



# 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*

1/6 Lindsay St Darwin NT 0800, GPO Box 3869 Darwin NT 0801, Phone (08) 8981 8905, [www.reint.com.au](http://www.reint.com.au)

Last Updated: November 2020  
Ver 20B  
Updated By: MELton

## **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 of 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, although predominantly completed online may be offered as face to face training over a period of 12 months. Please check with the REINT for dates.

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.**

**Before you proceed to enrolment it is a requirement that all potential students complete the LLN Survey (Language, Literacy and Numeracy). This can be done by clicking on the following link**

<https://www.surveymonkey.com/r/LLNReview>

**Once you have completed and submitted the LLN Survey a member of the REINT staff will contact you with the results. You will be given the opportunity to review your submission if there are any errors. On successful completion of the LLN Survey you may submit your enrolment form for processing.**

**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 a copy photographic ID that has been copied
- Choose your delivery mode, please be advised, the Introductory Course can be completed in the classroom environment, externally, online or a combination of all three. The Diploma units can be online or externally. Please check with the REINT staff if any face to face teaching has been

- scheduled for the Diploma.
- Complete the Statistical Data
- Determine your Language Literacy and Numeracy (LLN) Standards
- 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, you may email it across to [students@reint.com.au](mailto:students@reint.com.au) or drop it into the REINT office at 1/6 Lindsay Street Darwin NT. If additional information is required, REINT will contact you.
- On enrolment students will receive a Welcome letter with instructions on how to confirm their username and set their password as well as links for tutorials to assist you navigate the LMS (Learning Management System). Students are encouraged to touch base with the REINT staff if any assistance is needed.

### Information for CPP41419 – Certificate IV in Real Estate Practice:

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

- **Face to Face Delivery** – The full Certificate IV will be offered three times over the course of the year. A student is able to break up their study by attending some Units of Competency in the first round of delivery and continue their study over the subsequent courses. The student has twelve (12) months to complete the Certificate IV from date of commencement.
- Face to Face teaching will be held at the REINT Training facility at 2/6 Lindsay Street, Darwin NT 0800 with classes being held between 9.00am and 5.00pm with a 15 minute break morning and afternoon and a 45 minutes break for lunch. If you need to exit the class early you must inform the lecturer before leaving.
- Details of proposed dates of delivery and Units of Competency that will be delivered on the said dates are available on our REINT website. Please note that dates may change, when booking in face to face teaching the student is required to contact the REINT to confirm dates.
- **Online Learning** – is delivered by REINT's online system provided by Catapult Learning Systems. Online learning is self – paced, however, the average duration of an online learner is 12 months. Written activities include short answers, questions, multiple choice, projects and research.
- **Combination** – A student may complete their study using a combination of Face to Face and Online training.
- **Work place arrangements** – If a student is currently working in the industry they may arrange a time with the assessor to attend their work place to assess their skills and knowledge at a time that is convenient for all parties.

### Suggested Hours of Supervised and Non-supervised learning

- 26 Days of face to face teaching per Cert IV Course broken down as follows:
  - 9.00am to 5.00pm per day = 8 hours in total
  - 2 x 15 minute breaks and 1 x 45 minute break per day – 75 minutes
  - 6hrs and 45 mins for training and observation assessment. (The trainer/assessor will be guided by the volume and competency of the students).
  - Self-paced study and Assessment Preparation – 10 hours per week
  - Completion of Online Formative and Summative Questions – 10 hours per week
  - Online Project research and completion – 4 hours per week.

The above hours are a guide, each student will work at their own pace, any student that requires

- Individual coaching is available to learners as requested and/or deemed necessary to assist with the gaining the required skills and knowledge for unit/s of competency.

### Information for CPP51119 – Diploma of Property (Agency Management)

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

- **Online Learning** – is delivered by REINT's online system provided by Catapult Learning Systems. Online learning is self – paced, however, the average duration of an online learner is 12 months. Written activities include short answers, questions, multiple choice, projects and research.
- **Face to Face Delivery** – The Diploma, although predominantly completed online may be offered as face to face training over a period of 12 months consisting of two consecutive days per month and will be held at the REINT Training facility at 2/6 Lindsay Street, Darwin NT 0800. Classes are held between 9.00am and 5.00pm with a 15 minute break morning and afternoon and a 45 minute break for lunch. If you need to exit the class early you must inform the lecturer before leaving.
- **Combination** – A student may complete their study using a combination of Face to Face and Online training.
- **Work place arrangements** – If a student is currently working in the industry they may arrange a time with the assessor to attend their work place to assess their skills and knowledge at a time that is convenient for all parties.
- Please contact the REINT on 08 8981 8905 for information on proposed dates of delivery.
- Individual coaching is available to learners as requested and/or deemed necessary to assist with gaining the required skills and knowledge for unit/s of competency.

### Suggested Hours of Supervised and Non-supervised learning

- 24 Days of face to face teaching for CPP51119 – Diploma in Property (Agency Management)  
Course broken down as follows:
  - 9.00am to 5.00pm per day = 8 hours in total
  - 2 x 15 minute breaks and 1 x 45 minute break per day – 75 minutes
  - 6hrs and 45 mins for training and observation assessment. (The trainer/assessor will be guided by the volume and competency of the students).
  - Self-paced study and Assessment Preparation – 10 hours per week
  - Online formative and Summative questions – 10 hours per week
  - Online project research and completion – 6 hours per week

The above hours are a guide, each student will work at their own pace, any student that requires assistance is encouraged to contact the REINT's training team.

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.



## Course Information

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 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.

## 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



## Course Information

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

## 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 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.
- Complete a Criminal History Check (commonly known as a Police Check)

Once you have completed these requirements, you may apply to the ALB for your registration. Please note: 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 (Required for the Interim Registration)

| 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</b><br><b>(On successful completion of the Introductory Course the following Units of Competency are required to enable you to apply for the Restricted Property Management registration.)</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</b><br><b>(On successful completion of the Introductory Course the following Units of Competency are required to enable you to apply for the Restricted Sales registration.)</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.   |

## Real Estate Licence Course

To be eligible to be granted a license to own and/or operate a Real Estate Business you are required to successfully complete CPP51119 – Diploma of Property (Agency Management) Release 1. You may apply for a Restricted License if you choose to specialise in one particular area, if that is the case the following applies:

### Restricted Property Management License

- Successful completion of the Restricted Property Management Course
- Successful completion of CPP51119 – Diploma of Property (Agency Management) Release 1

### Restricted Sales License

- Successful completion of the Restricted Sales Course
- Successful completion of CPP51119 – Diploma of Property (Agency Management) Release 1

### Full Real Estate License

- Successful completion of CPP41419 – Certificate IV in Real Estate Practice
- Successful completion of 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.   |

### 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 staffs are required to maintain records of training materials issued to clients. 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