

Detailed training activities and responsibilities:

Trainees undertaking Workplace Based Training are required to be withdrawn from routine work duties for a minimum of 3 hours per week at AQF Level 3 or above (averaged over a 4 week cycle). This is to be averaged over a four weeks cycle and pro rata for part time Trainees.

This withdrawal time from routine work duties is to support the Trainee undertaking structured training activities. This may include but are not limited to:

- Undertaking Training sessions with the Trainer
- Undertaking research/ learning activities
- Working on assessment tasks

To assist the Trainee and Employer in determining what other types of structured training activities may be suitable for each Unit undertaken, the following table should be used as a guide:

Recommended activities:	
CPPREP4001 Prepare for professional practice in real estate	<ul style="list-style-type: none"> • Review the Consumer Affairs Victoria website and familiarise yourself with the licensing requirements for real estate agents and the penalties associated with the breaches • From the Victorian legislation portal: www.legislation.vic.gov.au access review the following: <ul style="list-style-type: none"> ○ Estate Agents Act 1980 ○ Estate Agents (Professional Conduct) Regulations 2018 • Access the Real Estate Industry Award and review the various classifications of employees in the real estate sector • Review your workplace’s Employee Handbook and any workplace policies and procedures around professional standards, OH&S and performance expectations • Review the Fair Work website and familiarise yourself with the employment conditions and entitlements for employees working in real estate
CPPREP4002 Access and interpret ethical practice in real estate	<ul style="list-style-type: none"> • Access the REIA website and read the REIA Principles of Conduct • Access the REIV website and read the REIV Rules of Practice • From the Victorian legislation portal: www.legislation.vic.gov.au access review the following: <ul style="list-style-type: none"> ○ Estate Agents (Professional Conduct) Regulations 2018 • Review the Consumer Affairs Victorian website and read about the restrictions of an agent buying a listed property
CPPREP4003 Access and interpret legislation in real estate	<ul style="list-style-type: none"> • Access the Australian Consumer Law (the Competition and Consumer Act 2010) from www.legislation.gov.au and review the sections relating to misleading and deceptive conduct (section 18) and false representation when selling property (section 30) • Access the following legislation relevant for real estate from www.legislation.gov.au: <ul style="list-style-type: none"> ○ Equal Opportunity Act 2010 ○ Occupational Health and Safety Act 2004 ○ Estate Agents Act 1980 ○ Sale of Land Act 1962 ○ Residential Tenancies Act 1997 ○ Retail Leases Act 2003 ○ Owners Corporations Act 2006
CPPREP4004 Establish marketing and communication profiles in real estate	<ul style="list-style-type: none"> • Run a suburb profile report from Core Logic and familiarise yourself with the demographics in the suburbs • Identify the various property segments in suburbs where the agency actively lists and prepare a list of needs for each segment
CPPREP4102 Market property	<ul style="list-style-type: none"> • Review marketing strategies (schedules) of properties currently advertised in your agency and discuss them with the listing agent • Review your agencies property guides taking note of how the property is being marketed

Recommended activities:	
	<ul style="list-style-type: none"> Review agency and competitor property brochures Consult with the marketing coordination and discuss the various stages of advertising the property from arranging staging, photos, videos, copyright and social media Attend a letter drop Attend a listing presentation with an agent
CPPREP4005 Prepare to work with real estate trust accounts	<ul style="list-style-type: none"> Access the following legislation relevant for real estate from www.legislation.vic.gov.au: <ul style="list-style-type: none"> Estate Agents (General, Accounts and Audit) Regulations 2014 From the Consumer Affairs Victoria website, access and read "Estate Agents Trust Accounts: A Reference Guide" Observe a trust receipt being prepared where trust monies have been received by the agency
CPPREP4125 Transact in trust account	<ul style="list-style-type: none"> Sit with your agency's trust administrator and have them walk through the various ledgers and journals in the agency's account keeping software Observe the OIEC review and sign the agency's Monthly Reconciliation Report. Have them explain the various aspects of the report Locate and review the Auditor's Report on Estate Agent's Trust Accounts report the Consumer Affairs Victoria website Assist with taking the daily banking to the agency's financial institute
CPPREP4101 Appraise property for sale or lease	<ul style="list-style-type: none"> Prepare comparable market appraisal reports for a property on the agency's chase list or a recently listed property Attend an appraisal with an agent or BDM
CPPREP4103 Establish vendor relationships	<ul style="list-style-type: none"> Observe an agent when making prospecting calls Using the agency database, make phone calls to secure a time with a prospective vendor to have an agent appraise the property (do not provide any advice about the property or market – this is only appointment setting) Assist with (or prepare) a listing presentation for the property Attend a listing presentation with an agent Assist with (or prepare) a vendor campaign report
CPPREP4104 Establish buyer relationships	<ul style="list-style-type: none"> Attend Open for Inspections Update inspection reports Attend a final inspection
CPPREP4105 Sell property	<ul style="list-style-type: none"> Access and read all the authorities that are used in your agency (exclusive sale or auction) Access and review the Due Diligence Checklist on the agency website Assist in preparing a Statement of Information for a property Access and review Section 32 (Vendor Statements) for listed properties Access and review a Contract of Sale for a listed property Review your agency's compliant handling process
CPPREP4161 Undertake pre-auction processes	<ul style="list-style-type: none"> Attend a pre-auction meeting with a vendor Assist with (or prepare) an auction schedule
CPPREP4162 Conduct and complete sale by auction	<ul style="list-style-type: none"> Attend an auction held by the agency Record auction bids during an auction Access the following legislation relevant for real estate from www.legislation.vic.gov.au: <ul style="list-style-type: none"> Sale of Land (Public Auctions) Regulations 2014 and read the auction rules Access the Consumer Affairs website and read about dummy bidding

Recommended activities:	
CPPREP4163 Complete post-auction process and contract execution	<ul style="list-style-type: none"> • Attend a post auction meeting • Assist in preparing a contract of sale • Observe the receipt of any deposits paid • Assist in the preparation of correspondence to all parties regarding the sale
CPPREP4121 Establish landlord relationships	<ul style="list-style-type: none"> • Attend a rental appraisal • Attend and observe the listing of a new property • Observe BDM taking Rental Provider instruction • Update CRM with correspondence from rental provider • Attend Owner's Corporation meeting
CPREP4122 Manage tenant relationships	<ul style="list-style-type: none"> • Review rental agreement • Access and review the Renter's Guide from the Consumer Affairs Victoria website • Attend a routine inspection • Update CRM with conversations observed between property manager and renter • Update CRM with correspondence from renter
CPPREP4123 Manage tenancy	<ul style="list-style-type: none"> • Review managing authority • Review Rental Provider Instructions form • Attend an Open for Inspection • Review and assist in the assessment of Rental Application form • Observe the lodgement of a Bond process • Attend a Condition Report Inspection • Observe a key handover with a new renter • Review the agency's rental arrears process • Observe the agency's process for logging and managing maintenance requests on properties
CPPREP4124 End tenancy	<ul style="list-style-type: none"> • Assist in the preparation of a Notice to Vacate • Attend a final inspection and finalisation of Condition report • Observe process to refund bond