



# REAL ESTATE INSTITUTE OF NORTHERN TERRITORY INC.

## COURSE INFORMATION

Agents Representative Introductory Course  
Restricted Property Management  
Restricted Sales

CPP41419 - Certificate IV in Real Estate Practice

CPP51119 - Diploma of Property (Agency Management)



*National Provider No. 0382*

## OUR MISSION STATEMENT

To develop and deliver cost effective education and training that exceeds industry standards and expectations.

## REINT QUALITY STATEMENT

REINT is committed to the principles and practices of the Australian Quality Training Framework. The staff, systems and services of the REINT are constantly monitored and improved in accordance with our quality control obligations. The REINT undertakes to conduct its operations in a way that exceeds these obligations in all areas of operations and in its dealings with the public.

## Forward

This Course Information is designed to assist you with making an informed choice regarding Real Estate courses offered by REINT.

As an education provider, REINT endeavours to offer flexible and comprehensive training courses to equip you with the knowledge and skill for entry into the Real Estate Industry or to further your career in Real Estate. REINT will assist you where possible to:

- Ensure your study goals are achieved; and
- Meet the education requirements in order for you to apply for your Interim Registration, Agents Representative Registration or Agents Licence.

REINT is a Registered Training Organisation (RTO) and is compliant with the Australian Quality Training Framework (AQTF). Courses / competencies offered are nationally recognised.

As part of our ongoing commitment to provide advice and support services, we provide to all our clients the following services:

- Enrolment and induction/orientation procedures
- Course information including content and vocational outcomes
- Advice regarding fees and charges, including refund policy and exemptions (where applicable)
- Any external support the RTO may be able arrange to assist clients
- Flexible learning and assessment procedures
- Appeals, complaints and grievance procedures
- Disciplinary procedures
- Advice regarding access and equity; and
- Recognition Prior Learning (RPL).

Further details of any of the above services may be obtained by:

- Visiting our website at [www.reint.com.au](http://www.reint.com.au)
- Contacting our staff by telephone – (08) 8981 8905
- Emailing our office – [reception@reint.com.au](mailto:reception@reint.com.au)
- Visiting our office and collecting a copy of the Client Handbook.

## Introduction

### About the REINT

The Real Estate Institute of Northern Territory Inc. (REINT) was incorporated under the Incorporation Ordinance on 23 July 1974 to represent the interests of real estate agents and their staff. Its major objective is to promote professional service, and ideals of the industry to its members and the community, through the provision of:

- Real estate forms for members
- Lease and sales agreement forms to the public
- Advice to members relating to their real estate activities
- Retailing resource materials and other products
- Forums for real estate special interest groups through specialised chapters
- Information to the public regarding real estate practices through media releases and seminars
- Representing the interests of the profession to government, both territory and local
- Member forums for the purpose of networking and discussing their business operations; and
- Education and training courses for existing and potential real estate agents and staff.

## Training

REINT delivers competencies and qualifications from CPP41419 – Certificate IV Real Estate Practice and CPP51119 – Diploma of Property (Agency Management) which are nationally recognised. There are two nationally recognised programs delivered by REINT. These being:

- CPP41419 – Certificate IV in Real Estate Practice
- CPP51119 – Diploma of Property (Agency Management)

These courses are competency based and the opportunity exists for your training needs to be met by face to face delivery in Darwin, via our Zoom facilities for our distant students and Online.

Please Note, the diploma units of the diploma course are only offered as an external course and Online.

REINT strongly supports the principles of Recognition of Prior Learning (RPL) and credit transfer. For more information refer to RPL and credit transfer in the Student Information Handbook

## Employability Skills

These are skills that apply across a variety of jobs and life contexts. Employability Skills are defined as "skills required not only to gain employment, but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions".

There are eight Employability Skills: These are:

- Communication
- Teamwork
- Problem solving
- Initiative and enterprise
- Planning and organising
- Self-management
- Learning; and
- Technology.

Further information regarding employability skills can be located on the web site:

<https://training.gov.au/Home/Tga> (or click on the link)

Choose National Register of VET, then type in the qualification code in the search box titled Nationally Recognised Training i.e.

- For CPP41419-Certificate IV Real Estate Practice; type in CPP41419.
- For CPP51119–Diploma of Property (Agency Management); type in CPP51119. Then, scroll down and the employability skills will be further explained)

## A CAREER IN REAL ESTATE

A career in Real Estate can be very rewarding and versatile. The Real Estate Industry offers a range of dynamic career opportunities; incorporating:

- Real Estate Agency Office Support
- Residential Sales
- Auctioneer
- Residential Property Management (rental)
- Body Corporate Management
- Commercial / Industrial Sales; and
- Commercial / Industrial Property Management (leasing).

To be a licensed agent or registered as an agents representative within the Northern Territory you must have employment with a Real Estate Agency. The REINT cannot guarantee employment within the Industry but generally, prospects of employment are very good as there are always Agencies looking for the 'super' Salesperson or Property Manager. The REINT recommends that anyone looking for employment in the Industry contact some of the Real Estate Agencies and express their interest.

For career pathways for agent's representatives looking at furthering their career in Real Estate, the REINT can assist you to unlock your potential through the Diploma of Property (Agency Management). Agent's representatives are encouraged to continue their education towards completing the requirements to apply for an Agents Licence to enhance their understanding of the industry and widen career opportunities.

## How Do I Get Started In Real Estate?

### First things first - you need an Enrolment Form!

**Please ensure you have read this Course Information Handbook as well as the Student Information Handbook before submitting your Enrolment form.**

To obtain an Enrolment Form the choices are:

- Visiting our website at [www.reint.com.au](http://www.reint.com.au) – download and complete the Enrolment Form
- Contacting our staff by telephone – (08) 8981 8905
- Visit our office – pick up an Enrolment Form
- Email our office – [reception@reint.com.au](mailto:reception@reint.com.au) - request an Enrolment Form by email
- Once you have decided which course is applicable to you:
- Fill in the Applicants' details then follow the instructions in this enrolment form to create your USI (Unique Student Identifier) number. Failure to do so will affect the processing of your enrolment form.
- Provide photographic ID (if enrolling externally this must be a certified copy)
- Choose your delivery mode, please be advised, the Introductory Course can be completed in the classroom environment, externally or online. The Diploma units can be online or externally.
- Complete the Statistical Data
- Determine your Language Literacy and Numeracy (LLN) Standards; see the student information handbook
- Ensure you let us know if you have a disability that may affect your learning
- Complete and sign the student declaration
- If under 18 years of age, have a parent or guardian also complete or sign the parent/guardian declaration
- Complete the payment details
- If applying for RPL contact the REINT training manager for more details.

- Return the completed form to the REINT office for processing. If additional information is required, REINT will contact you.

### Are you entitled to Credit Transfer?

REINT applies the principles of credit transfer in accordance with the Australian Quality Framework. That is you may have undertaken some study elsewhere relating to competencies from the CPP41419 – Real Estate Practice and may have received a Statement of Attainment for the competencies you completed successfully.

If the competencies are from the CPP41419 – Real Estate Practice Training Package that are a requirement of your current study, plus you are holding a Statement of Attainment for these competencies, you will receive credit transfer.

### Licensing and Registration Requirements

#### Licensing Requirements

To operate a Real Estate office in the NT you must be a licensed Real Estate agent. This license will be granted when you meet the requirements of the government's licensing and registration department, which are:

- Attained the age of 18 years old
- Meets the requirements of a fit and proper person within the meaning of section 20 of the Agents Licensing Act (ALA)
- Has completed a course of competency-based training that is approved by the Agents Licensing Board under section 22A of the ALA for the class of licence that is the subject of the application.

#### Registration Requirements

To work in the Real Estate profession in the NT you must be a registered agent's representative as an employee of a licensed agent. Registration will be granted when you meet the requirements of the government's licensing and registration department, which are:

- Attained the age of 18 years
- Is a fit and proper person
- Holds the prescribed educational qualifications.
- Will be employed by, or in the service of, a licensed agent as an agent's representative within the Territory

### Introductory Course

This is an introductory course comprising of five units of competency from the Certificate IV package and is available to those applicants who are employed or about to commence employment with a Licensed Real Estate Agent and intend to apply for their interim registration.

CPPREP4001	Prepare for Profession Practice in the Real Estate Industry
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

Successful completion of this course and meeting the other requirements placed on applicants by the Agent's Licensing Board (ALB) allows an applicant to apply for their interim registration, which, once received, allows an applicant to commence working in the profession whilst they complete the remainder of their qualification.

Once students have identified their preferred method of learning, they will be either issued with the learning guides, assessments and practical activities, or, given the logon details for the applicable units of competency.

If required students are encouraged to contact the REINT for guidance and assistance during the study period.

### **Assessment Submission**

#### **Greater Darwin Area**

After the student has completed the assessment and all practical activities required, they can either:

- Submit the completed studies to the REINT in person (you are required to sign all completed work in at reception)
- Complete your studies online and submit.
- Email all completed studies to [students@reint.com.au](mailto:students@reint.com.au)

#### **Remote Areas**

- Complete your studies online and submit.
- Email all completed studies to [students@reint.com.au](mailto:students@reint.com.au)

### **Assessment Standards and Expectations**

All questions and activities must be answered correctly.

All questions and activities must be attempted. If any question or activity is left blank in any part of the assessment, that part shall not be marked and shall be returned.

Your assessments must be legible and all activities must be prepared and presented in a professional manner.

### **Students Assessed as Not Yet Competent**

If you are deemed as Not Yet Competent you will be given feedback by an REINT trainer/assessor and granted the opportunity to review and resubmit your assessment.

### **ALB Requirements for Interim Registration**

Once you have successfully completed the required Units of Competency you then:

- Enrol in the remainder of the Units of Competency for your chosen skill set.
- Submit a notice of intent (NT NEWS - Darwin/Katherine area) (Centralian Advocate - Central Australia)
- Complete a testimonial
- Complete Employers' declaration of employment.

Once you have completed these requirements, you may apply to the ALB for your interim registration. Please note: An Interim Registration will not be granted unless you are employed by a Real Estate Agent.

Required paperwork and explanations will be given to you at enrolment.

## Registration/License Options

Below is the list of Units of Competency required for each category of Registration/Licence.

Successful completion of your chosen skill set allows a person to apply for the specific Registration/License.

### INTRODUCTORY COURSE

Code	Title
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
	<b>RESTRICTED PROPERTY MANAGEMENT (Required to complete the Introductory Course as well as)</b>
CPPREP4101	Appraise residential property for sale or lease
CPPREP4102	Market Property
CPPREP4121	Establish landlord relationships - residential
CPPREP4122	Manage tenant relationships - residential
CPPREP4123	Manage Tenancy
CPPREP4124	End Tenancy
CPPREP4125	Transact in Trust Accounts
CPPREP4204	Establish Commercial Property Lease
CPPREP4503	Present at hearings in real estate
	<b>RESTRICTED SALES (Required to complete the Introductory Course as well as)</b>
CPPREP4101	Appraise residential property for sale or lease
CPPREP4102	Market Property
CPPREP4103	Establish vendor relationships
CPPREP4104	Establish buyer relationships
CPPREP4105	Sell Property
CPPREP4203	Complete Commercial Property for sale.

**CPP41419 – CERTIFICATE IV in Real Estate Practice (Release 1)**

<b>Code</b>	<b>Title</b>
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
CPPREP4101	Appraise residential property for sale or lease
CPPREP4102	Market Property
CPPREP4121	Establish landlord relationships - residential
CPPREP4122	Manage tenant relationships - residential
CPPREP4123	Manage Tenancy
CPPREP4124	End Tenancy
CPPREP4125	Transact in Trust Accounts
CPPREP4204	Establish Commercial Property Lease
CPPREP4503	Present at hearings in real estate
CPPREP4103	Establish vendor relationships
CPPREP4104	Establish buyer relationships
CPPREP4105	Sell Property
CPPREP4203	Complete Commercial Property for sale.

**CPP51119 – DIPLOMA of Property (Agency Management) Release 1**

<b>Code</b>	<b>Title</b>
CPPREP5001	Manage compliance in the property industry
CPPREP5002	Establish and monitor property industry trust account management practices
CPPREP5003	Manage ethical practice in the property industry
CPPREP5004	Manage a safe workplace in the property industry
CPPREP5005	Manage teams in the property industry
CPPREP5006	Manage operational finances in the property industry
CPPREP5007	Develop a strategic business plan in the property industry
CPPREP5011	Develop a marketing and service Strategy in Real Estate
CPPREP5012	Manage customer service activities in property industry
BSBHRM604	Manage employee relations
BSBMGT605	Provide leadership across the organisation
BSBMGT517	Manage operational plan.

Candidate must complete the course in either of the following ways:

- Internally – 9am-5pm, Monday - Friday as per the prescribed timetable available on enrolment with a period of 12 months for completion.
- Externally or combined mode is to be completed over a one year period.
- Online over a one year period

If you are attending the course internally you should bring with you:

- Pens/paper
- Notepads
- Calculator
- Highlighter, Whiteout
- Laptop or chosen device, REINT does not supply Laptops for student use.
- A jumper or cardigan as the air conditioner may be cold from time to time.

### **Assessment Standards and Expectations of**

When the Trainer/Assessor has marked your assessment, you will be deemed either Competent (C) or Not Yet competent (NYC).

All questions and activities must be attempted. If any question or activity is left blank in any part of the assessment that part shall not be marked and shall be returned.

Your assessments must be legible and all activities must be prepared and presented in a professional manner using up to date business technologies.

### **Assessment Instructions**

Notes for completion of assessments and expectations and standards are re-iterated on the assessment.

### **Students Assessed as Not Yet Competent**

If you have been deemed Not Yet Competent you will be given feedback and be allowed to resubmit the assessment as per the details contained in the Student Information Handbook.

### **ALB Requirements**

Once you have successfully completed the required educational requirements for your chosen field you may apply to the Agents Licensing Board for the category of Registration/License applicable. This may involve the following if you have not already done so for the Interim Registration.

- Completing a criminal history check
- Submitting a notice of intent (NT NEWS Darwin/Katherine area) (Centralian Advocate Central Australia)
- Completing a testimonial
- Providing an Employer's Declaration of Employment

If you already have an approved registration licence and wish to apply for a different category, you may not have to readvertise or complete a criminal history check. Please check with the REINT or Licensing Board for clarification.

## Real Estate Licence Course

To be eligible to be granted a full License you are required to successfully complete CPP51119 – Diploma of Property (Agency Management) Release 1.

### CPP51119 – DIPLOMA of Property (Agency Management) Release 1

Code	Title
CPPREP5001	Manage compliance in the property industry
CPPREP5002	Establish and monitor property industry trust account management practices
CPPREP5003	Manage ethical practice in the property industry
CPPREP5004	Manage a safe workplace in the property industry
CPPREP5005	Manage teams in the property industry
CPPREP5006	Manage operational finances in the property industry
CPPREP5007	Develop a strategic business plan in the property industry
CPPREP5011	Develop a marketing and service Strategy in Real Estate
CPPREP5012	Manage customer service activities in property industry
BSBHRM604	Manage employee relations
BSBMGT605	Provide leadership across the organisation
BSBMGT517	Manage operational plan.

The Certificate IV units can be delivered internally, externally, combined or online. The Diploma is online or external study. The REINT may offer classroom teaching of the Diploma from time to time. Anyone studying the Diploma qualification will be notified if classroom teaching is scheduled.

Students have 12 months from enrolment to complete the required Units of Competency.

### Assessment Submission

#### Greater Darwin Area

After the student has completed the assessment and all practical activities required, they can either:

- Submit as completed to the REINT in person (you are required to sign all completed work in at reception)
- Complete your studies online and submit.
- Email all completed studies to [students@reint.com.au](mailto:students@reint.com.au)

#### Remote Areas

- Complete your studies online and submit.
- Email all completed studies to [students@reint.com.au](mailto:students@reint.com.au)

## **Assessment Standards and Expectations**

All questions and activities must be answered correctly.

All questions and activities must be attempted. If any question or activity is left blank in any part of the assessment, that part shall not be marked and shall be returned.

Your assessments must be legible and all activities must be prepared and presented in a professional manner.

## **Students Assessed as Not Yet Competent**

If you are deemed as Not Yet Competent you will be given feedback by an REINT trainer/assessor and granted the opportunity to review and resubmit your assessment.

## **ALB Requirements**

Once you have successfully completed the full Diploma course you may apply to the ALB for your licence.

You will have to complete a further Notice of Intent but you will need to contact the ALB to determine if they wish a further criminal history check and testimonial.

## **Assessment Standards and Expectations**

None of the Diploma unit assessments have a pass mark; you will be deemed either Competent or Not Yet competent.

All questions and activities must be attempted. If any question or activity is left blank in any part of the assessment, that part shall not be marked and shall be returned.

Your assessments must be legible and all activities must be prepared and presented in a professional manner, using up to date business technologies.

## **Assessment Instructions**

Notes for completion of assessments and expectations and standards are re-iterated on the assessment.

## **Students Assessed as Not Yet Competent**

If you have been deemed Not Yet Competent, you will be given feedback and be allowed to resubmit your assessments.

## **Assistance**

Regardless of whether you are an internal, external or online student, you are encouraged to contact the REINT trainers and assessor for assistance, as required, throughout the period that you are studying with us.

External students will be contacted from time to time to discuss progress.

## Issuing Training Materials

REINT staff are required to maintain records of training materials issued to clients. For internal clients, the relevant training material will be available on the first day of training with a document kit given on a USB device. For external clients, the training material will either be emailed to you or made available online. This will be recorded in our database that the training material has been forwarded to you.

Should you require assistance / guidance during your course, feel free to talk to the following people:

- REINT Training Staff
- Mentor / Sponsor
- Staff of Agency

Any student requesting re-issue electronic or hardcopy of training material will be charged an additional \$25.00 per unit.

## Internal Training Schedule

An example internal training schedule can be viewed at our web site [www.reint.com.au](http://www.reint.com.au) or by contacting our office on 8981 8905 for a copy.

## Issuing Statements of Completion

No statements of completion will be issued until:

- All course fees are paid
- REINT staff identify the recipient