Land Agents Act 1994

Sales representative registration

Qualifications

For unrestricted registration as a sales representative, you must provide evidence of satisfactory completion (including status granted) in one of the qualification options listed below.
For a restricted registration (under supervision while completing training) as a sales representative, you must provide proof of enrolment in one of the qualifications listed below.

It is expected that you complete training within 12 months.

Option 1

Successful completion of the following **19** units of competency from CPP41419 - Certificate IV in Real Estate Practice & CPP51119 - Diploma of Property (Agency Management):

1. CPPREP4001 Prepare for professional practice in real estate
2. CPPREP4002 Access and interpret ethical practice in real estate
3. CPPREP4003 Access and interpret legislation in real estate
4. CPPREP4004 Establish marketing and communication profiles in real estate
5. CPPREP4005 Prepare to work with real estate trust accounts.
6. CPPREP4101 Appraise property for sale or lease
7. CPPREP4102 Market property
8. CPPREP4103 Establish vendor relationships
9. CPPREP4104 Establish buyer relationships
10. CPPREP4105 Sell property
11. CPPREP4161 Undertake pre-auction processes
12. CPPREP4163 Complete post-auction processes and contract execution
13. CPPREP4201 Appraise commercial property
14. CPPREP4261 Appraise business for sale
15. CPPREP4264 Manage the sales process in business broking
16. CPPREP4504 Deliver presentations to clients in real estate
17. BSBDIV301 Work effectively with diversity **OR** BSBTWK301 Use inclusive work practices
18. CPPREP5007 Develop a strategic business plan in the property industry
19. CPPREP5008 Market the property agency.

Option 2

A current South Australian Property Managers Registration (excluding registrations limited to being under supervision) and successful completion of the following **14** units of competency from CPP41419 - Certificate IV in Real Estate Practice & CPP51119 - Diploma of Property (Agency Management):

1. CPPREP4001 Prepare for professional practice in real estate
2. CPPREP4004 Establish marketing and communication profiles in real estate
3. CPPREP4101 Appraise property for sale or lease
4. CPPREP4103 Establish vendor relationships
5. CPPREP4104 Establish buyer relationships
6. CPPREP4105 Sell property
7. CPPREP4161 Undertake pre-auction processes
8. CPPREP4163 Complete post-auction processes and contract execution
9. CPPREP4201 Appraise commercial property
10. CCPREP4261 Appraise business for sale
11. CPPREP4264 Manage the sales process in business broking
12. CPPREP4504 Deliver presentations to clients in real estate
13. CPPREP5007 Develop a strategic business plan in the property industry
14. CPPREP5008 Market the property agency.

Option 3

Successful completion of the following **17** units of competency:

1. CPPDSM4003A Appraise property
2. CPPDSM4005A Establish and build client-agency relationships
3. CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
4. CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
5. CPPDSM4009A Interpret legislation to complete agency work
6. CPPDSM4010A Lease property
7. CPPDSM4012A List property for sale
8. CPPDSM4014A Market property for sale
9. CPPDSM4015A Minimise agency and consumer risk
10. CPPDSM4017A Negotiate effectively in property transactions
11. CPPDSM4018A Prepare and present property reports
12. CPPDSM4019A Prepare for auction and complete sale
13. CPPDSM4022A Sell and finalise the sale of property by private treaty
14. CPPDSM4079A Work in the business broking sector
15. CPPDSM4080A Work in the real estate industry
16. CPPDSM5012A Develop a strategic business plan in the real estate industry
17. CPPDSM5032A Market the agency.

Option 4

Successful completion of the following subjects offered by the **University of Adelaide / Adelaide University** *as part* of the course for the **Graduate Diploma in Property** or **Master of Business (Property)** or **Master of Business in Property**.

One of the following:

a. Law of Property G
b. Fundamentals of Property Law G; or Property Law 2M
c. Property Law 1G and 2G.

AND

One of the following:

a. Property Agency G
b. Property Management and Agency
c. Property Agency and Management G.

OR

All the following:

d. Property Development and Building Development G
e. Commercial Property Management G
f. Conveyancing Law G.

If the date of completion is on or after 1 January 1999, you must also complete:

a. Conveyancing 1 G
b. Real Estate Documentation G.

AND

c. Real Estate Management and Agency Practice G.

OR

All the following:

d. Property Development and Building Development G
e. Commercial Property Management G
f. Conveyancing Law G.

If the date of completion is before 1 January 1999, must also complete one of:

a. Real Estate Management and Agency Practice G AND Conveyancing 1G.

OR

b. Real Estate Marketing AND Property Case Studies.

Option 5

Successful completion of the following subjects offered by the **University of Adelaide / Adelaide University** as *part of* the course for the **Bachelor of Business (Property)** or **Bachelor of Business in Property.**

i. One of the following:

a. Introduction to Law
b. Foundations to Business Law
c. Business Law
d. Property Law 1 and 2.

AND

ii. One of the following:

a. Law of Property
b. Fundamentals of Property Law
c. Property Law 3 and 4.

AND

iii. One of the following:

a. Property Management and Agency
b. Property Agency and Management
c. Property Asset Management
d. Property Management
e. Property Agency
f. Real Estate Management and Agency Practice
g. Property Studies 2 and 3 AND Property Fieldwork 1 and 2.

If the date of completion of any subjects referred to in paragraphs (i) or (ii) is on or after 1 January 1995, must also complete the subjects below.

ii. One of the following:

a. Property Utilisation and Sustainability
b. Land Use, Planning and Sustainability
c. Physical Aspects of Real Estate
d. Property Economics.

If the date of completion of the subject Real Estate Management and Agency Practice referred to in paragraph (iii) (f) is between 1 January 1999 and 31 December 2006 (inclusive) must also complete:

iii. One of the following:

a. Real Estate Documentation 1
b. Conveyancing 1.

Option 6

A qualification entitling the person to be registered as a Land Agent.

Option 7

Successful completion of the following **7** subjects offered by the **University of Adelaide / Adelaide University** as part of the course for the **Bachelor of Business (Real Estate Practice)** or **Bachelor of Business (Property)**:

1. Discovering Opportunities in Property
2. Property Asset Management
3. Business Law
4. Fundamentals of Property Law
5. Real Estate Practice
6. Principles of Economics
7. Property Economics.

Option 8

Successful completion of the **PRD40101 Certificate IV in Property (Real Estate)** *and* successful completion of the following **14** units of competency:

1. PRDRE10A Manage agency risk
2. PRDRE11A Provide property appraisal
3. PRDRE12A Establish and expand client base
4. PRDRE13A Obtain property listings
5. PRDRE14A Market property
6. PRDRE15A Undertake property sale by private treaty
7. PRDRE16A Monitor sales process
8. PRDRE18A Lease property
9. PRDRE22A Present and explain property reports
10. PRDRE26A Conduct property sale by auction
11. PRDRE30A Implement personal marketing plan
12. PRDRE37A Perform and record property management activities and transactions
13. PRDRE39A Prepare and execute documentation
14. PRDPOD62A Clarify and confirm property information requirements.

Other options

- You held a registration as a sales representative, or manager or land agent under the repealed *Land Agents, Brokers and Valuers Act 1973* immediately before the commencement of the *Land Agents Act 1994* on 1 June 1995.
- Satisfactory completion of the course of instruction approved by the Industrial and Commercial Training Commission in relation to the declared vocation Customer

Servicing (Real Estate Operations-Sales) under the *Industrial and Commercial Training Act 1981*.

- Satisfactory completion of a course accredited under the *Tertiary Education Act 1986* in relation to the Certificate in Real Estate Operations (Sales Consulting).
- Certificate IV in Business (Real Estate Sales) conferred by the Department of Education, Training and Employment (TAFE SA) or the former Department for Employment, Training and Further Education.
- Certificate IV in Business (Real Estate Sales) conferred by the Real Estate Industry Training Centre (being a body registered under Part 3 of the *Vocational Education, Employment and Training Act 1994* as a provider of an accredited course for that certificate).
- Certificate IV in Business (Real Estate Sales) conferred by Training Education Systems (SA) Pty Ltd trading as Training and Education Systems South Australia/The Real Estate Training College (being a body registered under Part 3 of the *Vocational Education, Employment and Training Act 1994* as a provider of an accredited course for that certificate).
- Certificate in Real Estate Sales conferred by the Department of Education, Training and Employment (TAFE SA) or the former Department of Employment, Training and Further Education.

For more information

Contact Consumer and Business Services

Email: occupational@sa.gov.au

Website: www.cbs.sa.gov.au

Phone: 131 882 (Option 4)

In person: CBS Customer Service Centre at 4-6 Chesser Street ADELAIDE SA 5000