



VALIDUM  
INSTITUTE  
REAL ESTATE TRAINING  
RTO NO. 41224

# VICTORIAN COURSE GUIDE

## Get Started in Real Estate



NATIONALLY RECOGNISED  
TRAINING



Visit our website

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# Careers in Real Estate

The real estate industry is a complex and exciting environment that is constantly changing, so you will never get bored!

So if you are looking for financial stability, freedom and a great lifestyle with a job that has a flexible work-life balance, then maybe a real estate career is for you.

Qualified real estate professionals operate across a range of roles and specialty areas, including:

- Salesperson
- Property Manager
- Auctioneer
- Buyer's Agent
- Business Broker
- Business Development Manager
- On-site Residential Letting Manager
- Administration Assistant
- Sales Assistant / Associate
- Property Management Assistant / Associate
- Real Estate Agency Principal / Business Owner



# How to Start Work in Real Estate

To start work in the Victorian real estate industry, you must complete the **CPP41419 Certificate IV in Real Estate Practice course (commonly known as the Agent's Representative course)**.

- An Agent's Representative is employed by or acts for a licensed Estate Agent and can perform any of the legal functions of that Estate Agent (with written authority). However, an Agent's Representative cannot operate an estate agency business.
- Once your Agent's Representative course is completed, your employer is required to verify that you are eligible to be an Agent's Representative, and notify the Victorian Business Licensing Authority (BLA) when you start work.
- To be eligible to be an Agent's Representative you must:
  - be at least 18 year old
  - not have been found guilty of any offence involving fraud, dishonesty, drug trafficking or violence punishable by three months or more imprisonment (whether or not a jail term was imposed), within the last 10 years
  - not be insolvent under administration
  - not be the cause of a successful claim against the Victorian Property Fund or a corresponding fund
  - not be a represented person under the *Guardianship and Administration Act 1986*
  - not be subject to a Victorian Civil and Administrative Tribunal declaration making you ineligible to act as an Agent's Representative
  - not be subject to an order by any regulatory body in or outside Victoria, disqualifying you from acting as an Agent's Representative.

# Your Real Estate Pathways

At Validum, there are two different Agent's Representative course options for you to choose from – the Sales stream or the Property Management stream.



## Units of Competency in Both Course Streams

- CPPREP4001 – Prepare for professional practice in real estate
- CPPREP4004 – Establish marketing and communication profiles in real estate
- CPPREP4002 – Access and interpret ethical practice in real estate
- CPPREP4003 – Access and interpret legislation in real estate
- CPPREP4103 – Establish vendor relationships
- CPPREP4104 – Establish buyer relationships
- CPPREP4105 – Sell property
- CPPREP4101 – Appraise property for sale or lease
- CPPREP4102 – Market property
- CPPREP4121 – Establish landlord relationships
- CPPREP4122 – Manage tenant relationships
- CPPREP4123 – Manage tenancy
- CPPREP4124 – End tenancy
- CPPREP4005 – Prepare to work with real estate trust accounts
- CPPREP4125 – Transact in trust accounts

### Units Specific to the Property Management Stream

- CPPREP4506 – Manage off-site and lone worker safety in real estate
- CPPREP4503 – Present at hearings in real estate
- CPPREP5010 – Manage customer service activities in the property industry

### Units Specific to the Sales Stream

- CPPREP4161 – Undertake pre-auction processes
- CPPREP4162 – Conduct and complete sale by auction
- CPPREP4163 – Complete post-auction processes and contract execution

# Victorian Agent's Representative Course

## CPP41419 Certificate IV in Real Estate Practice

An Agent's Representative can work in an existing estate agency selling or leasing houses, land and businesses; acting as a buyers agent; conducting auctions; collecting rents and managing rental properties.

### Course Duration

- Self-paced study
- You have up to 12 months to complete the course (Students have completed equivalent courses in as little as 4 weeks)

### Potential Career Outcomes

- Property Manager and associate/assistant role
- Salesperson and associate/assistant role
- Buyer's Agent
- Auctioneer
- Business Broker
- Business Development Manager

### Delivery/Support

- Blended Learning - learning material and assessments are accessed and completed online within your student portal
- Unlimited trainer support and personal tutoring available by phone, email or video webchat

### Assessments

- 18 units of competency
- 8 sets of Assessments in the *Sales Stream* course
- 10 sets of Assessments in the *Property Management Stream* course
- Multiple-choice questions with instant feedback function
- Practical short-answer questions
- Industry documentation/forms
- 6 video roleplays
- Open-book & competency-based assessment
- Unlimited resubmissions



# What Makes Validum Different

Validum is committed to preparing our students for successful real estate careers. We understand that training is not just about the qualification, but providing practically useful knowledge to prepare you for the real world of real estate.



## FLEXIBLE TRAINING OPTIONS

Study online via our user-friendly interactive learner portal anytime on any device, or talk to us about our custom training options.

## FREE TUTORING SUPPORT

Our trainers are fully licensed agents and property managers. Contact our highly knowledgeable trainers personally, via phone, zoom or email!



## PROVEN STUDENT SATISFACTION

We've delivered training to over 14,000 students nationally, so we understand your real estate course wants and needs. Read our 1,000+ 5-star reviews!

## FREE PRIORITY MARKING AND RPL

Free Recognition of Prior Learning and Priority Marking on request (unlike some providers who charge).



## PAYMENT PLANS TO SUIT YOUR NEEDS

Validum can customise plans to suit your budget. Call us to discuss the terms and conditions during your FREE career consultation.

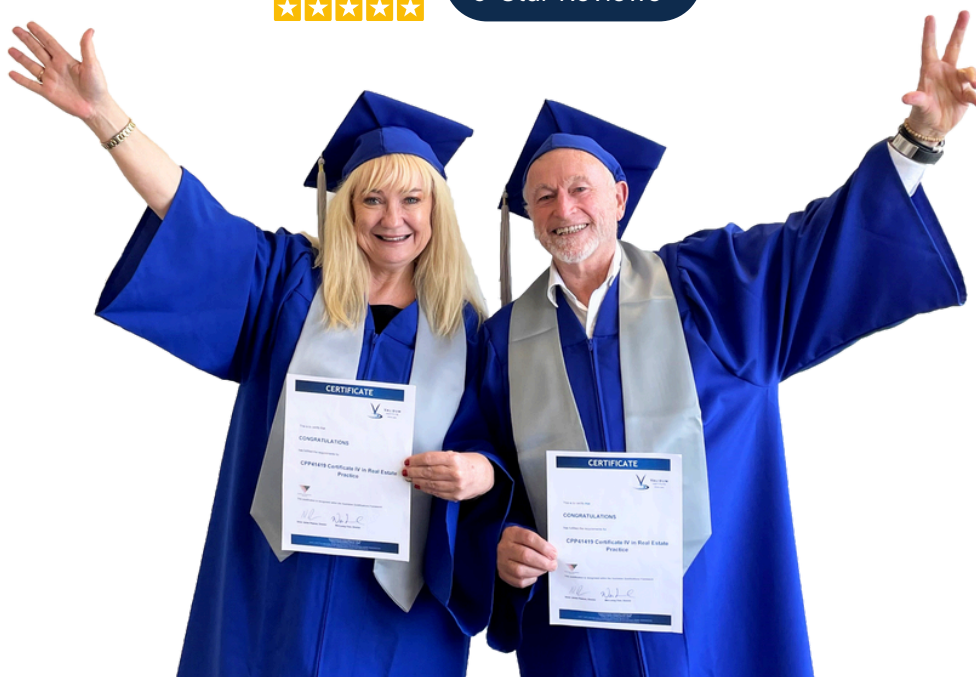
# Contact Us

Ready To Grow Your Career In Real Estate?

Contact Validum Real Estate Training for your **FREE** career consultation. We will talk you through all the steps involved and discuss the right pathway for you.



OVER 1,000  
5-Star Reviews



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