

# COURSE GUIDE

START A CAREER IN  
THE REAL ESTATE  
INDUSTRY



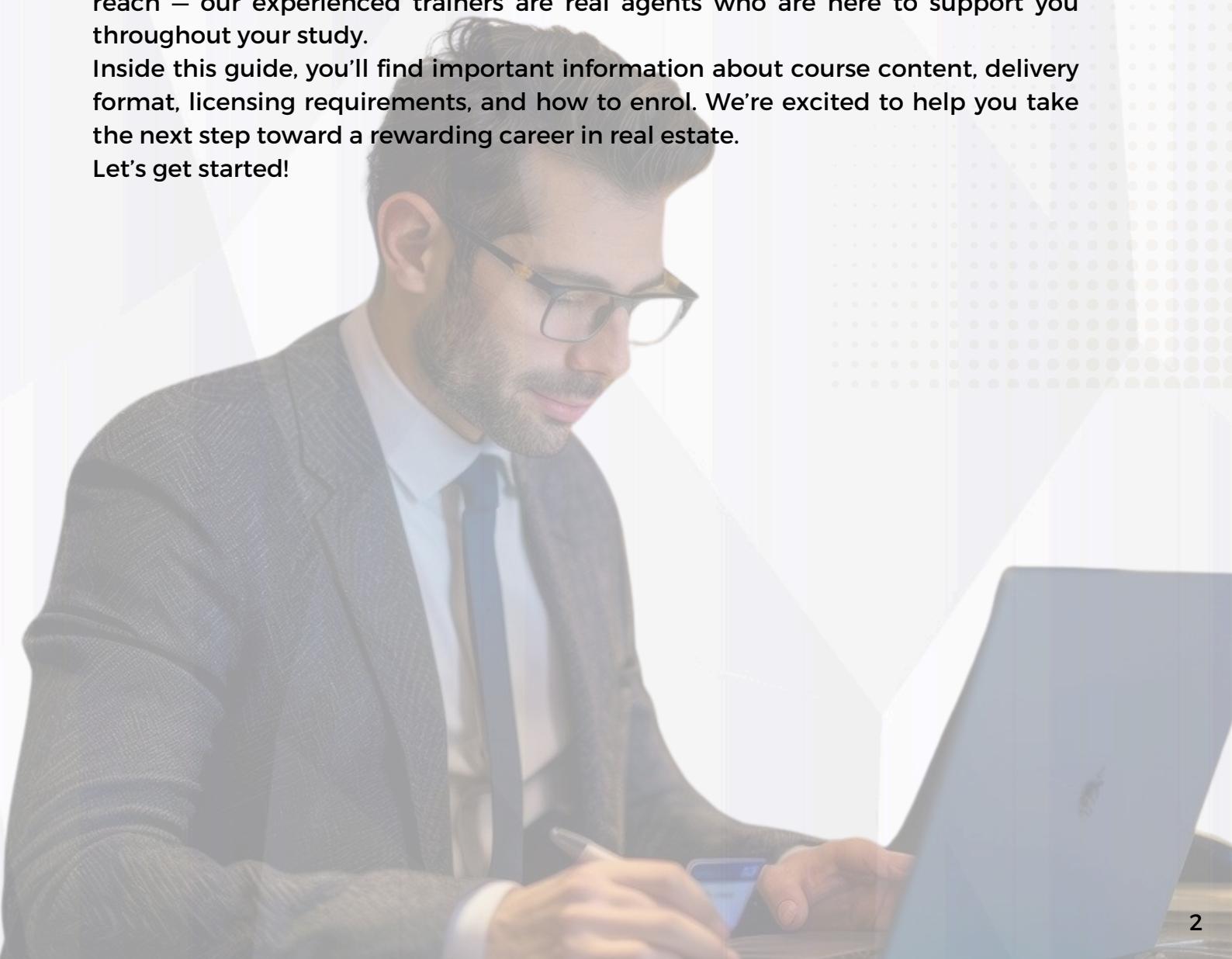
# WELCOME TO THE LEARNING TEAM

Thank you for your interest in studying with The Learning Team. We are a Queensland-based Registered Training Organisation (RTO 46386) dedicated to helping future agents succeed in real estate in Queensland.

This Course Guide has been designed to give you a clear overview of all of our courses and the various career pathways they unlock. Whether you're looking to become a licensed real estate agent and own your own business, a buyer's agent to add to your skill set, or property manager superstar, we have the course for you. At The Learning Team, we specialise in training for the Queensland market because we are Queenslanders but our courses are still Nationally Recognised Qualifications. Our courses are flexible and delivered online, but we're never out of reach – our experienced trainers are real agents who are here to support you throughout your study.

Inside this guide, you'll find important information about course content, delivery format, licensing requirements, and how to enrol. We're excited to help you take the next step toward a rewarding career in real estate.

Let's get started!



# WHAT COURSES TLT OFFER

## Our courses are Nationally Recognised.

CPP41419 Certificate IV in Real Estate Practice



- Sales Associate Course
- Upgrade Course
- Buyers Agents Skill set
- Continuing Professional Development Type 1 Unit

### Students are provided with

- Learner resources, handouts, notes, references
- Student Study Schedule
- Additional research and reference sources
- Access to eSkilled online LMS Login/Password details

### Students must provide:

- Computer/Laptop with video camera, software to support webinars, smart phone to enable video recording.
- MS Office or equivalent
- Software and hardware to access wi-fi and the internet



### COURSE FEES

Check our website for the most up to date course fees and payment plan options

The Learning Team supports Recognition of Prior Learning (RPL) and Credit Transfer of education already completed.

More information can be found in the Student Handbook on how to apply for RPL which is located on our website

### Training Package

The CPP Property Services Training Package is available to all students and trainers.

### Legislation

Current legislation is available online at [www.austlii.edu.au](http://www.austlii.edu.au) and [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au).

# CPP41419 CERTIFICATE IV IN REAL ESTATE PRACTICE

## Is This Course Right for You?

The CPP41419 Certificate IV in Real Estate Practice is designed for people who want to build a meaningful career in real estate, whether you're just starting out or already working in the industry and looking to take the next step.

This course is ideal for professionals who work across residential and commercial property, including those involved in business broking and stock and station transactions. It covers key areas of practice such as property law, legal agency requirements, compliance, ethical standards, and consumer expectations, all of which are essential for operating confidently in the Queensland real estate market.

## Who Typically Enrols?

This qualification suits a range of current and aspiring real estate professionals, including:

- Real Estate Agents & Sales Representatives
- Property Managers & Body Corporate Managers
- Buyer's Agents & Sub-Agents
- Business Brokers, Business Agents & Franchise Brokers
- Principal Licencee

Whether your goal is to work in sales, property management, buyer advocacy or business broking, this course will help equip you with the skills and qualifications needed for success.

## Licensing & Regulatory Information

Real estate is a regulated industry in Australia. Licensing and certification requirements vary across states and territories, so it's important to check with the relevant authority in your area. In Queensland, successful completion of the CPP41419 Certificate IV in Real Estate Practice is a key requirement for applying for a real estate licence.

If you are completing the CPPREP5010 Manage operational finances in the property industry unit as part of your program, this will also meet a licensing requirement for some real estate roles in Queensland.

You can find full licensing information on the [Queensland Government website](#).

## Course Duration & Commitment

The Learning Team's Certificate IV is designed to be Self Paced and can be completed over 12 months. This includes structured study, training, assessment, and independent research.

You'll need to be prepared to:

- Commit time and effort to your learning
- Engage with our team regularly for support
- Apply yourself to complete tasks and assessments to a satisfactory standard

We're here to support you – but your success depends on your willingness to invest in your future.

## What You'll Receive

Upon successful completion, you'll be awarded:

- CPP41419 Certificate IV in Real Estate Practice
- Statement of Attainment for CPPREP5010 Manage operational finances in the property industry

## Important Eligibility Notes

- This course is not available to students currently in Australia on a student visa
- Students should be currently employed or intending to work in a suitable real estate environment

# CPP41419 CERTIFICATE IV IN REAL ESTATE PRACTICE



## COURSE DETAIL

CODE	UNIT	
CPPREP4001	Prepare for professional practice in real estate	CORE
CPPREP4002	Access and interpret ethical practice in real estate	CORE
CPPREP4003	Access and interpret legislation in real estate	CORE
CPPREP4004	Establish marketing and communication profiles in real estate	CORE
CPPREP4005	Prepare to work with real estate trust accounts	CORE
CPPREP4101	Appraise property for sale or lease	ELECTIVE A
CPPREP4102	Market property	ELECTIVE A
CPPREP4103	Establish vendor relationships	ELECTIVE A
CPPREP4104	Establish buyer relationships	ELECTIVE A
CPPREP4105	Sell property	ELECTIVE A
CPPREP4121	Establish landlord relationships	ELECTIVE B
CPPREP4122	Manage tenant relationships	ELECTIVE B
CPPREP4123	Manage tenancy	ELECTIVE B
CPPREP4124	End tenancy	ELECTIVE B
CPPREP4125	Transact in trust accounts	ELECTIVE B
CPPREP4503	Present at hearings in real estate	ELECTIVE
CPPREP4506	Manage offsite and lone worker safety in real estate	ELECTIVE
CPPRE5006	Manage operational finances in the property industry	ELECTIVE
<b>Office of Fair Trading Licencing Requirement Additional Unit</b>		
CPPRE5010	Manage customer service activities in the property industry	ELECTIVE



# SALES ASSOCIATE- ENTRY LEVEL

## Is This Course Right for You?

Are you ready to start your career in real estate?

The Sales Associate Course is designed for individuals looking to enter the property industry in Queensland and begin working in residential real estate sales. This course provides the foundational knowledge and skills needed to operate as a Sales Associate – the entry-level role that opens the door to a future career as a licensed real estate agent.

You'll learn about real estate practice, legal compliance, ethical standards, and how to support clients effectively – all within a Queensland-specific framework.

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## Who Typically Enrols?

This course is ideal for:

- People entering the real estate industry for the first time
- Aspiring real estate agents who want to begin working under the supervision of a licensed agent
- Individuals seeking to build hands-on experience while completing formal training

Common job titles include:

- Real Estate Salesperson
- Real Estate Representative

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## Licensing & Regulatory Information

Real estate is a licensed industry in Queensland. To work as a Sales Associate, you must meet specific training and registration requirements set out by the Office of Fair Trading (QLD). Successful completion of this course – which includes 12 nationally recognised units of competency – is one of the key steps required to apply for a Sales Associate Licence in Queensland.

For full licensing details, visit the [Queensland Government website](#).

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## Course Duration & Commitment

This program is self paced and designed to be completed over 6 months, including study, research, training, and assessment activities.

To succeed, students should be ready to:

- Commit time each week to learning and assessment
- Engage actively with The Learning Team for support and feedback
- Be genuinely motivated to work toward a successful outcome

We'll guide you along the way – but your dedication is what drives your success.

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## What You'll Receive

Upon successful completion, you'll receive:

- A Statement of Attainment for the completed units
- A Certificate of Achievement from The Learning Team

These documents confirm your progress and support your application for licensing with the Queensland Office of Fair Trading.

### Important Eligibility Notes

- This course is not available to students currently in Australia on a student visa
- Students should be currently employed or intending to work in a suitable real estate environment



# SALES ASSOCIATE- ENTRY LEVEL

## COURSE DETAIL

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CODE	UNIT	
CPPREP4001	Prepare for professional practice in real estate	CORE
CPPREP4002	Access and interpret ethical practice in real estate	CORE
CPPREP4003	Access and interpret legislation in real estate	CORE
CPPREP4004	Establish marketing and communication profiles in real estate	CORE
CPPREP4005	Prepare to work with real estate trust accounts	CORE
CPPREP4101	Appraise property for sale or lease	ELECTIVE A
CPPREP4102	Market property	ELECTIVE A
CPPREP4103	Establish vendor relationships	ELECTIVE A
CPPREP4104	Establish buyer relationships	ELECTIVE A
CPPREP4105	Sell property	ELECTIVE A
CPPREP4121	Establish landlord relationships	ELECTIVE B
CPPREP4123	Manage tenancy	ELECTIVE B

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# UPGRADE COURSE- FULL QUALIFICATION

## Is This Course Right for You?

Already working in real estate and ready to level up?

The Upgrade Course is designed for professionals who have completed the Sales Associate Course and hold a Real Estate Sales Agent Licence in Queensland. This program allows you to complete the remaining units needed to achieve the full CPP41419 Certificate IV in Real Estate Practice – giving you the credentials to pursue broader roles, including applying for a full real estate agent's licence.

You'll build on your existing skills and expand your knowledge to include residential, commercial, business broking, and stock and station transactions – opening up new career pathways across the Queensland property industry.

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## Who Typically Enrols?

This course is ideal for:

- Licensed Real Estate Sales Agents ready to upgrade to full agent status
- Professionals wanting to work independently or manage an agency
- Agents looking to formalise their qualifications for broader roles in real estate

Career pathways for graduates include:

- Real Estate Agent
- Business Broker or Franchise Broker
- Property Manager
- Buyer's Agent or Property Portfolio Officer
- Body Corporate Manager
- Real Estate Sub-Agent or Sales Representative

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## Licensing & Regulatory Information

In Queensland, upgrading to a full Real Estate Agent Licence involves completing additional nationally recognised training.

This upgrade course provides the remaining 7 units of competency required to achieve the CPP41419 Certificate IV in Real Estate Practice, provided you've already completed the initial 12 units required for Sales Associate licensing.

This training supports your eligibility to apply for a full licence with the Queensland Office of Fair Trading. You should consult the [Queensland Government website](#) for full licensing details and to confirm current requirements.

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## Course Duration & Commitment

This upgrade program is self paced and is structured for completion over 4 months, including all study, training, research, and assessment activities.

Students enrolling in this course should be prepared to:

- Commit focused time each week toward learning
- Engage with The Learning Team for feedback and support
- Take responsibility for progressing through assessments within the set timeframe

We're here to guide you – but your success will come from your own dedication and effort.

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## What You'll Receive

Upon successful completion, you will receive:

- A Statement of Attainment for the 7 upgraded units
- A Certificate of Achievement recognising your completion of the full qualification

Together with your prior units provided, this will complete the CPP41419 Certificate IV in Real Estate Practice.

## Important Eligibility Notes

- This course is not available to students currently in Australia on a student visa
- Students should be currently employed or intending to work in a suitable real estate environment



# UPGRADE COURSE- FULL QUALIFICATION

## COURSE DETAIL

CODE	UNIT	
CPPREP4122	Manage tenant relationships	ELECTIVE B
CPPREP4124	End tenancy	ELECTIVE B
CPPREP4125	Transact in trust accounts	ELECTIVE B
CPPREP4503	Present at hearings in real estate	ELECTIVE
CPPREP4506	Manage offsite and lone worker safety in real estate	ELECTIVE
CPPRE5006	Manage operational finances in the property industry	ELECTIVE
<b>Office of Fair Trading Licencing Requirement Additional Unit</b>		
CPPRE5010	Manage customer service activities in the property industry	ELECTIVE



# CPPSS00069 BUYERS AGENTS SKILL SET

## Is This Course Right for You?

Are you ready to build a successful career as a Buyer's Agent in Queensland?

The Buyers Agent Skill Set is designed for real estate professionals who want to specialise in helping buyers secure the right property. This nationally recognised program covers the essential skills, compliance knowledge, and ethical standards required to work confidently as a buyer's advocate – whether you're transitioning from sales or expanding your role.

You'll learn how to represent clients' best interests, negotiate on their behalf, and navigate Queensland's legal and compliance requirements with confidence.

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## Who Typically Enrols?

This course is ideal for:

- Licensed real estate agents or sales associates looking to expand into buyer advocacy
- Professionals who want to offer tailored services for buyers in residential or commercial property
- Those seeking to meet the Queensland licensing requirements for working as a buyer's agent

Common job titles include:

- Buyer's Agent
- Property Acquisition Specialist
- Buyer Advocate

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## Licensing & Regulatory Information

In Queensland, licensing and certification requirements apply to anyone conducting real estate work, including buyer's agents. You should always check the most up-to-date requirements with the relevant regulatory authority.

For current licensing details, visit the [Queensland Government website](#).

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## Course Duration & Commitment

This skill set is designed to be completed over 4 months, including study, research, training, and assessment. To get the most out of your learning experience, you'll need to:

- Dedicate time to completing each unit of competency
- Engage with our trainers for guidance and support
- Bring a genuine commitment to achieving a successful outcome

We're here to help you succeed every step of the way!

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## What You'll Receive

Upon successful completion, you'll receive:

- A Statement of Attainment for the Buyer's Agent Skill Set units
- A Certificate of Achievement from The Learning Team

These documents demonstrate your readiness to work as a buyer's agent and provide assurance to clients and employers alike.

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## Important Eligibility Notes

- This course is not available to students currently in Australia on a student visa
- Students should be currently employed or intending to work in a suitable real estate environment

# CPPSS00069 BUYERS AGENTS SKILL SET



## COURSE DETAIL

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CODE	UNIT	
CPPREP4101	Appraise property for sale or lease	ELECTIVE
CPPREP4171	Represent buyer in sales process	ELECTIVE
CPPREP4172	Develop and promote property industry knowledge - buyer's agent	ELECTIVE
CPPREP4573	Complete purchase of property as buyer's agent	ELECTIVE

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# CONTINUING PROFESSIONAL DEVELOPMENT

## Is This Course Right for You?

Already working in real estate and ready to meet your compliance requirements? Mandatory continuing professional development (CPD) for Queensland property professionals will begin on 6 June 2025. Under the new rules, you must complete 2 approved CPD sessions each year to keep your licence or registration.

## Who Typically Enrols?

**You must do this if you're a:**

- real estate agent
- real estate salesperson (including property managers)
- real property auctioneer
- resident letting agent.

## Licensing & Regulatory Information

You can choose to complete:

- 1 Type 1 session
- or
- 2 of the Type 1 sessions.

## Course Duration & Commitment

The CPD program is structured for completion over 1 month for each unit of competency, including all study, training, research, and assessment activities.

Students enrolling in this course should be prepared to:

- Commit focused time each week toward learning
- Engage with The Learning Team for feedback and support
- Take responsibility for progressing through assessments within the set timeframe

We're here to guide you – but your success will come from your own dedication and effort.

## What You'll Receive

Upon successful completion, you will receive:

- A Statement of Attainment

## Important Eligibility Notes

- This course is not available to students currently in Australia on a student visa
- Students should be currently employed or intending to work in a suitable real estate environment

# CONTINUING PROFESSIONAL DEVELOPMENT



## COURSE DETAIL

CODE	UNIT	
CPPREP4001	Prepare for professional practice in real estate	TYPE 1
CPPREP4002	Access and interpret ethical practice in real estate	TYPE 1
CPPREP4003	Access and interpret legislation in real estate	TYPE 1
CPPREP4004	Establish marketing and communication profiles in real estate	TYPE 1
CPPREP4005	Prepare to work with real estate trust accounts	TYPE 1
CPPREP4101	Appraise property for sale or lease	TYPE 1
CPPREP4102	Market property	TYPE 1
CPPREP4103	Establish vendor relationships	TYPE 1
CPPREP4104	Establish buyer relationships	TYPE 1
CPPREP4105	Sell property	TYPE 1
CPPREP4121	Establish landlord relationships	TYPE 1
CPPREP4122	Manage tenant relationships	TYPE 1
CPPREP4123	Manage tenancy	TYPE 1
CPPREP4124	End tenancy	TYPE 1
CPPREP4125	Transact in trust accounts	TYPE 1
CPPREP4503	Present at hearings in real estate	TYPE 1
CPPREP4506	Manage offsite and lone worker safety in real estate	TYPE 1
CPPRE5006	Manage operational finances in the property industry	TYPE 1
CPPRE5010	Manage customer service activities in the property industry	TYPE 1
CPPREP4171	Represent buyer in sales process	TYPE 1
CPPREP4172	Develop and promote property industry knowledge-Buyers Agent	TYPE 1
CPPREP4173	Complete purchase of property as buyers agent	TYPE 1



# Ready to Take the Next Step?

Complete your real estate qualifications with The Learning Team and unlock broader career opportunities across Queensland's property industry. With flexible online study, expert support, and real-world relevance. Enrol online today at [www.tlt.net.au](http://www.tlt.net.au)



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