



Training Agents Australia Pty Ltd

t/a Under The Hammer

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503/77 Dunning Ave  
Rosebery NSW 2018



NATIONALLY RECOGNISED  
TRAINING

## New South Wales Assistant Agent Licence Course Certificate IV in Real Estate Practice CPP41419

### Qualification Description

If you wish to work as an Assistant Agent and are looking to be employed in property services, you will be required to complete the Assistant Agent course. In the Assistant Agent course (Certificate of Registration NSW) there are five Core units that need to be completed.

Completion of the Assistant Agent course is a mandatory requirement to work in the real estate industry. Once you have successfully completed the five Core units and obtained a statement of attainment you can work in various roles under the guidance of a licenced real estate agent. These roles include:

- Assisting in sales of residential and commercial property;
- Assisting in real estate marketing campaigns;
- Assisting in property management services;
- Assisting in buyers' advocacy services.

Upon receiving the statement of attainment, you are eligible to apply for a Certificate of Registration through NSW Office of Fair Trading (OFT) that will allow you to work as an assistant agent.

In order to apply through NSW office of Fair Trading (OFT), you must meet the below requirements:

- Are at least 16 years of age;
- Are a fit and proper person to hold a certificate of registration;
- Have the qualifications required;
- Have not been disqualified.

Your Certificate of Registration is valid for four years, in which time you will be required to complete the Certificate IV in Real Estate Practice (CPP41419).



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## Units to be completed

CPPREP4001	Prepare for professional practice in real estate
CPPREP4002	Access and interpret ethical practice in real estate
CPPREP4003	Access and interpret legislation in real estate
CPPREP4004	Establish marketing and communication profiles in real estate
CPPREP4005	Prepare to work with real estate trust accounts

## Entry Requirements

There are no entry requirements for the Assistant Agent Course

## Resources

- Computer;
- Access to the internet;
- Microsoft word;
- Email address.

## Method of Delivery

Option 1: Virtual Classroom via Zoom

Attend 5 days of Zoom classes to complete the Certificate of Registration (Real Estate) course and complete your assessments via our online portal.

Time: 10.00am - 5.00pm each day for 5 days

Dates: Course is delivered once a month

Option 2: Online self-paced

Complete the Certificate of Registration (Real Estate) course via our online portal at your own pace. Assessments will be graded as submitted and any comments will be provided as feedback.



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## Assessments

All training and assessment tasks are aimed at introducing the professional requirements, ethical practice, legislation, code of practice, marketing and trust accounts. You are required to complete knowledge questions, scenarios, case studies and projects.

It is very important to read all directions in the assessment prior to commencement.

## Course Fees

Course fees are available [here](#).

## Assessment Help

Our expert trainers and assessors are available to provide support, if you require any assistance you can message through our portal system.

## Student Support

In the event that you may have special needs or require assistance with language, literacy or numeracy, a reasonable adjustment in the assessment may be completed by the trainer or assessor. Your trainer and assessor will identify any support needs you may have at the time of enrolment and prepare a student support plan accordingly.

## Unique Student Identifier

All students studying nationally recognised training must have a Unique Student Identifier (USI). For further information to obtain a USI please visit the Unique Student Identifier website [www.usi.gov.au](http://www.usi.gov.au)

## More Information

It is important to be aware of your rights and responsibilities, you must read the Learner Handbook which will provide you with information about the enrolment, training process, assessment process, payments, refunds, privacy and more.

## Duration

Students have 26 weeks from course commencement to complete this qualification.