

## Diploma of Property Services (Agency Management) structure

The Diploma consists of 26 units which may be completed in the classroom, by written assignment or by REIWA's recognition of prior learning process

Everyone must complete the following 6 core units

### Core units

1. CPPDSM4080A Work in the real estate agency
2. CPPDSM4008A Identify legal & ethical requirements of property sales to complete agency work
3. CPPDSM4007A Identify legal & ethical requirements of property management to complete agency work
4. CPPDSM4006A Establish & manage agency trust account
5. CPPDSM4009A Interpret legislation to complete agency work
6. CPPDSM4015A Minimise agency and consumer risk

Everyone must complete the following 6 common units

### Common units

7. BSBSMB402A Plan small business finances
8. BSBFIM501A Manage budgets and financial plans
9. BSBMGT502B Manage people performance
10. BSBHRM402A Recruit, select and induct staff
11. CPPDSM5012A Develop a strategic business plan in the real estate industry
12. CPPDSM5032A Market the agency

Everyone must complete the following 8 Certificate IV units

### Certificate IV units

13. CPPDSM4003A Appraise property
14. CPPDSM4010A Lease property
15. CPPDSM4011A List property for lease or CPPDSM4012A List property for sale
16. CPPDSM4013A Market property for lease or CPPDSM4014A Market property for sale
17. CPPDSM4022A Sell and finalise the sale of property by private treaty
18. CPPDSM4016A Monitor and manage lease or tenancy agreement
19. CPPDSM4017A Negotiate effectively in property transactions
20. CPPDSM4018A Prepare and present property reports

Everyone must complete the following 2 Specialist units

### Specialist units

21. CPPDSM4079A Work in the business broking sector
22. CPPDSM4030A Appraise rural property

Select 4 from the following 6 units

### Electives

1. CPPDSM4001A Act as a buyer's agent
2. CPPDSM4019A Prepare for auction and complete sale
3. CPPDSM4036A Broker sales of industrial, commercial and retail property
4. CPPDSM4050A Lease industrial, commercial and retail property estate industry
5. CPPDSM5019A Identify & secure a property opportunity
6. CPPDSM5020A Manage and monitor effective client service in the real