CIVREP-NSW3 Residential Property Management NSW

Subject outline

Subject overview

CPP41419 Certificate IV in Real Estate Practice			
CIVREP-NSW1 Industry Fundamentals NSW	CIVREP-NSW2 Residential Sales NSW	CIVREP-NSW3 Residential Property Management NSW	CIVREP-NSW4 Industry Specialised NSW

The CIVREP-NSW3 Residential Property Management NSW is the third of four subjects in the CPP41419 Certificate IV in Real Estate Practice. It provides students with an understanding of the residential leasing process from commencement to ending tenancy agreements, including ethical practice and relevant legislation, as well covering business development and relationships in the leasing sector. It is recommended that students complete CIVREP-NSW1 Industry Fundamentals NSW and CIVREP-NSW2 Residential Sales NSW for underpinning knowledge prior to enrolling in this subject.

Learning outcomes

On successful completion of CIVREP-NSW3 Residential Property Management NSW, students should be able to:

• Prepare agency agreements and apply property management processes and services ethically to legislative requirements
• Develop and demonstrate a thorough understanding of property rental from commencement, maintenance to an end of tenancy agreement
• Demonstrate optimisation of business development and agency relationships

Topics

Topic 1: Listing process

Topic 2: Finding the tenant

Topic 3: Prepare and execute tenancy documents

Topic 4: Managing periodic inspections

Topic 5: Managing property condition

Topic 6: Managing Compliance with tenancy agreement

Topic 7: Managing rent increases and tenancy renewals

Topic 8: Managing issues during tenancy

Topic 9: Responding to request to end tenancy

Topic 10: Co-ordinate end of tenancy

Topic 11: Optimising the relationship between property management and other agency teams

Topic 12: Business Development strategies and resources

Units of competency

Subject	Code	Title	Core or Elective	Topic	Exam	Written and oral assignment
CIVREP-NSW3 Residential Property Management NSW	CPPREP4121	Establish landlord relationships	Elective	1 – 12	Yes	Yes
	CPPREP4122	Manage tenant relationships	Elective	1 – 12	Yes	Yes
	CPPREP4123	Manage tenancy	Elective	1 – 12	Yes	Yes
	CPPREP4124	End tenancy	Elective	1 – 12	Yes	Yes
	CPPREP4142	Promote property management products and services	Elective	1 – 12	Yes	Yes

The above 5 units of competency are awarded for the successful completion of CIVREP-NSW3 Residential Property Management NSW; 0 core and 5 electives. These units of competency form part of the CPP41419 Certificate IV in Real Estate Practice.

Note: The assessment is listed by unit of competency, above. The assessments within the subject are combined covering multiple units of competency. Refer to 'Assessment tasks' for further information.

Subject entry requirements

There are no entry requirements for this subject. However, it is recommended that students complete CIVREP-NSW1 Industry Fundamentals NSW and CIVREP-NSW2 Residential Sales NSW for underpinning knowledge prior to enrolling in this subject.

Subject duration

Students have a total of:

- 12 weeks to complete the learning and assessment requirements for the subject, CIVREP-NSW3 Residential Property Management NSW, from their initial enrolment date.
- An additional four (4) weeks resubmission time, which will be granted if all assessment tasks have been attempted and the student has been deemed not yet competent in one or more tasks. This time can be used to resubmit a written and oral assignment or resit an exam. There is no fee for this extension.

Therefore, if a student completes the learning and assessment, and the resubmission time is granted, the duration will be 16 weeks.

The **amount of training** for this course may be up to 15 hours per week. The amount of training is the hours an individual can expect to spend to complete their subject work and assessments.

In addition to the amount of training, individuals who are new to industry or vocational training could need up to 5 hours per week known as **unsupervised hours**. These additional hours are for study skills or further research. For example, an individual not working in industry would need more time to review industry websites that are usually introduced in workplace compliance training.

Individuals working in industry may be able to complete the subject requirements in a shorter timeframe or less hours per week.

If a student applies for extensions beyond the 16 week completion timeframe or is granted special consideration, and is enrolled in CPP41419 Certificate IV in Real Estate Practice, the maximum period of time to complete the qualification is two (2) years from the qualification activation date. If enrolling in single subjects with the intention of completing a qualification, the two (2) year timeframe is calculated from the initial activation date of the first subject.

Additional study-related fees apply to formal extensions and re-enrolments.

Please refer to the Vocational Education Fees schedule found here.

Please also refer to our Vocational Education and Training (VET) Enrolment Terms and Conditions here or our Student Handbook here for important information on:

- Subject activation and completion timeframes

- Extensions

- Subject re-enrolment.

The subject is delivered online and does not include hard copy notes.

Delivery mode

This subject is delivered online.

Kaplan's online learning portal, KapLearn, enables the provision of innovative, interactive learning resources and support. KapLearn can be accessed anywhere, at any time, using a computer or mobile device that has internet access.

KapLearn is the access point for course notes, supplementary learning material, practice activities and assessments. KapLearn is also the access point for ongoing support. The 'Ask your tutor' forum provides continuous technical support from subject matter experts.

Assessment tasks

The assessment tasks for this subject are listed below. Units of competency are co-assessed by topic within subject, as follows. The units of competency are co-assessed, as listed earlier in 'Units of competency'.

Subject	Topic	Assessment	Assessment Detail
CIVREP-NSW3 Residential Property Management NSW	1 – 12	1 Exam	Supervised, open book multiple choice examination, four (4) attempts.
	1 – 12	1 Written and Oral Assignment	Written and oral assignment – two (2) attempts • Written – short answer questions, case studies • Oral – oral questions/role play/presentation The mode of oral assessment is by audio recording. As part of the subject requirements, individuals will need to find a volunteer to assist with their role play in the oral assignment.

Students may attempt the exam and/or submit their written and oral assignment at any time if they believe they are adequately prepared. Students will receive personal reminder emails as they approach their assessment deadlines.

Students must be deemed competent in all assessment items, including demonstrating competency in all the exam questions.

Students who complete the subject will receive a statement of attainment.

Recognition of Prior Learning

Individuals may be able to obtain Recognition of Prior Learning (RPL) for a Kaplan Professional award subject based on their previous study and/or work experience. To do this, individuals must submit evidence that demonstrates they have already met the requirements of the subject through these other means. Evidence can take many forms, such as information about approved study, information about work experience, certificates, transcripts or other credentials. To find out if you are eligible for RPL, refer to our Credit Transfer and Recognition of Prior Learning (RPL) page.

Fees

An updated schedule of fees is available at the Kaplan Professional website: <www.kaplanprofessional.edu.au>.

Student policies

Students who enrol in a Kaplan course are bound by our published policies, including the policy that sets out our rules for assessment. Students can review these policies before they enrol by going to the Kaplan website: <www.kaplanprofessional.edu.au>. The policies also assist students when their study program does not go as planned and they need extra support.