estate operations
- Interpret legislative requirements affecting real estate operations
- Identify changes to legislation and regulations affecting agency operations
- Comply with relevant industry codes
- Maintain records of legislation and industry codes

CPPDSM4010A Lease property

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.

At the end of this unit you will be able to:-

- Screen tenant enquiries
- Undertake property inspection
- Obtain and review tenancy applications
- Complete tenancy documentation and place tenant in property
- Record tenancy arrangements

CPPDSM4011A List property for Lease

This unit of competency specifies the outcomes 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.

At the end of this unit you will be able to:-

- Promote agency's property management services
- Establish client requirements
- Plan property listing presentation
- Deliver property listing presentation
- Finalise property listing
- Record and act on instructions

CPPDSM4012A List property for Sale

This unit of competency specifies the outcomes 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.

At the end of this unit you will be able to:

- Prospect for property listings
- Establish client requirements
- Plan property listing presentation
- Deliver property listing presentation
- Prepare and execute agency agreement
- Record and act on instructions

CPPDSM4013A Market property for lease

This unit of competency specifies the outcomes 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.

At the end of this unit you will be able to:-

- Develop marketing plan for property
- Check marketing materials
- Implement marketing activities
- Review and report on marketing activities and plan

CPPDSM4014A Market property for sale

This unit of competency specifies the outcomes 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.

At the end of this unit you will be able to:-

- Develop marketing plan for property
- Check marketing materials
- Implement marketing activities
- Review and report on marketing activities and plan

CPPDSM4015A Minimise agency and consumer risk

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.

At the end of this unit you will be able to:-

- Identify potential risks to agency and clients
- Analyse causes and potential impact of risks on agency, clients and other stakeholders
- Implement agency procedures and systems to minimise risk
- Implement agency procedures and systems to minimise consumer risk

CPPDSM4016A Monitor and manage lease or tenancy agreement

This unit of competency specifies the outcomes 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.

At the end of this unit you will be able to:-

- Implement conditions of lease or tenancy agreement
- Respond to enquiries from tenants and landlords
- Plan for renewal of leases and tenancy agreements
- Manage renewals of leases and tenancy agreements
- Manage termination of lease or tenancy agreement on behalf of landlord
- Respond to termination of lease or tenancy agreement initiated by tenant

CPPDSM4018A Prepare and present property reports

This unit of competency specifies the outcomes 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. At the end of this unit you will be able to:-

- Identify different architectural and construction styles and their impact on the market value of property
- Use common construction terms to describe key features of buildings
- Explain the impact of common building defects on the marketing of properties for sale or rent
- Inspect property
- Identify and communicate to clients the costs and benefits of property improvements
- Present property condition report and act on client instructions

CPPDSM4019A Prepare for auction and complete sale

This unit of competency specifies the outcomes required to 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. The outcomes required to conduct an auction are addressed in CPPDSM4004A Conduct auction.

At the end of this unit you will be able to:-

- Implement auction marketing plan
- Prepare auction documentation
- Plan auction day procedures
- Implement auction day procedures
- Complete follow-up procedures after auction sale

CPPDSM4022A Sell and finalise the sale of property by private treaty

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. The unit does not include the sale of property by auction.

At the end of this unit you will be able to:

- Qualify buyer
- Arrange property inspection for potential buyer
- Deliver effective sales presentation
- Submit offer and negotiate property sale
- Maintain communication with seller
- Manage contract to settlement
- Prepare documentation for agency disbursements
- Decide on future contacts with prospects
- Maintain client relationships

CPPDSM4046A Manage tenancy disputes

This unit of competency specifies the outcomes required to use communication techniques to manage and resolve tenancy disputes. It requires the ability to assess tenancy dispute situations, accurately receive and relay information, adapt interpersonal styles and techniques to varying social and cultural environments, and evaluate responses to tenancy disputes.

At the end of this unit you will be able to:-

- Assess tenancy dispute
- Resolve tenancy disputes
- Evaluate response to tenancy dispute

CPPDSM4080A Work in the real estate industry

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.

At the end of this unit you will be able to:-

- Develop knowledge of estate agency operations
- Interpret and comply with legislative and agency requirements
- Model ethical practice
- Identify industry employment requirements