Got the Skills?  
**Get the Recognition for course 17672**  
Property Services (Real Estate)(Certificate IV)

You don’t need to study what you already know! The skills, knowledge and experience you have gained from your previous learning, work experience and life in general may be taken into account. This is called **recognition**.

To apply for credit in one or more units you must clearly show that you have the equivalent and relevant skills, knowledge and experience of the unit or group of units.

Complete the relevant unit forms below, include your evidence and attach the **Enrolment Adjustment Recognition** form. Place this on top of your completed application as a cover sheet.

Keep a copy of all completed forms for your records.

**Recognition for Unit of Competency forms**

CPPDSM4007A - Identify legal and ethical requirements of property management to complete agency work  
CPPDSM4008A - Identify legal and ethical requirements of property sales to complete agency work  
CPPDSM4009A - Interpret legislation to complete agency work  
CPPDSM4015A - Minimise agency and consumer risk  
CPPDSM4080A - Work in the real estate industry  
CPPDSM4081A - Work in the stock and station sector  
CPPDSM3019A - Communicate with property clients  
CPPDSM4006A - Establish and manage agency trust accounts  
CPPDSM4005A - Establish and build client–agency relationships  
CPPDSM4003A - Appraise property  
CPPDSM4011A - List property for lease  
CPPDSM4013A - Market property for lease  
CPPDSM4010A - Lease property  
CPPDSM4016A - Monitor and manage lease or tenancy agreement  
CPPDSM4049A - Implement maintenance plan for managed properties  
CPPDSM4056A - Manage conflict and disputes in the property industry  
CPPDSM4017A - Negotiate effectively in property transactions  
CPPDSM4012A - List property for sale  
CPPDSM4014A - Market property for sale  
CPPDSM4022A - Sell and finalise the sale of property by private treaty  
CPPDSM4019A - Prepare for auction and complete sale  
CPPDSM4018A - Prepare and present property reports  
CPPDSM4004A - Conduct auction  
CPPDSM4020A - Present at tribunals  
BSBKRK304B - Maintain business records  
BSBSMB406A - Manage small business finances  
BSBLED401A - Develop teams and individuals

Can't find the form you are looking for or need more help? Contact the Recognition Desk