

Recognition of Prior Learning

Information and Application Form

What it is...

Recognition of Prior Learning (RPL) means recognition of competencies currently held, regardless of how, when or where the learning occurred. Under the Australian Quality Training Framework, competencies may be attained from formal training attended or informal life and work experience. The academy RPL process invites you to provide us with evidence of any existing competencies by;

- **Formal Training:** Copies of any certificates and statements of attainment issued by us the academy or any other RTO or a Technical and Further Education (TAFE), College, University, Industry Course etc.
- **Work Experience:** Copies of industry on the job documents of evidence as specified in this application form
- **Life Experience:** Answer a series of questions during an interview at the academy or via Skype.

Note that adequate documentary evidence provided for a competency will replace the need for interview questions for that competency

Steps to follow...

The following steps show the action you should take and are a guide to help you accomplish your RPL goal

- **Reason:** Determine what you are trying to achieve. Do you want to be able to achieve registration to be a sales consultant or a property manager or do you want to achieve a full license to operate a real estate office and sales team?
- **Units required:** Study page 2 of this document to identify the units required in your State for registration or full license. To obtain a copy of the units of competency, go online to www.academyrealestatetraining.com/get-qualified. Read thoroughly the performance criteria for each element within each unit of competency to determine whether you feel you would be a candidate for RPL application.
- **This form:** Complete this Recognition of Prior Learning application form in full
- **Evidence** In accordance with the "Supporting Evidence" section of this application form, gather the evidence listed
- **Submission** Submit this completed RPL application form, with your supporting evidence attached, to your local Harcourts Academy by mail or scan the various documents and submit by email.

You can expect an email reply or phone call from an Academy assessor to schedule an interview time. Make sure you specify your preferred method – either face to face at the Academy training rooms or via Skype.

My details...

Please complete this form and give as many relevant details as possible to allow the RPL assessor to see that you can meet the performance criteria for the competency(s) you nominate.

Please use **BLOCK** letters and print details in full.

SURNAME:			
FIRST NAME/S:			
DATE OF BIRTH:			
HOME ADDRESS:			
EMPLOYER:			
WORK ADDRESS:			
TELEPHONE (Work):		TELEPHONE (Mobile):	
E-MAIL:			

ACADEMY SALES REGISTRATION UNITS BY STATE

QLD	VIC	NSW	SA	WA	TAS	UNIT TITLE	DELIVERED
		CPPDSM3019B				Communicate with clients as part of agency operations	Academy
			CPPDSM4003A	CPPDSM4003A		Appraise property	Academy
			CPPDSM4005A			Establish and build client-agency relationships	Academy
	CPPDSM4007A	CPPDSM4007A	CPPDSM4007A	CPPDSM4007A		Identify legal and ethical requirements of property management to complete agency work	Academy
CPPDSM4008A	CPPDSM4008A	CPPDSM4008A	CPPDSM4008A	CPPDSM4008A		Identify legal and ethical requirements of property sales to complete agency work	Academy
CPPDSM4009B			CPPDSM4009B			Interpret legislation to complete agency work	Academy
CPPDSM4010A			CPPDSM4010A			Lease property	Academy
						List property for lease	Academy
CPPDSM4012A			CPPDSM4012A	CPPDSM4012A		List property for sale	Academy
						Market property for lease	Academy
			CPPDSM4014A	CPPDSM4014A		Market property for sale	Academy
CPPDSM4015B			CPPDSM4015B			Minimise agency and consumer risk	Academy
						Monitor and manage lease or tenancy agreement	Academy
			CPPDSM4017A			Negotiate effectively in property transactions	Academy
			CPPDSM4018A			Prepare and present property reports	Academy
			CPPDSM4019A			Prepare for auction and complete sale	Academy
CPPDSM4022A			CPPDSM4022A	CPPDSM4022A		Sell and finalise the sale of property by private treaty	Academy
						Manage tenancy disputes	Academy
						Manage conflict and disputes in the property industry	Academy
CPPDSM4080A	CPPDSM4080A	CPPDSM4080A	CPPDSM4080A	CPPDSM4080A		Work in the real estate industry	Academy
			CPPDSM4079A			Work in the business broking industry	REI
			CPPDSM5012A			Develop a strategic business plan in the real estate industry	REI
			CPPDSM5032A			Market the agency	REI
7	3	4	17	7	N/A		

ACADEMY PROPERTY MANAGEMENT REGISTRATION UNITS

Western Australia is the only State that has separate unit requirements for property management. They include:

CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work	CPPDSM4013A	Market property for lease
CPPDSM4010A	Lease property	CPPDSM4016A	Monitor and manage lease or tenancy agreement
CPPDSM4011A	List property for lease	CPPDSM4080A	Work in the real estate industry

ACADEMY LICENSING UNITS BY STATE

QLD	VIC	NSW	SA	WA	TAS	UNIT TITLE	DELIVERED
		CPPDSM3019A				Communicate with clients as part of agency operations	Academy
	CPPDSM4001A					Act as a buyer's agent	Academy
CPPDSM4003A	CPPDSM4003A	CPPDSM4003A	CPPDSM4003A	CPPDSM4003A	CPPDSM4003A	Appraise property	Academy
	CPPDSM4004A	CPPDSM4004A	CPPDSM4004A	CPPDSM4004A	CPPDSM4004A	Conduct auction	Academy
CPPDSM4005A	CPPDSM4005A	CPPDSM4005A	CPPDSM4005A	CPPDSM4005A	CPPDSM4005A	Establish and build client-agency relationships	Academy
CPPDSM4007A	CPPDSM4007A	CPPDSM4007A	CPPDSM4007A	CPPDSM4007A	CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work	Academy
CPPDSM4008A	CPPDSM4008A	CPPDSM4008A	CPPDSM4008A	CPPDSM4008A	CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work	Academy
CPPDSM4009B	CPPDSM4009B	CPPDSM4009B	CPPDSM4009B	CPPDSM4009B	CPPDSM4009B	Interpret legislation to complete agency work	Academy
CPPDSM4010A	CPPDSM4010A	CPPDSM4010A	CPPDSM4010A	CPPDSM4010A	CPPDSM4010A	Lease property	Academy
CPPDSM4011A	CPPDSM4011A	CPPDSM4011A	CPPDSM4011A	CPPDSM4011A	CPPDSM4011A	List property for lease	Academy
CPPDSM4012A	CPPDSM4012A	CPPDSM4012A	CPPDSM4012A	CPPDSM4012A	CPPDSM4012A	List property for sale	Academy
CPPDSM4013A	CPPDSM4013A	CPPDSM4013A	CPPDSM4013A	CPPDSM4013A	CPPDSM4013A	Market property for lease	Academy
CPPDSM4014A	CPPDSM4014A	CPPDSM4014A	CPPDSM4014A	CPPDSM4014A	CPPDSM4014A	Market property for sale	Academy
CPPDSM4015B	CPPDSM4015B	CPPDSM4015B	CPPDSM4015B	CPPDSM4015B	CPPDSM4015B	Minimise agency and consumer risk	Academy
CPPDSM4016A	CPPDSM4016A	CPPDSM4016A	CPPDSM4016A	CPPDSM4016A	CPPDSM4016A	Monitor and manage lease or tenancy agreement	Academy
		CPPDSM4017A	CPPDSM4017A	CPPDSM4017A	CPPDSM4017A	Negotiate effectively in property transactions	Academy
CPPDSM4018A	CPPDSM4018A		CPPDSM4018A	CPPDSM4018A	CPPDSM4018A	Prepare and present property reports	Academy
CPPDSM4019A	CPPDSM4019A	CPPDSM4019A	CPPDSM4019A	CPPDSM4019A	CPPDSM4019A	Prepare for auction and complete sale	Academy
CPPDSM4022A	CPPDSM4022A	CPPDSM4022A	CPPDSM4022A	CPPDSM4022A	CPPDSM4022A	Sell and finalise the sale of property by private treaty	Academy
CPPDSM4046A						Manage tenancy disputes	
	CPPDSM4056A	CPPDSM4056A		CPPDSM4056A	CPPDSM4056A	Manage conflict and disputes in the property industry	
CPPDSM4080A	CPPDSM4080A	CPPDSM4080A	CPPDSM4080A	CPPDSM4080A	CPPDSM4080A	Work in the real estate industry	Academy
CPPDSM4006A	CPPDSM4006A	CPPDSM4006A	CPPDSM4006A	CPPDSM4006A	CPPDSM4006A	Establish and manage agency trust accounts	
	CPPDSM4020A					Present at tribunals	
	CPPDSM4049A	CPPDSM4049A				Implement maintenance plan for managed properties	
			CPPDSM4079A			Work in the business broking industry	
			CPPDSM5012A	CPPDSM5012A	CPPDSM5012A	Develop a strategic business plan in the real estate industry	
			CPPDSM5032A	CPPDSM5032A	CPPDSM5032A	Market the agency	
BSBSBM406A	BSBSBM406A	BSBSBM406A				Manage small business finances	
	BSBRKG304B	BSBRKG304B				Maintain business records	
		BSBLED401A				Develop teams and individuals	
			BSBMGT502A	BSBMGT502A	BSBMGT502A	Manage people performance	
			BSBMGT504A	BSBMGT504A	BSBMGT504A	Manage budgets and financial plans	
			BSBFLM505A	BSBFLM505A	BSBFLM505A	Manage operational plan	
			BSBMGT506A	BSBMGT506A	BSBMGT506A	Recruit, select and induct staff	
19	24	24	26	26	26		

My RPL application...

1. I am applying for Recognition of prior Learning for the purpose of:

☐ Sales Registration ☐ Property Management Registration ☐ Full License to manage an office

2. Units I am applying for recognition for: Please check the box beside the units you need.

TICK	UNIT NUMBER	UNIT TITLE	OFFICE USE ONLY (Granted / Denied / Further Assessment)
<input type="checkbox"/>	CPPDSM4001A	Act as a buyers agent	
<input type="checkbox"/>	CPPDSM4003A	Appraise property	
<input type="checkbox"/>	CPPDSM4004A	Conduct auctions	
<input type="checkbox"/>	CPPDSM4005A	Establish and build client agency relationships	
<input type="checkbox"/>	CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work	
<input type="checkbox"/>	CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work	
<input type="checkbox"/>	CPPDSM4009B	Interpret legislation to complete agency work	
<input type="checkbox"/>	CPPDSM4010A	Lease property	
<input type="checkbox"/>	CPPDSM4011A	List property for lease	
<input type="checkbox"/>	CPPDSM4012A	List property for sale	
<input type="checkbox"/>	CPPDSM4013A	Market property for lease	
<input type="checkbox"/>	CPPDSM4014A	Market property for sale	
<input type="checkbox"/>	CPPDSM4015B	Minimise agency and consumer risk	
<input type="checkbox"/>	CPPDSM4016A	Monitor and manage lease or tenancy agreement	
<input type="checkbox"/>	CPPDSM4017A	Negotiate effectively in property transactions	
<input type="checkbox"/>	CPPDSM4018A	Prepare and present property reports	
<input type="checkbox"/>	CPPDSM4019A	Prepare for auction and complete sale	
<input type="checkbox"/>	CPPDSM4022A	Sell and finalise the sale of property by private treaty	
<input type="checkbox"/>	CPPDSM4080A	Work in the real estate industry	
<input type="checkbox"/>	CPPDSM3019A	Communicate with clients as part of agency operations (NSW only)	

IMPORTANT: An assessment fee of **\$50** applies for every unit of competency assessed

Supporting evidence...

3. Evidence to gather per unit:

NOTE you are only required to gather evidence for the units you have applied for on the previous page.

CPPDSM4001A					
<input type="checkbox"/>	Buyer enquiry form	SE# 1	<input type="checkbox"/>	A guide to buying booklet or brochure	SE# 2
<input type="checkbox"/>	Buyer requirements form	SE# 3	<input type="checkbox"/>	List of properties to view matched to criteria	SE# 4
<input type="checkbox"/>	Completed contract of sale	SE# 5	<input type="checkbox"/>	Sale to settlement checklist	SE# 6
<input type="checkbox"/>	Buyer services brochure	SE# 7			

CPPDSM4003A					
<input type="checkbox"/>	CMA	SE# 8			

CPPDSM4004A					
<input type="checkbox"/>	Preparation for auction day checklist	SE# 9	<input type="checkbox"/>	Final meeting agenda with seller	SE# 10
<input type="checkbox"/>	Auction video footage	SE# 41			

CPPDSM4005A					
<input type="checkbox"/>	Client service plan/calendar	SE# 11	<input type="checkbox"/>	Copy of personal profile	SE# 12

CPPDSM4007A					
<input type="checkbox"/>	On line				

CPPDSM4008A					
<input type="checkbox"/>	Copy of listing authority	SE# 13	<input type="checkbox"/>	Copy of marketing plan	SE# 14
<input type="checkbox"/>	Completed contract of sale	SE# 5	<input type="checkbox"/>		

CPPDSM4009B					
	On line				

CPPDSM4010A					
<input type="checkbox"/>	Tenancy application	SE# 15	<input type="checkbox"/>	Tenancy agreement	SE# 16

CPPDSM4011A					
<input type="checkbox"/>	Personal and agency promotional material PM	SE# 17	<input type="checkbox"/>	Property management CMA	SE# 18
<input type="checkbox"/>	Listing authority and associated documents	SE# 13			

CPPDSM4012A					
<input type="checkbox"/>	Personal and agency promotional material	SE# 19	<input type="checkbox"/>	CMA	SE# 8
<input type="checkbox"/>	Listing authority and associated documents	SE# 13			

CPPDSM4013A					
<input type="checkbox"/>	Copy of marketing plan for property	SE# 14	<input type="checkbox"/>	Sample advertisement/flyer	SE#20
<input type="checkbox"/>	Progress report	SE# 21			

CPPDSM4014A					
<input type="checkbox"/>	Copy of marketing plan/calendar	SE# 14	<input type="checkbox"/>	Progress report	SE# 21

CPPDSM4015B				
<input type="checkbox"/>	On line			

CPPDSM4016A					
<input type="checkbox"/>	Condition report	SE# 22	<input type="checkbox"/>	Tenant enquiry form	SE# 23

CPPDSM4017A				
<input type="checkbox"/>	Interview questions only			

CPPDSM4018A				
<input type="checkbox"/>	Property report	SE# 36		
<input type="checkbox"/>	On line			

CPPDSM4019A					
<input type="checkbox"/>	Auction listing authority	SE# 24	<input type="checkbox"/>	Auction marketing material	SE# 25
<input type="checkbox"/>	Property description	SE# 26	<input type="checkbox"/>	Weekly seller report	SE# 27
<input type="checkbox"/>	Buyer requirements form	SE# 1	<input type="checkbox"/>	Contract of sale auction	SE# 28
<input type="checkbox"/>	Auction marketing schedule	SE# 25	<input type="checkbox"/>	Final meeting agenda with seller	SE# 29
<input type="checkbox"/>	Preparation for auction day checklist	SE# 30	<input type="checkbox"/>	Open for inspection checklist to conduct	SE# 31
<input type="checkbox"/>	Follow up procedure checklist for auction sold	SE# 32	<input type="checkbox"/>	Follow up procedure checklist for auction passed in	SE# 33
<input type="checkbox"/>	CMA	SE# 8	<input type="checkbox"/>	Open for inspection register	SE# 34
<input type="checkbox"/>	Buyer enquiry record	SE# 35			

CPPDSM4022A					
<input type="checkbox"/>	Property promotional material	SE# 19	<input type="checkbox"/>	Copy of contract	SE# 5
<input type="checkbox"/>	Copy of transaction report	SE# 37	<input type="checkbox"/>	Client testimonial	SE# 38

CPPDSM4080A				
<input type="checkbox"/>	On line			

CPPDSM3019A					
<input type="checkbox"/>	Completed seller enquiry form	SE# 39	<input type="checkbox"/>	Completed seller survey questionnaire	SE# 40
<input type="checkbox"/>	Copy of marketing plan	SE# 14			

Additional supporting evidence...					
<input type="checkbox"/>	A brief CV / resume outlining your employment and educational background.		<input type="checkbox"/>	Optional letter from your principal, licensee in charge, or business partner confirming that you currently work in the industry and outlining your job description and duties	
<input type="checkbox"/>	Evidence of attendance at any industry, company or office training programmes, seminars or conferences.		<input type="checkbox"/>	Any degrees, diplomas, certificates or	
<input type="checkbox"/>	Your current certificate of registration or a copy of your certificate from a previous year.				

IMPORTANT: Do not supply original certificates or statements of attainment from other training providers. Submit only copies of all certificates and documents listed.

Evidence documents summarised...

The following list outlines Satisfactory Evidence (SE) required for all units

Buyer enquiry form	SE# 1	A guide to buying booklet or brochure	SE# 2
Buyer requirements form	SE# 3	List of properties to view matched to criteria	SE# 4
Completed contract of sale	SE# 5	Sale to settlement checklist	SE# 6
Buyer services brochure	SE# 7	CMA	SE# 8
Preparation for auction day checklist	SE# 9	Final meeting agenda with seller	SE# 10
Client service plan/calendar	SE# 11	Copy of personal profile	SE# 12
Copy of listing authority	SE# 13	Copy of marketing plan	SE# 14
Tenancy application	SE# 15	Tenancy agreement	SE# 16
Personal and agency promotional material PM	SE# 17	Property management CMA	SE# 18
Personal and agency promotional material	SE# 19	Sample of advertisement/flyer	SE# 20
Progress report	SE# 21	Condition report	SE# 22
Tenant enquiry form	SE# 23	Auction listing authority	SE# 24
Auction marketing material	SE# 25	Property description	SE# 26
Weekly sellers report	SE# 27	Contract of sale auction	SE# 28
Final meeting agenda with seller	SE# 29	Preparation for auction day checklist	SE# 30
Open for inspection checklist to conduct	SE# 31	Follow up procedure checklist for auction sold	SE# 32
Follow up procedure checklist auction passed in	SE# 33	Open for inspection register	SE# 34
Buyer enquiry record	SE# 35	Property report	SE# 36
Copy of transaction report	SE# 37	Client testimonial	SE# 38
Completed seller enquiry form	SE# 39	Completed seller survey questionnaire	SE# 40
Auction video footage	SE# 41		

Declaration...

I hereby certify that the information provided and attached is true and correct.

Applicant's Signature: _____ Date: _____

Assessor's Signature: _____ Date: _____