



# Real Estate Training College

## Certificate III in Property Services (Agency) CPP30207



### Introduction

This course is suitable for people wishing to begin their careers as Administrators, Receptionists or Personal Assistants. You may also wish to undertake the course for your own personal education and training.

If students do not already have an employer and wish to find employment in the Real Estate industry, we can arrange introductions to key real estate employers or recruitment companies during your course.

### Starting Dates and Mode of Study

The College offers a rolling intake, so you can begin the Certificate III in Property Services (Agency) at any time. The course can be undertaken on a full or part-time basis, as well as under a traineeship program. 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.

### Traineeship

A traineeship enables Receptionists and Administrators to be trained in the workplace to national standards. The training is a combination of formal off-job classes through the Real Estate Training College and on-the-job training at your place of work through mentoring and coaching. The Traineeship operates for a maximum of 12 months with a 6 week probation period. See the College Administration/Receptionists traineeship brochure for further details.

### Trainers

The Trainers are practising Real Estate Agents, Administrators and Salespeople who are leaders in their field. The key lecturer, Marilyn Sumner, has many years experience as a Real Estate Office Administrator both in small offices and within corporate real estate franchise groups.



# Prepare to Excel



## Certificate III in Property Services (Agency)

### Course Costs

The cost of the Certificate III in Property Services (Agency), if undertaken on a part or full-time basis is \$2,000. If this course is undertaken as a traineeship, the course cost is \$830 and the balance of the cost is subsidised by the government. There is capacity to make payments by instalment upon discussion with Marilyn at the College.

### Refunds

Refunds are not granted automatically, so please refer to the College refund policy for all relevant details.

### Vocational Outcomes

Candidates completing the Certificate III in Property Services (Agency) may choose to begin their careers as Administrators, Receptionists, Property Managers or Personal Assistants focusing on the administrative area of sales, alternatively it can be used as a pathway to the Certificate IV in Property Services (Real Estate).

### 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.

### 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.

### Assessment

The training assessment is based on written assessments, role plays, questions and practical demonstration of competency. Students will complete a training plan at induction with the College that is flexible and complements your work and personal timetable. Trainers will outline the specific assessment for each unit and assessment will be discussed at your induction to the College.

### 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.