



QUALIFICATION JOB ROLES IN THE REAL ESTATE INDUSTRY

Please Note: real estate is a highly regulated industry subject to licensing & registration requirements refer to www.commerce.wa.gov.au for more information.

CPP30211 Certificate III in Property Services (Agency)

Job Title

Real Estate Office Receptionist.
Real Estate Office Administration Assistant.

Job Duties

Typing reports.
Processing documents.
Answering the phone.

CPP30311 Certificate III in Property Services (Operations)

Job Title

Property/Strata Management Receptionist.
Property/Strata Management Administration Assistant.

Job Duties

Typing reports.
Processing documents.
Answering the phone.

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The information is merely an indication of qualification job roles and appropriate duties.

This information should not be relied upon & no responsibility is accepted to any party who may use or rely on the whole or any part of the contents of this document.



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CPP40307 Certificate IV in Property Services (Real Estate)

Job Title

Property Manager (only 6 units).

(Please check registration requirements first)

Job Duties

Appraise & list property for lease.

Market property for lease.

Prepare lease documents.

Complete property reports

Job Title

Sales Representative (only 7 units)

(Please check registration requirements first)

Job Duties

Appraise & list property for sale.

Market property for sale.

Prepare sales contracts.

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CPP40407 Certificate IV in Property Services (Stock and Station Agency)

Job Title

Rural Property Manager (only 6 units).

(Please check registration requirements first)

Job Duties

Appraise & list rural property for lease.

Market property for lease.

Prepare lease documents.

Complete property reports

Job Title

Rural Sales Representative (only 7 units)

(Please check registration requirements first)

Job Duties

Appraise & list rural property for sale.

Market property for sale.

Prepare sales contracts.

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CPP50307 Diploma of Property Services
(Agency Management)

Job Title

Real Estate Licence Holder/Licensee

(Please check licensing requirements first)

Job Duties

Maintain bona fide control of the business.

Administrator & ensure operation of the business.

Manage & supervise all representatives and unlicensed persons employed in the business.

Ensure compliance with legislative requirements in the real estate industry.

Complete reports.

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LICENSED OCCUPATIONS IN THE REAL ESTATE INDUSTRY

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REAL ESTATE LICENSEE

On behalf of clients, a licensed real estate agent can lease, buy and sell private or commercial property and can act as a business agent to buy and sell businesses.

REGISTERED SALES PERSON

A registered sales consultant/person must work under the supervision of a licensed Real Estate & Business Agent. They can lease, buy and sell private or commercial property and can act as a business consultant to buy and sell businesses.

REGISTERED PROPERTY MANAGER

A registered property manager must work under the supervision of a licensed Real Estate & Business Agent. They are limited to the transactions dealing with the lease or management of private or commercial property. They are not able to deal with property sales.

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