

Short Courses for Property Managers



Property Management Essentials \$330 (Member) \$355 (Non Member) 2 Days

REIQ strongly recommends all students intending to enter the industry as property managers undertake Property Management Essentials to maximise their knowledge of property management legislation and practice. Property Management Essentials comprises two units which provide credits towards a full real estate agent's licence qualification, and encompasses the critical aspects of property management, including listings, documentation, tenant selection and understanding of fees and charges. The course contains:

CPPDSM4011A – List Property for Lease

- Property Listings
- Understanding the property rental market
- Listing documentation

CPPDSM4007A – Identify Legal and Ethical Requirements of Property Management

- Property management legislation
- Tenancy agreements and leases
- Managing risk for property management
- Listing and marketing properties for lease
- Tenancy selection process
- Rent and commission

Property Management Skills \$500 (Member) \$550 (Non Member) 2 Days

A highly valuable course for property managers, both new and currently working in the industry, Property Management Skills provides students the practical skills to be highly successful property managers. Students completing Property Management Skills will gain two credits towards a full real estate agent's licence qualification. The course contains

CPPDSM4013 – Market Property for Lease

- Real estate property management marketing
- Preparing marketing materials
- Implementing marketing activities for property management

CPPDSM4046A – Manage Tenancy Disputes

- Dispute resolution strategies
- Communication techniques
- Documenting the dispute process

CPPDSM3008A – Maintain and Protect Condition of Managed Properties

- Conducting property inspections
- Analysing and maintaining property condition
- Protecting the asset value of the property

CPPDSM4049A – Implement Maintenance Plan for Managed Properties

- Determining maintenance requirements
- Developing, implementing and reviewing a maintenance plan
- Monitoring security of managed properties
- Key registers

COURSE INFORMATION

REIQ also offers a number of individual units of competency that property managers will find valuable. These include:

- **CPPDSM4016A – Monitor and Manage Lease/Tenancy Agreements**
- **CPPDSM4020A – Present at Tribunals**
- **CPPDSM4050A – Lease Commercial, Industrial and Retail Property**

Additionally, REIQ offers a wide range of ongoing specialist and tailored training sessions and conferences for property management professionals. Visit REIQ's website at www.reiq.com.au for further information on upcoming events and for course calendars.

A copy of the REIQ Student Handbook containing information on REIQ's policies, procedures and fees is available at <http://www.reiq.com.au/Careers/courses.asp>

Short Courses for Salespeople

The REIQ logo consists of the letters 'REIQ' in a white, sans-serif font, centered within a solid red square.

Sales Skills

\$450 (Members) \$500 (Non Members) 2.5 Days

REIQ's Sales Skills course offers new and existing salespeople vital skills for success in the industry. Spanning property appraisals, auction sales and marketing skills, Sale Skills provides some excellent practical hints and tips for those in the sales field, and is highly recommended as additional study after completion of the Registration course. Students completing Sales Skills will gain three credits towards their full real estate agent's licence qualification. The course contains:

CPPDSM4003A – Appraise Property

- The property market
- Direct comparison methodology
- Property pricing
- The Comparative Market Analysis
- Research and property appraisal
- Determining rental price

CPPDSM4019A – Prepare for Auction and Complete Sale

- Selling by auction
- Auction documentation
- The marketing campaign
- The auction sale
- Servicing the auction listing

CPPDSM4014A – Market Property for Sale

- Real estate sales marketing
- Target marketing
- Product, price, place and promotion
- Advertising media
- Creating effective advertisements
- Marketing strategies

REIQ also offers a range of individual units of competency that salespeople will find valuable. These include:

- **CPPDSM4018A – Present and Explain Property Reports**
- **CPPDSM4004A – Conduct Auction**
- **CPPDSM4036A – Broker Sale of Industrial, Commercial and Retail Property**
- **CPPDSM4079A – Work in the Business Broking Sector**

Additionally, REIQ offers a wide range of ongoing specialist and tailored training sessions and conferences for sales professionals. Visit REIQ's website at www.reiq.com.au for further information on upcoming events and for course calendars.

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