Got the Skills?

Get the Recognition for course 17673
Property Services (Agency Management)(Diploma)

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
- CPPDSM4006A - Establish and manage agency trust accounts
- CPPDSM4005A - Establish and build client–agency relationships
- BSBBSMB406A - Manage small business finances
- BSBLED401A - Develop teams and individuals
- BSBFIM501A - Manage budgets and financial plans
- BSBHRM402A - Recruit, select and induct staff
- BSBMGT515A - Manage operational plan
- CPPDSM5012A - Develop a strategic business plan in the real estate industry
- CPPDSM5032A - Market the agency
- CPPDSM4003A - Appraise property
- CPPDSM4011A - List property for lease
- CPPDSM4013A - Market property for lease
- CPPDSM4010A - Lease property
- CPPDSM4017A - Negotiate effectively in property transactions
- CPPDSM4056A - Manage conflict and disputes in the property industry
- CPPDSM4018A - Prepare and present property reports
- 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
- CPPDSM4016A - Monitor and manage lease or tenancy agreement

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