



# REAL ESTATE EXPLAINED

Giving YOU the Knowledge

PO Box 117 Camden NSW 2570

RTO Provider Number: 40509

ABN 091 643 702

[www.reexplained.com.au](http://www.reexplained.com.au)

[kerry@reexplained.com.au](mailto:kerry@reexplained.com.au)

0412 398 249

## PARTICIPANT ENROLMENT FORM – RECOGNITION OF PRIOR LEARNING

FULL NAME *						
MAILING ADDRESS						
EMAIL						
MOBILE PHONE #			OFFICE PH #			
CERT REGISTRATION #	(if applicable) #	EXPIRY DATE		/	/	
UNIQUE STUDENT IDENTIFIER	IF YOU DO NOT ALREADY HAVE A USI		#			
	LOG ON TO <a href="http://www.usi.gov.au">www.usi.gov.au</a> TO OBTAIN		<b>MANDATORY FOR ENROLMENT</b>			
CIRCLE YOUR DEPARTMENT **	SALES TEAM	SALES MANAGER	MANAGEMENT TEAM	PROPERTY MANAGER	ACCOUNTS CLERICAL	DIRECTOR LIC CHARGE

*\*(as it will appear on your certificate or statement of attainment)*

*\*\* (if you are currently employed in a real estate agency)*

**It is the responsibility of the applicant to gather the information and evidence required to support this enrolment, therefore, it is in the applicant's best interest to read the Participant's Handbook; RPL policy and terms & conditions available from [www.reexplained.com.au](http://www.reexplained.com.au)**

**Units applying for:**

Please complete and return this enrolment, *together with page 2* of your selected units under Certificate IV Property Services – Real Estate

- **On receipt of your enrolment and chosen unit(s) list we will forward an invoice.**
- **Once your payment has been received we will forward the relevant resource book(s) and RPL checklist.**
- **One of our Trainers & Assessors will then contact you to arrange an interview.**

**Assessment fee of \$99.00 per unit (including GST) or full Certificate (24 units) \$2,000**

**REE REFUND / TRANSFER POLICY:** There are no refunds for assessment fees on applications for Recognised Prior Learning (RPL) units, however, those units which are assessed as "Not Yet Competent" and therefore, not eligible for RPL credit may be taken up as a training session by the participant through REE. Of the \$99 per unit fee, 50% will be credited towards the course unit fee under standard enrolment terms and conditions and 50% forfeited to REE as administration fees. Should the participant not wish to enrol for the unit, there will be no refund.

**YOUR INVOICE & PARTICIPANT HANDBOOK WILL BE FORWARDED TO YOU ON RECEIPT OF THIS ENROLMENT**

**PLEASE NOTE FULL PAYMENT MUST BE RECEIVED BY REE PRIOR TO THE RPL/RCC ASSESSMENT COMMENCING**

**PAYMENT DETAILS:**

**Preferred Payment Method (please TICK ONE)**

- Cheque (Made payable to Real Estate Explained)
- Bank Transfer **Westpac BSB 032-717 Account # 282427** Please Quote Your Surname As Reference

**Email to: [kshephard27@gmail.com](mailto:kshephard27@gmail.com)**

**OR**

**Post to: PO Box 117 Camden 2570**

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## UNIT SELECTION

**LISTED BELOW ARE THE 24 UNITS WHICH MAKE UP THE CPP07 PROPERTY SERVICES**

### CPP40307 - CERTIFICATE IV IN REAL ESTATE

*TICK THE UNIT(S) YOU ARE APPLYING FOR RECOGNITION OF PRIOR LEARNING (RPL)*

<b>CPPDSM4007A</b> Identify legal and ethical requirements of property management to complete agency work <b>Core unit</b>	<input type="checkbox"/>
<b>CPPDSM4008A</b> Identify legal and ethical requirements of property sales to complete agency work <b>Core unit</b>	<input type="checkbox"/>
<b>CPPDSM4009B</b> Interpret legislation to complete agency work <b>Core unit</b>	<input type="checkbox"/>
<b>CPPDSM4015B</b> Minimise agency and consumer risk <b>Core unit</b>	<input type="checkbox"/>
<b>CPPDSM4080A</b> Work in the real estate industry <b>Core unit</b>	<input type="checkbox"/>
CPPDSM4003A Appraise property	<input type="checkbox"/>
CPPDSM4004A Conduct Auction	<input type="checkbox"/>
CPPDSM4005A Establish and build client agency relationship	<input type="checkbox"/>
CPPDSM4006A Establish and manage agency trust accounts	<input type="checkbox"/>
CPPDSM4010A Lease property	<input type="checkbox"/>
CPPDSM4011A List property for lease	<input type="checkbox"/>
CPPDSM4012A List property for sale	<input type="checkbox"/>
CPPDSM4013A Market property for lease	<input type="checkbox"/>
CPPDSM4014A Market property for sale	<input type="checkbox"/>
CPPDSM4016A Monitor and manage lease or tenancy agreement	<input type="checkbox"/>
CPPDSM4017A Negotiate effectively in property transactions	<input type="checkbox"/>
CPPDSM4019A Prepare for auction and complete sale	<input type="checkbox"/>
CPPDSM4020A Present at tribunal	<input type="checkbox"/>
CPPDSM4022A Sell and finalise the sale of property by private treaty	<input type="checkbox"/>
CPPDSM4049A Implement maintenance plan for managed property	<input type="checkbox"/>
CPPDSM4056A Manage conflict and disputes in the property industry	<input type="checkbox"/>
BSBRKG304B Maintain business records	<input type="checkbox"/>
BSBLED401A Develop teams and individuals	<input type="checkbox"/>
BSBSMB407A Manage a small team	<input type="checkbox"/>
CPPDSM3019A Communicate with clients as part of agency operations (Cert III level)	<input type="checkbox"/>

**Core Units** are essential units and therefore, more in-depth, remaining units are the chosen electives under our training.

**Assessment Fee: \$99.00 (GST inclusive) per unit or Certificate \$2,000 all (24) units**

**RETURN THIS 3 PAGE ENROLMENT FORM TOGETHER WITH THE SEPARATE "RPL APPLICATION" CHECKLIST / EVIDENCE GUIDE & ALL YOUR ATTACHED EVIDENCE**

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# REAL ESTATE EXPLAINED

Please note this information is collected for ASQA auditing purposes only and no identifying information is supplied with the below data.

## STATISTICAL INFORMATION:

As a government requirement of being a Registered Training Organisation (RTO) we are required to request that you complete the following information for statistical purposes. Your assistance in this matter is greatly appreciated.

**Gender:**

**Education:**

School Level Completed (eg Yr 10)

Final Year at School (eg 1998)

Currently at School / TAFE

If Yes, what is your current level

**Employment Status:**

Employed / Unemployed

**Indigenous Status:**

Are you either a Torres Strait Islander or Aboriginal

**Country of Birth:**

If *other than Australia*, please specify here:

**Language Spoken at Home:**

If *other than English*, please specify here:

**Any Prior Education:**

If yes, please tick all that apply from the list below:

Bachelor or Higher Degree

Certificate III

In which field are these?

Advanced Diploma

Certificate II

Diploma

Certificate I

Certificate IV

Miscellaneous.....

Year of Last Qualification:

**Disability(s):** If so, please list

**Reason Undertaking Course:**

**REAL ESTATE EXPLAINED THANKS YOU FOR YOUR TIME IN COMPLETING THIS INFORMATION**

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