

Recognition of Prior Learning (RPL) Application NSW

PO Box 601, HORNSBY NSW 2077

Business Agents Licence

Certificate of Registration - Business Agent

Applicant Details

Surname: _____ Given Names: _____

Company: _____

Address: _____

Phone Work: _____ Phone Home: _____ Mobile: _____

Email Work: _____ Email Home: _____

Years Experience in Real Estate: _____

Student Signature: _____ Date: _____

WHAT IS Recognition of Prior Learning (RPL)?

Recognition of Prior Learning (RPL) is the formal recognition that your current knowledge and skills meet the requirements of a given unit of competency, for example *CPPDSM4010A Lease property*. It does not matter how you achieved your current level of knowledge and competence – formal training, on-the-job training, self study, work experience, life experience. What does matter is that you are able to provide evidence that your knowledge and competence meet the requirements of a particular unit of competency (competency standard). When you have provided this evidence and it has been accepted as proving your knowledge and skill in a particular area, you will be given credit for a specific competency without having to engage in further study.

WHAT FEES ARE ASSOCIATED WITH RPL?

The NSW Real Estate Training College has a one off charge of \$145.00 to assess an RPL application. This fee is credited towards any training undertaken with our College. Please contact the College for payment.

HOW DO I APPLY?

1. Contact the College to talk with a qualified assessor who will outline the RPL process to you. This is a good time to ask any questions that you may have about the RPL process and to seek clarification where it may be needed.
2. Refer to:
 - pages 7 & 8 for information on qualifications required for each course
 - pages 9 - 15 for description of units
 - page 6 for units of competency - tick units for which RPL is being sought
3. Produce an RPL evidence kit for each unit of competency for which RPL is being sought. Include evidence such as work experience, life experience and education/training academic transcripts. Please supply reason for seeking RPL for each module.
4. Complete and submit your application form (pages 1 - 6) with the supporting documentary evidence.
5. Please be aware the College may contact you to answer questions to support your application for RPL in specific units of competency.

WHAT HAPPENS NEXT?

When you have provided all of your evidence, your application will be assessed and a decision will be made on whether you have achieved competence or require further training. When all the evidence has been assessed and a judgment reached, you will be notified in writing of the outcome.

Education/Training History

What level of schooling have you achieved?

Year completed:

Location:

Additional studies you have completed since;

Course	Institute	Date	Duration	Completed?

Have you been involved in any other training courses or programs? Please give details e.g. in-house, on the job, staff development etc.

Work Experience

Please detail below your work experience. Start with your current or most recent position, followed by the one before that etc.
Current, or most recent, work experience

Company:

Address:

Telephone No:

Your position:

Description of responsibilities/duties: _____

Period of Employment: Commencement to or *present*

Company:

Address:

Telephone No:

Your position:

Description of responsibilities/duties:

Period of Employment: Commencement to or *present*

Work Experience

Please detail below your work experience. Start with your current or most recent position, followed by the one before that etc. *Current, or most recent, work experience*

Company:

Address:

Telephone No:

Your position:

Description of responsibilities/duties: _____

Period of Employment: Commencement _____ to _____ or *present*

Company:

Address:

Telephone No:

Your position:

Description of responsibilities/duties: _____

Period of Employment: Commencement _____ to _____ or *present*

Other Work or Life Experience

Detail any other work or life experience that you think might be relevant. For example, financial experience, management roles etc.

Description:

Unit of Competency for application of RPL Name:

Telephone:

Unit of Competency	<input checked="" type="checkbox"/> if you wish to apply for RPL	COLLEGE USE ONLY					
		Payment: \$145	cheque / credit card			Date:	
		Evidence	NYC	AS	RPL	Assessor sign	Date
BSBCUS401B - Coordinate implementation of customer service strategies							
BSBLED401A - Develop teams and individuals							
BSBSMB406 - Manage small business finances							
CPPDSM3019 - Communicate with clients as part of agency operations							
CPPDSM4006A - Establish and manage agency trust account							
CPPDSM4008A - Identify legal and ethical requirements of property sales to complete agency work							
CPPDSM4015B - Manage agency and consumer risk							
CPPDSM4029A - Appraise business							
CPPDSM4053A - List business for sale							
CPPDSM4060A - Negotiate sale and manage sale to completion or settlement							
CPPDSM4061A - Obtain prospects for listing							
CPPDSM4069A - Promote and market listed business							
CPPDSM4079A - Work in the business broking sector							

Business Agent

The qualification requirements for a business agents' license is a statement of attainment or qualification issued by a Registered Training Organisation demonstrating competency in the New South Wales modules and all the units of competency listed below from the *CPP40507 Certificate IV in Property Services (Business Broking)*. The underpinning knowledge must be based on New South Wales law.

- CPPDSM4006A - Establish and manage agency trust account
- CPPDSM4015B - Manage agency and consumer risk
- CPPDSM4029A - Appraise business
- CPPDSM4053A - List business for sale
- CPPDSM4060A - Negotiate sale and manage sale to completion or settlement
- CPPDSM4061A - Obtain prospects for listing
- CPPDSM4069A - Promote and market listed business
- CPPDSM4079A - Work in the business broking sector
- BSBL401A - Develop teams and individuals
- BSBCUS401B - Coordinate implementation of customer service strategies
- BSBSMB406 - Manage small business finances
- CPPDSM4008A - Identify legal and ethical requirements of property sales to complete agency work

Eligibility for a licence

All applicants for a personal licence must satisfy the Commissioner for Fair Trading that he/she is:

- at least 18 years of age
- a fit and proper person to hold a license. Any person in partnership with a licensee in a property agency must also be a fit and proper person
- has the qualifications required for the license
- is not a disqualified person
- has paid the relevant contribution to the Property Services Compensation Fund.

Business Salesperson

The qualification requirements for a certificate of registration to operate as a real estate salesperson is a statement of attainment or evidence of having completed:

- CPPDSM3019 - Communicate with clients as part of agency operations
- CPPDSM4079A - Work in the business broking sector
- CPPDSM4008A - Identify legal and ethical requirements of property sales to complete agency work

The course or modules must be conducted over a period of **70 hours**.

A statement of attainment or evidence of having completed the modules must be issued by a Registered Training Organisation registered to undertake training from the *CPP40507 Certificate IV in Property Services (Business Broking)*

Eligibility for a certificate of registration

All applicants for a certificate of registration must satisfy the Commissioner for Fair Trading that he/she:

- is at least 16 years of age
- is a fit and proper person to hold a certificate of registration
- has the qualifications required for the class of certificate of registration concerned is not a disqualified person.

Performance Criteria

BSBCUS401B Coordinate implementation of customer service strategies

This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

At the end of this unit you will be able to:-

- Advise on customer service needs
- Support implementation of customer service strategies Evaluate
- and report on customer service

BSBLED401A Develop teams and individuals

This unit describes the performance outcomes, skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

At the end of this unit you will be able to:-

- Determine development needs Develop
- individuals and teams
- Monitor and evaluate workplace learning

BSBSBM406 Manage small business finances

This unit involves the implementation, monitoring and review of strategies for the ongoing management of finance. It also includes day-to-day financial management of the business. It is suitable for existing micro and small businesses or a department in a larger organisation.

At the end of this unit you will be able to:-

- Maintain financial records
- Implement financial plan Monitor
- financial performance

CPPDSM3019 Communicate with clients as part of agency operations

This unit of competency specifies the outcomes required to interact and build relationships with clients as part of agency operations. It includes developing rapport with clients, handling initial client enquiries, establishing and maintaining a client database and dealing with client complaints and problems.

At the end of this unit you will be able to:-

- Establish rapport with clients
- Handle initial client enquiries.
- Maintain and use client database
- Deal with client complaints and problems.

CPPDSM4006A Establish and manage agency trust accounts

This unit of competency specifies the outcomes required to establish and manage trust accounts in an agency context. It includes reviewing agency accounts for compliance with trust account requirements, establishing and managing trust accounts, maintaining records of trust transactions, and monitoring and reviewing trust accounts. At the end of this unit you will be able to:-

- Review agency trust accounts for compliance with trust account requirements Establish and
- maintain trust accounts
- Manage and control trust accounts

- Monitor and review trust accounts
- Authorise and verify trust accounts

CPPDSM4008A - Identify legal and ethical requirements of property sales to complete agency work

This unit of competency specifies the outcomes required to meet the core legal and ethical requirements associated with property sales. This includes awareness of the legislation relating to property sales, the role and responsibility of agency personnel in property sales, the administration of sales transactions and the completion of sales documentation.

At the end of this unit you will be able to:-

- Develop knowledge of property sales
- Develop knowledge of sales process
- Identify roles and responsibilities of sales personnel

CPPDSM4015B Minimise agency and consumer risk

This unit of competency specifies the outcomes required to minimise risk to all aspects of agency business and to consumers. It includes identifying potential risks to the agency and its clients, analysing the causes and potential impact of risks, and implementing agency policies and procedures to minimise risks to the agency and consumers. At the end of this unit you will be able to:-

- Identify potential risks to agency and clients
- Analyse causes and potential impact of risks on agency, clients and other stakeholders
- Implement agency procedures and systems to minimise risk
- Implement agency procedures and systems to minimise consumer risk

CPPDSM4029A Appraise business

This unit of competency specifies the outcomes required to conduct an appraisal of a business prior to promoting and marketing the business for sale. It requires the ability to research the business as well as current market trends and data, using established evaluation methods, advise the client of and document the appraisal. It also requires knowledge of market trends and the business broking environment, legislation relating to business ownership, evaluation methodologies and client liaison techniques.

At the end of this unit you will be able to:

- Research the market.
- Appraise the business.
- Complete appraisal.

CPPDSM4053A List business for sale

This unit of competency specifies the outcomes required to list a business for sale with a business brokerage. It requires the ability to establish fees and cost structures; liaise with clients; assess documents relating to ownership of a business and associated plant, equipment, fixtures and fittings; and complete the steps required to prepare to list a business. The unit requires knowledge of agency fee structures and paperwork, and source business and legal documentation.

At the end of this unit you will be able to:

- Establish client and agency requirements.
- Establish status and ownership of status.
- Complete listing.

CPPDSM4060A Negotiate sale and manage sale to completion or settlement

This unit of competency specifies the outcomes required to negotiate and execute the sale of listed businesses within the context of a business brokerage. It requires the ability to provide information to clients, negotiate and complete sales, draft and distribute contracts and encourage sellers, landlords and buyers to accept appropriate offers. The knowledge requirements for this unit include interpersonal communication and negotiation techniques, sales completion strategies and legislative requirements.

At the end of this unit you will be able to:

- Qualify buyer.
- Provide information to clients.
- Manage negotiation.
- Execute contract.
- Manage contract to settlement.

CPPDSM4061A Obtain prospects for listing

This unit of competency specifies the outcomes required to seek out and secure the listing of businesses with a business brokerage. It requires the ability to identify marketing opportunities that match the agency's focus and area of expertise, engage prospective clients and promote the agency in order to secure new listings and custom. Knowledge of the agency's business goals, current market trends and conditions, and sales and promotion techniques is required. At the end of this unit you will be able to:

- Identify and develop marketing opportunities. Discuss
- options to encourage client patronage. Secure client
- patronage.

CPPDSM4069A Promote and market listed business

This unit of competency specifies the outcomes required to market a listed business within the context of a business brokerage. It requires the ability to assess appropriate marketing strategies, develop business profiles, consult with clients and potential markets and review the effectiveness of the marketing strategy. The knowledge requirements for this unit include marketing strategies and techniques within a business broking context, legislative requirements when selling a business, and budgetary considerations.

At the end of this unit you will be able to:

- Develop business profile.
- Develop buyer profile.
- Prepare marketing material.
- Implement marketing options.
- Review and report on marketing activities.

CPPDSM4079A Work in the business broking sector

This unit of competency specifies the outcomes required to work effectively in providing business broking services. It requires the ability to comply with legal and procedural requirements, complete daily work activities and identify opportunities for professional development. It requires knowledge of methods for improving a professional knowledge base and maintaining a professional approach in business broking.

At the end of this unit you will be able to:

- Model high standards of performance.
- Develop and maintain professional competence.
- Interpret and apply financial, legal and procedural requirements.