



# Getting your head around Units of Competency.

**CPP41419**

Certificate IV in Real Estate Practice  
Unit of Competency Guide





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## Importance of this guide

Learners are encouraged to use the guide to read and understand the units of competencies (UoCs) that make up the CPP41419 Certificate IV in Real Estate Practice.

There are certain UoCs that you be required to study as part of your studies with REINSW Training. These are selected as part of the training package rules stipulated by the Industry Skills Council, or by NSW Fair Trading.

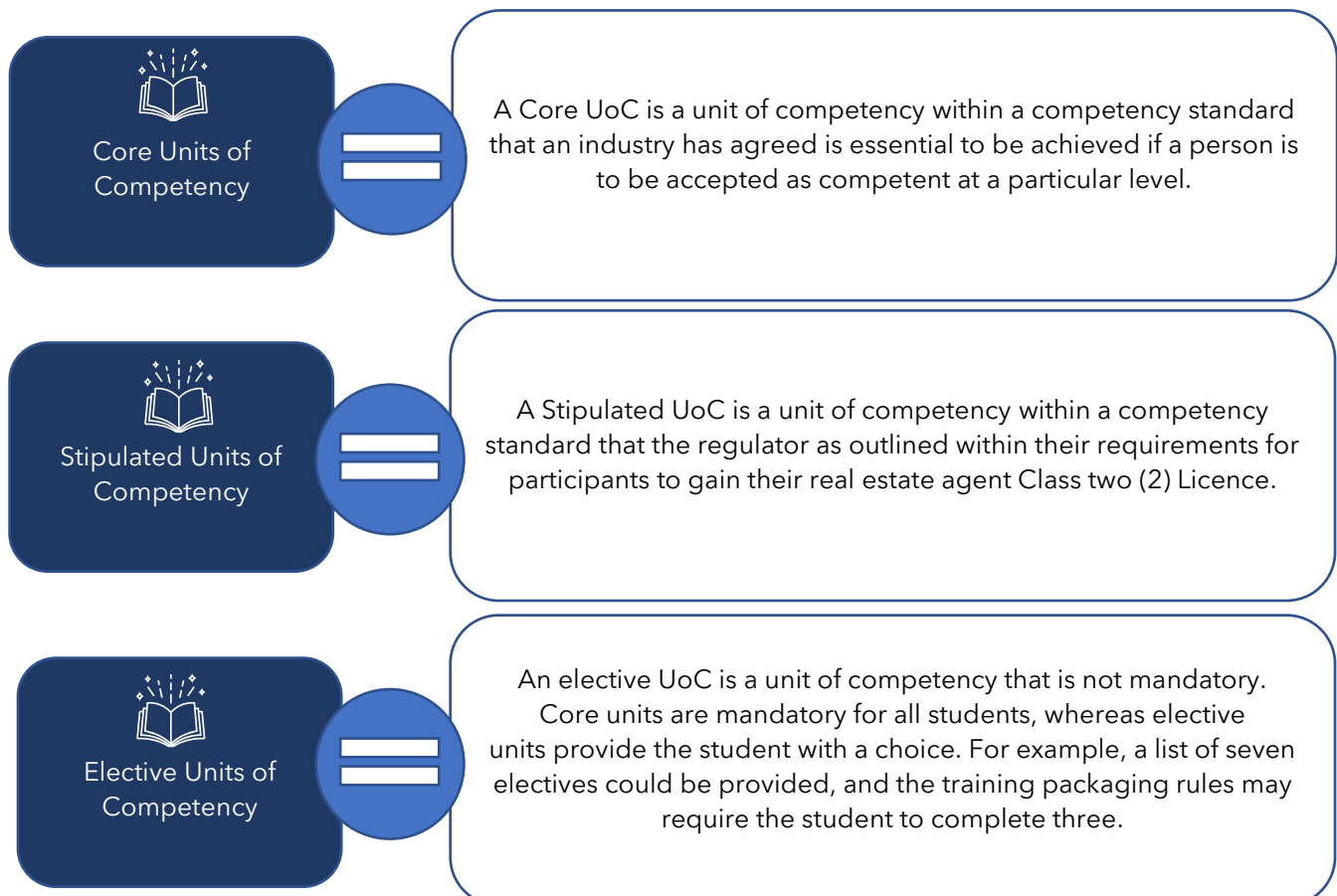
Other units are called elective units that as the Learner, you can choose to select the unit remaining units required to study the CPP41419 Certificate IV in Real Estate Practice.

## How to use this guide

Please read this guide as you select your elective units during the enrolment process, while also reading the compulsory UoCs to understand what will be required of you.

If you have any further questions in relation to the UoCs within the CPP41419 Certificate IV in Real Estate Practice, please call REINSW Training on 02 9264 2343 and speak to our Customer Support Team members.

## Understanding the different sections of this guide



# Section One

Core Units of Competency.

## CPPREP4001 - Prepare for professional practice in real estate

Item	Description
UoC Type	Core
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4002, CPPREP4004
REINSW cluster name	Ethical Practice

### Unit of Competency Description

This unit specifies the skills and knowledge required to understand the personal and legislative requirements of professional practice in real estate.

It includes expressing a thorough understanding of the business structures, regulatory framework, codes of practice and professional development pathways within real estate.

This unit applies to people currently working in or seeking to work in real estate.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Explain real estate agency functions and business structure
2. Interpret professional practice guidelines
3. Explain employment opportunities in the real estate industry
4. Examine communication skills
5. Identify professional development pathways within real estate

### Other Information

This UoC is also required by NSW Fair Trading to gain the Certificate of Registration as an Assistant Agent.

## CPPREP4002 - Access and interpret ethical practice in real estate

Item	Description
UoC Type	Core
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4001, CPPREP4004
REINSW cluster name	Ethical Practice

### Unit of Competency Description

This unit specifies the skills and knowledge required to work ethically in real estate.

It includes expressing a thorough understanding of ethical standards in real estate.

This unit supports real estate professionals in reducing financial and reputational risks, in meeting consumer protection standards, and in dealing responsibly with ethical breaches and challenges.

This unit applies to people currently working in or seeking to work in real estate.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Analyse ethical practice in real estate
2. Interpret consumer protection requirements in real estate
3. Source and review ethical practices in real estate
4. Examine strategies to resolve concerns

### Other Information

This UoC is also required by NSW Fair Trading to gain the Certificate of Registration as an Assistant Agent.

## CPPREP4003 - Access and interpret legislation in real estate

Item	Description
UoC Type	Core
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4005
REINSW cluster name	Legislation and Compliance

### Unit of Competency Description

This unit specifies the skills and knowledge required to identify, access and interpret legislation relevant to work in real estate.

It includes developing an understanding of the legislative framework, its structure and the impact of legislation on work in real estate.

This unit applies to people currently working in or seeking to work in real estate.

The unit is particularly relevant when people seek to relocate and resume practice in a different state or territory or to offer different real estate industry services.

State or territory licensing requirements may apply to this unit

### You will study within the following elements

1. Interpret legislation
2. Maintain knowledge of current legislation
3. Identify processes to resolve concerns

### Other Information

This UoC is also required by NSW Fair Trading to gain the Certificate of Registration as an Assistant Agent.



## CPPREP4004 - Establish marketing profiles in real estate

Item	Description
UoC Type	Core
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4001, CPPREP4002
REINSW cluster name	Ethical Practice

### Unit of Competency Description

This unit specifies the skills and knowledge required to develop marketing and communication profiles in real estate.

It includes understanding methods for marketing and communicating, clarifying type, value and purpose of different communication activities and developing a personal profile for marketing and communication in real estate.

This unit applies to people currently working in or seeking to work in real estate.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Interpret marketing and communication channels
2. Develop a personal profile
3. Examine client engagement practices for marketing property
4. Examine marketing and communication channels for community engagement

### Other Information

This UoC is also required by NSW Fair Trading to gain the Certificate of Registration as an Assistant Agent.

## CPPREP4005 - Prepare to work in real estate trust accounts

Item	Description
UoC Type	Core
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4003
REINSW cluster name	Legislation and Compliance

### Unit of Competency Description

This unit specifies the skills and knowledge required to work with real estate trust accounts within established agency controls.

This unit applies to people currently working in or seeking to work in the real estate industry.

State or territory licensing requirements may apply to this unit

### You will study within the following elements

1. Examine trust accounts
2. Identify established controls applicable to real estate trust account transactions
3. Explain common inaccuracies in trust account transactions

### Other Information

This UoC is also required by NSW Fair Trading to gain the Certificate of Registration as an Assistant Agent.

# Section Two

Stipulated Units of  
Competency.

## CPPREP4101 - Appraise property for sale or lease

Item	Description
UoC Type	Required by NSW Fair Trading and Training Package Rules
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	Nil
REINSW cluster name	Appraise Property

### Unit of Competency Description

This unit specifies the skills and knowledge required to appraise residential property for sale or lease.

It includes selecting appraisal method/s and recommending appraisal price of property for sale or lease.

This unit does not include establishing a formal property valuation.

This unit applies to people currently working in or seeking to work in real estate who apply a knowledge of legislative and compliance requirements, ethical standards and consumer preferences to manage real estate operations.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Prepare for property appraisal
2. Research and analyse property market conditions and property attributes
3. Prepare and present appraisal report

### Other Information

This UoC is also required by NSW Fair Trading to gain the Class Two (2) Real Estate Licence.

## CPPREP4102 – Market Property

Item	Description
UoC Type	Required by NSW Fair Trading and Training Package Rules
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	Nil
REINSW cluster name	Market Property

### Unit of Competency Description

This unit specifies the skills and knowledge required to market property for sale or lease.

It includes interpreting a property appraisal report, negotiating an agreed marketing plan for a property with clients, preparing marketing materials, securing marketing resources, implementing marketing activities, accessing and using agency data on target markets, reviewing effectiveness of the marketing plan and activities and reporting on the effectiveness of marketing activities.

This unit applies to people currently working in or seeking to work in real estate.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Establish marketing plan
2. Establish and access marketing resources
3. Implement marketing plan
4. Review marketing activities

### Other Information

This UoC is also required by NSW Fair Trading to gain the Class Two (2) Real Estate Licence.

## CPPREP4121 – Establish landlord relationships

Item	Description
UoC Type	Required by NSW Fair Trading and Training Package Rules
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4122
REINSW cluster name	Property Management One

### Unit of Competency Description

This unit specifies the skills and knowledge required to establish landlord relationships to support property management.

It includes establishing an agreement with a landlord to provide residential property management services and maintaining the relationship including keeping records of interactions with landlords.

This unit applies to people currently working in or seeking to work in real estate.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Confirm scope of landlord requirements
2. Complete property management agreement
3. Establish framework for communication

### Other Information

This UoC is also required by NSW Fair Trading to gain the Class Two (2) Real Estate Licence.

## CPPREP4122 – Manage tenant relationships

Item	Description
UoC Type	Required by NSW Fair Trading and Training Package Rules
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4121
REINSW cluster name	Property Management One

### Unit of Competency Description

This unit specifies the skills and knowledge required to establish tenant relationships in property management.

It includes responding to enquiries from tenants, establishing details and profile of potential tenants, matching tenants with properties, aligning landlord and tenant expectations, managing relationships and maintaining records of interactions.

This unit applies to people currently working in or seeking to work in real estate.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Respond to tenant enquiry
2. Select tenant for property
3. Provide tenancy documentation
4. Commence tenancy

### Other Information

This UoC is also required by NSW Fair Trading to gain the Class Two (2) Real Estate Licence.

## CPPREP4123 – Manage tenancy

Item	Description
UoC Type	Required by NSW Fair Trading and Training Package Rules
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4124
REINSW cluster name	Property Management Two

### Unit of Competency Description

This unit specifies the skills and knowledge required to manage a tenancy.

It includes timely and effective communication with tenant, landlord and other stakeholders and the management of rent payments, arrears, routine inspections, repairs, maintenance, tenancy renewals, rent increases and tenancy agreement breaches.

This unit applies to people currently working in or seeking to work in real estate.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Implement routine property inspections.
2. Manage request for repairs and maintenance
3. Manage additional tenant requests
4. Manage tenant compliance with tenancy agreement
5. Plan for tenancy agreement renewal
6. Manage property condition

### Other Information

This UoC is also required by NSW Fair Trading to gain the Class Two (2) Real Estate Licence.



## CPPREP4124 - End tenancy

Item	Description
UoC Type	Required by NSW Fair Trading and Training Package Rules
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4123
REINSW cluster name	Property Management Two

### Unit of Competency Description

This unit specifies the skills and knowledge required to finalise a tenancy.

It includes determining circumstances in which tenancy agreements may be ended, processes and documentation to end tenancy agreements, processes to re-let property and issues that may arise from termination of tenancy agreements.

This unit applies to people currently working in or seeking to work in real estate.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Respond to landlord request to end tenancy
2. Respond to tenant request to end tenancy
3. Terminate tenancy due to breach of conditions
4. Coordinate end of tenancy

### Other Information

This UoC is also required by NSW Fair Trading to gain the Class Two (2) Real Estate Licence.

## CPPREP4103 – Establish vendor relationships

Item	Description
UoC Type	Required by NSW Fair Trading and Training Package Rules
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4104, CPPREP4105
REINSW cluster name	Property Sales

### Unit of Competency Description

This unit specifies the skills and knowledge required to establish vendor relationships to support property sales.

It includes planning activities to achieve property listings, confirming vendor needs and expectations, preparing and conducting a listing presentation, completing a listing agreement and planning for ongoing communication and records management associated with the vendor relationship.

This unit applies to people currently working in or seeking to work in real estate who apply a knowledge of legislative and compliance requirements, ethical standards and consumer preferences to manage real estate operations.

State or territory licensing requirements may apply to this unit

### You will study within the following elements

1. Plan and review prospecting methods
2. Confirm vendor requirements
3. Present property listing
4. Establish communication plan

### Other Information

This UoC is also required by NSW Fair Trading to gain the Class Two (2) Real Estate Licence.

## CPPREP4104 - Establish buyer relationships

Item	Description
UoC Type	Required by NSW Fair Trading and Training Package Rules
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4103, CPPREP4105
REINSW cluster name	Property Sales

### Unit of Competency Description

This unit specifies the skills and knowledge required to establish, develop and manage positive relationships with buyers.

It includes establishing an understanding of buyer needs and expectations, matching these to property, and maintaining relationships and records of engagement with buyers throughout the buying process.

This unit applies to people currently working in or seeking to work in real estate who apply a knowledge of legislative and compliance requirements, ethical standards and consumer preferences to manage real estate operations.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Establish relationship with buyer
2. Maintain buyer relationship

### Other Information

This UoC is also required by NSW Fair Trading to gain the Class Two (2) Real Estate Licence.

## CPPREP4105 – Sell property

Item	Description
UoC Type	Required by NSW Fair Trading and Training Package Rules
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4103, CPPREP4104
REINSW cluster name	Property Sales

### Unit of Competency Description

This unit specifies the skills and knowledge required to sell property by methods including private treaty, auction and other negotiations.

It includes presenting property for sale, negotiating sales between vendors and buyers, and facilitating completion of contracts.

This unit applies to people currently working in or seeking to work in real estate who apply a knowledge of legislative and compliance requirements, ethical standards and consumer preferences to manage real estate operations.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Prepare property for sale
2. Complete property sale by negotiation
3. Complete sale of property by auction
4. Conclude sale of property
5. Evaluate sales process and identify opportunities for future business

### Other Information

This UoC is also required by NSW Fair Trading to gain the Class Two (2) Real Estate Licence.

## CPPREP4125 – Transact in trust accounts

Item	Description
UoC Type	Required by NSW Fair Trading and Training Package Rules
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	Nil
REINSW cluster name	Trust Accounts

### Unit of Competency Description

This unit specifies the skills and knowledge required to conduct transactions in real estate trust accounts.

It includes identifying the purpose and types of property trust accounts, applying agency controls to transactions in property trust accounts for specific purposes, balancing, reconciling and reporting on trust account transactions, and maintaining records of trust account transactions.

The unit applies to people currently working in or seeking to work in real estate in a capacity that requires them to transact in trust accounts.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Adhere to legislative requirements
2. Process deposits
3. Process payment, fees and charges
4. Maintain and protect trust account records

### Other Information

This UoC is also required by NSW Fair Trading to gain the Class Two (2) Real Estate Licence.

# Section Three

Elective Units of Competency.

## CPPREP4171 – Represent buyer in sales process

Item	Description
UoC Type	Elective
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4172, CPPREP4173
REINSW cluster name	Buyers Agent

### Unit of Competency Description

This unit specifies the skills and knowledge required to confirm buyer needs and represent buyers in purchasing property.

It includes developing a buyer brief and sourcing, inspecting and reporting on properties.

The unit applies to industry professionals acting on behalf of principals in real estate.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Prepare buyer brief
2. Source properties
3. Inspect properties and prepare report

### Other Information

**IMPORTANT:** To become a Buyer’s Agent in NSW, you must have this unit of competency.

You must select at least three elective units to be granted the qualification of CPP41419 Certificate IV in Real Estate Practice.

## CPPREP4172 - Develop and promote property industry knowledge - buyer's agent

Item	Description
UoC Type	Elective
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4171, CPPREP4173
REINSW cluster name	Buyers Agent

### Unit of Competency Description

This unit specifies the skills and knowledge required to develop the profile of the services of a buyer's agent, identify potential clients and markets, and promote the buyer's agent services.

The unit applies to industry professionals acting on behalf of principals in real estate.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Identify potential strategic alliances
2. Assess market opportunities
3. Promote a buyers' agency service
4. Review promotional activities

### Other Information

**IMPORTANT:** To become a Buyer's Agent in NSW, you must have this unit of competency.

You must select at least three elective units to be granted the qualification of CPP41419 Certificate IV in Real Estate Practice.



## CPPREP4173 – Complete purchase of property as buyer's agent

Item	Description
UoC Type	Elective
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4171, CPPREP4172
REINSW cluster name	Buyers Agent

### Unit of Competency Description

This unit specifies the skills and knowledge required to negotiate and act on behalf of a buyer to complete a property purchase.

The unit applies to industry professionals acting on behalf of principals in real estate.

State or territory licensing requirements may apply to this unit

### You will study within the following elements

1. Confirm authority to purchase property
2. Negotiate to purchase by private treaty
3. Represent buyer at auction
4. Complete purchase

### Other Information

**IMPORTANT:** To become a Buyer's Agent in NSW, you must have this unit of competency.

You must select at least three elective units to be granted the qualification of CPP41419 Certificate IV in Real Estate Practice.

## CPPREP4161 – Undertake pre-auction processes

Item	Description
UoC Type	Elective
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4162, CPPREP4163
REINSW cluster name	Auctioneering

### Unit of Competency Description

This unit specifies the skills and knowledge required to undertake pre-auction processes.

It includes preparing a strategy for auctions, including liaising with the vendor or sales agent, confirming the details of the contract and confirming the details of the property.

This unit applies to auctioneers or people seeking to work as auctioneers.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Review contract details
2. Identify and document property details
3. Confirm vendor expectations
4. Prepare auction day strategy

### Other Information

**IMPORTANT:** To become an Auctioneer in NSW, you must have this unit of competency.

You must select at least three elective units to be granted the qualification of CPP41419 Certificate IV in Real Estate Practice.

## CPPREP4162 - Conduct and complete sale by auction

Item	Description
UoC Type	Elective
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4161, CPPREP4163
REINSW cluster name	Auctioneering

### Unit of Competency Description

This unit specifies the skills and knowledge required to conduct an auction of property.

It includes accessing, interpreting and applying written instructions for the auction, calling an auction and completing the auction process, including when a property is sold and when a property is passed in.

The unit applies to auctioneers or people seeking to work as auctioneers.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Confirm pre-auction terms, conditions and presentation
2. Open auction
3. Manage auction to maintain flow
4. Complete auction

### Other Information

**IMPORTANT:** To become an Auctioneer in NSW, you must have this unit of competency.

You must select at least three elective units to be granted the qualification of CPP41419 Certificate IV in Real Estate Practice.

## CPPREP4163 - Complete post-auction process and contract execution

Item	Description
UoC Type	Elective
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4161, CPPREP4162
REINSW cluster name	Auctioneering

### Unit of Competency Description

This unit specifies the skills and knowledge required to complete post-auction process and contract execution.

It includes identifying successful bidder and confirming their legal entity, completing contract details, ensuring that all required signatures are obtained and completing and maintaining records of the auction.

The unit applies to auctioneers or people seeking to work as auctioneers.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Identify successful bidder
2. Execute contract
3. Maintain records of auction

### Other Information

**IMPORTANT:** To become an Auctioneer in NSW, you must have this unit of competency.

You must select at least three elective units to be granted the qualification of CPP41419 Certificate IV in Real Estate Practice.

## BSBTWK301 – Use inclusive work practices

Item	Description
UoC Type	Elective
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English..
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4504, CPPREP4507
REINSW cluster name	General Elective

### Unit of Competency Description

This unit describes the skills and knowledge required to recognise and interact productively with diverse groups of individuals in the workplace. It covers responding to and working effectively with individual differences that might be encountered during the course of work.

The unit applies to individuals who work in a variety of contexts where they will be expected to interact with diverse groups of individuals. They may also provide some leadership and guidance to others and have some limited responsibility for the output of others.

No licensing, legislative or certification requirements apply to this unit at the time of publication

### You will study within the following elements

1. Establish practices that support individual differences in the workplace
2. Work effectively with individual differences
3. Assess use of inclusive practices

### Other Information

**IMPORTANT:** To become a Real Estate Agent in NSW, you must have this unit of competency.

You must select at least three elective units to be granted the qualification of CPP41419 Certificate IV in Real Estate Practice.

## CPPREP4504 - Deliver presentations to clients in real estate

Item	Description
UoC Type	Elective
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4507, BSBTWK301
REINSW cluster name	General Elective

### Unit of Competency Description

This unit specifies the skills and knowledge required to present information to clients in real estate in a planned, structured and professional manner.

The unit applies to industry professionals acting on behalf of principals in real estate.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Prepare a presentation
2. Conduct presentation
3. Review presentation

### Other Information

**IMPORTANT:** To become a Real Estate Agent in NSW, you must have this unit of competency.

You must select at least three elective units to be granted the qualification of CPP41419 Certificate IV in Real Estate Practice.

## CPPREP4507 - Provide property sustainability information in real estate

Item	Description
UoC Type	Elective
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	BSBTWK301, CPPREP4504
REINSW cluster name	General Elective

### Unit of Competency Description

This unit specifies the skills and knowledge required to access, interpret, prepare and provide property sustainability information in the real estate industry.

The unit applies to industry professionals in real estate.

State or territory licensing requirements may apply to this unit

### You will study within the following elements

1. Collect property sustainability information
2. Prepare sustainability information
3. Present property sustainability information

### Other Information

**IMPORTANT:** To become a Real Estate Agent in NSW, you must have this unit of competency.

You must select at least three elective units to be granted the qualification of CPP41419 Certificate IV in Real Estate Practice.

## CPPREP4301 – Confirm and market livestock for sale

Item	Description
UoC Type	Elective
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4302, CPPREP4303, CPPREP4304, CPPREP5311
REINSW cluster name	Stock and Station

### Unit of Competency Description

This unit specifies the skills and knowledge required to confirm and market livestock for sale.

It includes confirming livestock characteristics, ownership and preferred method of sale, identifying potential buyers, preparing promotional material for livestock and arranging delivery of livestock for sale.

The unit applies to people currently working in or seeking to work in the real estate stock and station sector.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Confirm vendor requirements for livestock sale
2. Prepare for agreed method of sale
3. Arrange delivery of livestock for sale

### Other Information

**IMPORTANT:** To become a Stock and Station Agent in NSW, you must have this unit of competency.

You must select at least three elective units to be granted the qualification of CPP41419 Certificate IV in Real Estate Practice.



## CPPREP4302 – Prepare livestock for sale

Item	Description
UoC Type	Elective
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4301, CPPREP4303, CPPREP4304, CPPREP5311
REINSW cluster name	Stock and Station

### Unit of Competency Description

This unit specifies the skills and knowledge required to prepare for the sale of livestock.

It includes preparing livestock for sale including establishing and confirming requirements and details for the National Livestock Identification System (NLIS), taking delivery of livestock and organising transportation of livestock including confirming requirements and details for the Livestock Production Assurance National Vendor Declaration (LPA NVD).

This unit applies to people working in or seeking to work in the real estate stock and station sector.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Arrange transport of livestock according to sales method
2. Prepare livestock for sale
3. Organise drafting and penning of livestock

### Other Information

**IMPORTANT:** To become a Stock and Station Agent in NSW, you must have this unit of competency.

You must select at least three elective units to be granted the qualification of CPP41419 Certificate IV in Real Estate Practice.

## CPPREP4303 – Establish vendor and buyer relationships in livestock sale

Item	Description
UoC Type	Elective
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4301, CPPREP4302, CPPREP4304, CPPREP5311
REINSW cluster name	Stock and Station

### Unit of Competency Description

This unit specifies the skills and knowledge required to establish vendor and buyer relationships to support livestock sales.

It includes planning activities to achieve livestock listings, establishing vendor and buyer needs and expectations, completing an agreement with the vendor for sale of livestock, establishing a plan for ongoing communication with vendors and buyers and maintaining records associated with the vendor and buyer relationships.

This unit applies to people currently working in or seeking to work in the stock and station sector of real estate.

State or territory licensing requirements may apply to this unit

### You will study within the following elements

1. Plan prospecting methods
2. Develop vendor relationship
3. Develop buyer relationship
4. Maintain vendor and buyer records

### Other Information

**IMPORTANT:** To become a Stock and Station Agent in NSW, you must have this unit of competency.

You must select at least three elective units to be granted the qualification of CPP41419 Certificate IV in Real Estate Practice.

## CPPREP4304 - Complete sales process - livestock

Item	Description
UoC Type	Elective
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4301, CPPREP4302, CPPREP4303, CPPREP5311
REINSW cluster name	Stock and Station

### Unit of Competency Description

This unit specifies the skills and knowledge required to complete the livestock sales process.

It includes responding to buyer enquiries, arranging inspections, negotiating the sale, completing sales documentation and arranging delivery to buyer.

This unit applies to people currently working in or seeking to work in the real estate stock and station sector.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Respond to and document buyer enquiry
2. Negotiate sale of livestock
3. Complete sale of livestock
4. Complete documentation

### Other Information

**IMPORTANT:** To become a Stock and Station Agent in NSW, you must have this unit of competency.

You must select at least three elective units to be granted the qualification of CPP41419 Certificate IV in Real Estate Practice.

## CPPREP5311 - Develop and maintain rural property market knowledge and intelligence

Item	Description
UoC Type	Elective
Pre-requisites required	Nil
Foundation Skills required to complete UoC	Learners should be able to demonstrate at a level of 3 within the Australian Core Skills Framework (ACSF) with the ability to demonstrate reading, writing, writing and oral communication in English.
Assessment required	Yes, as per the assessment requirements of the UoC
Jointly studied with	CPPREP4301, CPPREP4302, CPPREP4303, CPPREP4304
REINSW cluster name	Stock and Station

### Unit of Competency Description

This unit specifies the skills and knowledge required to develop and maintain the underpinning knowledge and skills required to sell or lease rural property and to provide advice on the rural property market.

It includes analysis of property market indicators and trends, factors affecting the value of rural property and identification of strategies that assist in maintaining rural property market knowledge.

This unit applies to people currently working in or seeking to work in the stock and station sector.

State or territory licensing requirements may apply to this unit.

### You will study within the following elements

1. Gather property market knowledge
2. Analyse market influences
3. Analyse market sector influences
4. Prepare market analysis

### Other Information

**IMPORTANT:** To become a Stock and Station Agent in NSW, you must have this unit of competency.

You must select at least three elective units to be granted the qualification of CPP41419 Certificate IV in Real Estate Practice.



REINSW

