

## CPP51119 DIPLOMA OF PROPERTY (AGENCY MANAGEMENT)

Release Number: 2, Release Date: 13 January 2021

The **CPP51119 DIPLOMA OF PROPERTY (AGENCY MANAGEMENT)** requires that 12 units be achieved. All 12 units must be completed to attain the full qualification. Where only some units of competency are achieved, a statement of attainment will be issued. This qualification forms part of CPP Property Services Training Package.

This qualification reflects the role of real estate principals who apply knowledge of property agency and compliance requirements, ethical standards and consumer preferences to establish and control real estate functions. This qualification applies to residential or commercial practice in real estate sales, real estate property management, strata management, business broking, stock and station, or auctioneering.

The units of competency that make up this qualification are: **7 core units** plus **5 elective units**.

### Core Units:

National Code	National Title
CPPREP5001	Manage compliance in the property industry
CPPREP5002	Establish and monitor property industry trust account management practices
CPPREP5003	Manage ethical practice in the property industry
CPPREP5004	Manage a safe workplace in the property industry
CPPREP5005	Manage teams in the property industry
CPPREP5006	Manage operational finances in the property industry
CPPREP5007	Develop a strategic business plan in the property industry

### Elective Units:

The elective units must ensure the integrity of the Australian Qualifications Framework (AQF) qualification alignment, contribute to a valid, industry-supported vocational outcome and are to be chosen as follows:

- A minimum of **3 elective units** must be chosen from the elective units listed below.
- Up to **2 elective units** may be chosen that are packaged in other current Diploma of Advanced Diploma Training Package qualifications provided they do not duplicate the outcome of another unit chosen for this qualification.

National Code	National Title
BSBMKG522	Design and develop marketing communication plans
BSBHRM528	Coordinate remuneration and employee benefits
BSBHRM524	Coordinate workforce plan implementation

BSBHRM612	Contribute to the development of employee and industrial relations strategies
BSBLDR522	Manage people performance
BSBOPS502	Manage business operational plans
BSBLDR602	Provide leadership across the organisation
BSBMKG507	Interpret market trends and developments
CPPREP4507	Provide property sustainability information in real estate
CPPREP5008	Market the property agency
CPPREP5009	Develop a marketing and service strategy in real estate
CPPREP5010	Manage customer service activities in the property industry
CPPREP5311	Develop and maintain rural property market knowledge and intelligence

In addition, if a real estate professional wishes to use this qualification for licensing with DMIRS, the following additional units will be required based on current units held:

<ul style="list-style-type: none"> <li>• Sales Representative (Unrestricted Sales and Property Management)</li> <li>• 18 units completed from the CPP41419 qualification</li> </ul>	No additional units required
<ul style="list-style-type: none"> <li>• Sales Representative (Property Management Restricted)</li> <li>• 12 units already completed from the CPP41419 qualification</li> </ul>	<ul style="list-style-type: none"> <li>• CPPREP4103 Establish vendor relationships</li> <li>• CPPREP4104 Establish buyer relationships</li> <li>• CPPREP4105 Sell property</li> </ul> <p><b>Three (3) modules from any of the following:</b></p> <ul style="list-style-type: none"> <li>• CPPREP4201 Appraise commercial property</li> <li>• CPPREP4202 Establish and maintain vendor and lessor relationships and networks</li> <li>• CPPREP4203 Complete commercial property sale</li> <li>• CPPREP4204 Establish commercial property lease</li> <li>• CPPREP5201 Develop and maintain commercial property market intelligence</li> </ul>
<ul style="list-style-type: none"> <li>• Sales Representative (Sales Restricted)</li> <li>• 13 units already completed from the CPP4149 qualification</li> </ul>	<ul style="list-style-type: none"> <li>• CPPREP4121 Establish landlord relationships</li> <li>• CPPREP4122 Manage tenant relationships</li> <li>• CPPREP4123 Manage tenancy</li> <li>• CPPREP4124 End tenancy</li> <li>• CPPREP4125 Transact in trust accounts</li> </ul>
<ul style="list-style-type: none"> <li>• Sales Representative (Unrestricted)</li> <li>• 7 units already completed from the CPP40307 qualification</li> </ul>	<ul style="list-style-type: none"> <li>• CPPREP4005 Prepare to work with real estate trust accounts</li> <li>• CPPREP4121 Establish landlord relationships</li> <li>• CPPREP4122 Manage tenant relationships</li> </ul>

	<ul style="list-style-type: none"> <li>• CPPREP4123 Manage tenancy</li> <li>• CPPREP4124 End tenancy</li> <li>• CPPREP4125 Transact in trust accounts</li> </ul> <p><b><u>Three (3) modules from any of the following:</u></b></p> <ul style="list-style-type: none"> <li>• CPREP4102 Market property</li> <li>• CPPREP4201 Appraise commercial property</li> <li>• CPPREP4202 Establish and maintain vendor and lessor relationships and networks</li> <li>• CPPREP4203 Complete commercial property sale</li> <li>• CPPREP4204 Establish commercial property lease</li> <li>• CPPREP5201 Develop and maintain commercial property market intelligence</li> </ul>
<ul style="list-style-type: none"> <li>• Property Management (Restricted)</li> <li>• 6 units already completed from the CPP40307 qualification</li> </ul>	<ul style="list-style-type: none"> <li>• CPPREP4005 Prepare to work with real estate trust accounts</li> <li>• CPPREP4103 Establish vendor relationships</li> <li>• CPPREP4104 Establish buyer relationships</li> <li>• CPPREP4105 Sell property</li> <li>• CPPREP4125 Transact in trust accounts</li> </ul> <p><b><u>Three (3) modules from any of the following:</u></b></p> <ul style="list-style-type: none"> <li>• CPREP4102 Market property</li> <li>• CPPREP4201 Appraise commercial property</li> <li>• CPPREP4202 Establish and maintain vendor and lessor relationships and networks</li> <li>• CPPREP4203 Complete commercial property sale</li> <li>• CPPREP4204 Establish commercial property lease</li> <li>• CPPREP5201 Develop and maintain commercial property market intelligence</li> </ul>

It is highly recommended that participants view [www.training.gov.au](http://www.training.gov.au) for detailed information on packaging arrangements.

The Australian Qualifications Framework (AQF) provides a guide to the volume of learning for each qualification. It describes how long a student may take to complete a qualification and is dependent on a number of factors such as; experience, current skill level, knowledge and job role. Without any prior experience, skill or knowledge it is anticipated a student would take 6–24 months to complete this qualification.

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