



# Real Estate Training College



## Property Management

*Partial accreditation towards a Certificate IV in Property Services (Real Estate) CPP40307*

### Introduction

The Property Management Certificate has been designed in consultation with the major Real Estate groups to provide an introduction to the world of Property Management. The three-day course will provide students a real insight into all aspects of how to operate in a Property Management role. The College receives students from across the major franchise groups to be trained and is contacted frequently by real estate employers who have positions available.

Property Management is a step into the exciting world of property, negotiation, tenants and tradespeople. Develop the skills and knowledge to balance these factors and create a career that meets your needs.

### Starting Dates and Mode of Study

The College offers a three-day course on five occasions each year. Classes are held at the premises of the Real Estate Training College between 9am and 4pm on selected days. Request the course timetable for this year.

### Course Topics

This "Hands-on" course will allow students to operate as a supervised Property Manager and will cover the following topics:

- CPPDSM4007A – Identify Legal and Ethical Requirements of Property Management to Complete Agency Work
- CPPDSM4010A – Lease Property
- CPPDSM4011A – List Property for Lease
- CPPDSM4013A – Market Property for Lease
- CPPDSM4016A – Monitor & Manage Lease or Tenancy Agreement
- CPPDSM4049A – Implement Maintenance Plan for Managed Properties
- CPPDSM4066A – Plan & Coordinate Property & Facility Inspection

**The College also provides a free introductory CD which allows you to explore the general functions of a Property Manager whilst sitting at your own computer.**



# Prepare to Excel



## Property Management

### Trainers

John Pohl has undertaken two major areas of work in his career to date. The first of these was as a professional teacher/lecturer and the second as the Director of a successful Property Management business. These two unique sets of skills combined provide you with an excellent opportunity to receive the best quality training to prepare yourself for a career in Property Management. John will introduce and prepare you for the excitement and challenges of Property Management and your role and responsibilities within the industry.

### Course Costs

The cost of the course is \$850.

### Refunds

Refunds are not granted automatically, so please refer to the College refund policy for all relevant details. The refund policy is available at the College and will be provided to you on request or at enrolment.

### Vocational Outcomes

Candidates completing the nationally recognised Property Management units generally choose to begin careers as Property Managers, Personal Assistants or Receptionists. All subjects completed relate to the Certificate IV in Property (Real Estate) and credit transfer will be provided.

### Prerequisites

School Year 10 or equivalent.

### Recognition of Prior Learning

Recognition of Prior Learning (RPL) recognises an individual's current knowledge and skills learnt from other courses, life experience and/or workplace training, and measures it against the course they wish to do. If what has been learnt is relevant to the course, some parts of the course may not have to be completed.

### Credit Transfer and Mutual Recognition

Credit Transfer allows credit towards qualifications to be granted to students on the basis of outcomes gained by a student through participation in identical units of competency from courses or training packages with another Registered Training Organisation. Credit Transfer is available to any student enrolling in the Real Estate Training College.

### Assessment

The training assessment is based on written assessments, questions and practical demonstration of competency. Trainers will outline the specific assessment for each unit and further information will be discussed at your induction to the College.

### Access and Equity

The Real Estate Training College is committed to ensuring that all members of the general public have equitable access to our courses and to a fair and non-discriminatory learning environment. Please request further information regarding College policies and procedures if you require further detail.

### How to Apply

Contact the College and complete an enrolment form and induction. It is preferred that candidates have a personal appointment at the College to complete the enrolment and induction. However, this is not possible in all instances and other arrangements will be made if necessary/required.

### Come and See Us at the College

All the training is done here at Level 5/31 Franklin Street Adelaide, a 5 minute walk to the Central Market and Victoria Square and just 10 minutes to the Railway Station on North Terrace.

We pride ourselves on the personalised attention and mentoring you will receive from Marilyn and Greg to make the transition to your new career stress free.

At all times you can contact the College for advice and direction regarding your study. Come and have a chat to Marilyn and Greg and find out more about what a career in real estate can offer you.

### Contact Us

on 08 8410 4990 / 0403 124 916

or email [info@RealEstateTrainingCollege.com.au](mailto:info@RealEstateTrainingCollege.com.au)

General information is available on our web site at [www.RealEstateTrainingCollege.com.au](http://www.RealEstateTrainingCollege.com.au)

**Disclaimer:** The information in this document is believed to be accurate at the time of development. The Real Estate Training College takes no responsibility for the accuracy, currency, reliability and correctness of any information. Please contact the College to determine if there have been any changes to this course information.