

## CPP30211 CERTIFICATE III IN PROPERTY SERVICES (AGENCY)

BOSTES Course – 58081 and 58083

School Based Traineeship



### Course description:

This course provides participants with the skills, knowledge and attitude required to work effectively in a Property Services environment. This is the entry level qualification for the industry and is suitable for those wishing to begin a career in Real Estate.. The course involves skills such as

- How to use a range of business equipment, such as computers and printers
- Knowledge about Office procedures and environments
- Knowledge and use of business software technology
- Safe work practices
- Communication
- Customer service
- Knowledge about the Real Estate Industry in NSW

Delivered using the workplace as the key learning environment and supported by JobQuest trainers and assessors provides an alternative non- traditional learning pathway for students. Students work 100 paid days across the traineeship and have a monthly contact with trainers via email and phone.

Workplace visits are conducted regularly. Where the visit cannot be conducted in the workplace the trainer will arrange to meet the student at school or at a JobQuest office. Students are actively encouraged to seek additional support and advice as needed outside of the scheduled contacts and are able to contact trainers as often as necessary.

This program aligns with the NSW Board of Studies requirements for students undertaking the Higher School Certificate in NSW. It is a NSW Board of Studies Content Endorsed Course of 300 hours. Successful completion of the full qualification will provide 3 HSC units towards the HSC. There is no HSC Examination

## Delivery and Assessment Approach

### *Employment Based Delivery*

Using a combination of self-paced learning and practical work-based projects the program aims to engage and motivate the students to develop and apply solid entry level business administration skills and employability skills whilst preparing for the HSC.

### *Competency Based Assessment*

Students will undertake work-based learning projects, produce project reports and participate in observation assessment and interviews as the basis of the competency assessment. Workplace supervisors will be consulted to confirm the student's skill development and application.

### *Reports*

JobQuest will ensure that results are reported to the NSW Board of Studies via the BOSTES. A progress report will be supplied once per term to parents, school and employer.

<b>Attempt ALL units Shaded units are compulsory for the HSC</b>				
<b>Unit Type</b>	<b>Cluster</b>	<b>Unit Code and title</b>	<b>Year of Study</b>	<b>HSC indicative hours of credit</b>
Core	Safety and Risk	CPPDSM3009A Maintain workplace safety in the property industry	11	15
Core	Safety and Risk	CPPDSM3018B Identify risks to agency operations	11	20
Core	Introduction to Real Estate	CPPDSM4080A Work in the real estate industry	11	30
Elective	Introduction to Real Estate	CPPDSM3019 Communicate with clients in the property industry	11	20
Elective	Introduction to Real Estate	CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work	11	30
Elective	Introduction to Real Estate	CPPDSM4008A Identify legal and ethical requirements of sales to complete	11	30
Core	Communication	CPPDSM3010B Meet customer needs and expectations in the property industry	11	20
Elective	Communication	BSBDIV301A Work effectively with diversity	11	15

Year 12					
Elective	Assist with sales and property management	CPPDSM3001A	Assist in listing properties for lease (Elective)	12	20
Elective	Assist with sales and property management	CPPDSM3002A	Assist in listing properties for sale (Elective)	12	20
Elective	Assist with sales and property management	CPPDSM3003A	Assist in marketing properties for lease (Elective)	12	20
Elective	Assist with sales and property management	CPPDSM3004A	Assist in marketing properties for sale (Elective)	12	20
Elective	Effective Information Processes	CPPDSM3006B	Collect and process property information (Elective)	12	25
Core	Effective Information Processes	CPPDSM3015B	Use and maintain property and client information databases	12	20
				COURSE TOTAL	305 hours

**Sample Schedule (Indicative only)**

<b>Year 11</b>	<b>Learning</b>	<b>Contact</b>	<b>Report</b>
Term 1	Course induction and commencement. Commence Introduction to Real Estate Program Cluster Expected number of Competencies to be completed during this term: 2	Focus on engagement and motivation.  Trainer will contact the learner at least fortnightly including up to 3 face to face visits	Progress report
Term 2	Complete Introduction to Real Estate Cluster and apply to NSW Office of Fair Trading for a Certificate of Registration Expected number of Competencies to be completed during this term: 4	One face to face visit Monthly contact	Progress report
Term3	Expected number of Competencies to be completed during this term: 2	One face to face visit Monthly contact	Progress report EBOS update Work hours update
<b>Year 12</b>	<b>Learning</b>	<b>Activity</b>	<b>Report</b>
Term 1	Expected number of Competencies to be completed during this term: 2	One face to face visit Monthly contact	Progress report
Term2	Expected number of Competencies to be completed during this term: 2	One face to face visit Monthly contact	Progress report
Term3	Expected number of Competencies to be completed during this term: 2 Course complete	One face to face visit Monthly contact	Progress report