

Training Plan –

Course: Diploma of Property Services (Agency Management) – CPPDSM50307

	UNIT CODE	UNIT TITLE	
		NOTE: In Assessment Type note the method used to establish competency, either RPL, A or B.	
1.	CPPDSM3019	Communicate with clients as part of agency operations	
2.	CPPDSM4003A	Appraise property	
3.	CPPDSM4004A	Conduct auction	
4.	CPPDSM4005A	Establish and build client-agency relationship	
5.	CPPDSM4006A	Establish and manage agency trust accounts	
6.	CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work	
7.	CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work	
8.	CPPDSM4009	Interpret legislation to complete agency work	
9.	CPPDSM4010A	Lease property	
10.	CPPDSM4011A	List property for lease	
11.	CPPDSM4012A	List property for sale	
12.	CPPDSM4013A	Market property for lease	
13.	CPPDSM4014A	Market property for sale	
14.	CPPDSM4015B	Minimise agency and consumer risk	
15.	CPPDSM4016A	Monitor and manage lease or tenancy agreement	
16.	CPPDSM4017A	Negotiate effectively in property transactions	
17.	CPPDSM4018A	Prepare and present property reports	
18.	CPPDSM4019A	Prepare for auction and complete sale	
19.	CPPDSM4022A	Sell and finalise the sale of a property by private treaty	
20.	CPPDSM4049A	Implement maintenance plan for managed properties	
21.	CPPDSM4056A	Manage conflict and disputes in the property industry	
22.	CPPDSM4080A	Work in the real estate industry	
23.	BSBRKG304B	Maintain business records	
24.	BSBLED401A	Develop teams and individuals	
25.	BSBSMB406A	Manage small business finances	
26.	BSBFIM501A	Manage budgets and financial plans	
27.	BSBHRM402A	Recruit, select and induct staff	
28.	CPPDSM5012A	Develop a strategic business plan in the real estate industry	

