

This course has
been designed for
Property Managers
in the Real Estate
Industry



Real Estate Training College

Property Management Traineeship

**Certificate III in Property Services (Agency)
CPP30207**

- **Excellent training for your property management staff**
- **Government support as available**
- **Limited off-job training**
- **Cost \$830**

**Contact Marilyn Sumner
on 8410 4990 or
info@retc.com.au**

Level 5/31 Franklin Street, Adelaide
p 08 8410 4990 m 0403 124 916
www.retc.com.au



**NATIONALLY RECOGNISED
TRAINING**



Property Management Traineeship

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Three (3) days of Industry Information

- Work in the Real Estate industry
- Identify risk to agency operations
- Identify legal & ethical requirements of property management to complete agency work

Three (3) days of Property Management

- Lease property
- List property for lease
- Market property for lease
- Monitor & manage lease or tenancy agreement

One (1) day of database training with 'Rockend'

- Perform & record property management activities and transactions

External studies: Work undertaken by trainees at home

- Assist in listing properties for lease
- Assist in marketing properties for lease
- Maintain & protect condition of managed properties
- Maintain workplace safety in the property industry
- Meet customer needs and expectations in the property industry
- Use and maintain property and client information databases

Seven (7) classroom days over a 12 month traineeship

'the College that friends recommend'