

# Recognition of Prior Learning (RPL) Information



Recognition of Prior Learning (RPL) is a process used to provide credit for a unit of competency when it can be demonstrated that the applicant has the skill and/or knowledge of the specified learning outcomes. It differs from Credit Transfer, which only applies when the applicant has previously completed the exact unit or a unit that has been approved as having the same learning outcomes. RPL is not necessarily an easier or faster way to obtain a qualification. RPL is appropriate where an applicant has achieved or can demonstrate competency through work experience, other courses of study, or general life experience. RPL can only be granted where there is substantive evidence of the competency.

The REIQ actively encourages people to apply for Recognition of Prior Learning (RPL) for units of competency that they have relevant work experience in. In order to receive RPL for any unit you must be able to demonstrate current competence in all of the learning outcomes or performance criteria of the unit for which you are seeking credit.

## THE RPL PROCESS

- 1. Self assessment:** The first step in applying for RPL is self-evaluation to gauge whether or not you believe that you have the competence required. Applicants must read the learning outcomes for each unit and determine which units they intend applying for. Learning outcomes for each unit can be found in the information sheet 'Learning Outcomes for RPL'. Please read through this information sheet carefully paying special attention to the learning outcomes or performance criteria for each unit. If you are satisfied that you have the relevant knowledge and work experience to apply for one or more units by RPL, you can proceed with your application. Remember to check with REIQ which units of competency are required for each licence or registration certificate.
- 2. Enrol in the unit/course:** Once you decide which RPL units you will be applying for, you now need to enrol in the unit/course. Students may enrol solely in one or more units by RPL, or enrol in a full course of study which combines RPL with other delivery methods. Students can undertake a course of study using a combination of RPL plus contact classes or distance education, whichever suits their previous experience and needs. For example, you may select to undertake RPL for only one or two units in the full licensing course, and undertake the remainder by contact class or distance education. For all enrolments, students must complete an 'Enrolment Form'. Every enrolment form asks students 'Do you wish to apply for Recognition of Prior Learning?'. If you are making an RPL application, tick the 'Yes' box, and complete an RPL application form to attach to your enrolment Form. Once these forms are completed, you will need to return them with payment to the REIQ training centre that is handling your enrolment.
- 3. Pay the fees for your application:** Please note that if you are enrolling in a full course (i.e. the full licensing course) and completing the units with a combination of study and RPL, the most you will be charged at the time of enrolment is the discounted package price. However, if your application for RPL is unsuccessful for any of these units, you will need to enrol in that unit at the individual unit prices. For RPL applications with no study component, the fees for RPL assessment are \$100 application fee, plus \$50 per unit. Please note that these fees are payable at the time of application, and payment should accompany the RPL application form. These fees are not refundable if your application is not successful. If you are not granted RPL on any of the units you have applied for RPL in, you will need to then enrol to study that unit by contact class or distance education at individual unit prices. Please contact REIQ Professional Development for price information.
- 4. Complete your RPL assessments or submit supporting evidence for each unit you are applying for.** For each unit of RPL you may select the way your competency is assessed with the following options available:

**OPTION 1:** Complete written assessments that test your knowledge of the performance criteria or learning outcomes for each unit. These assessments are a combination of short answer questions, multiple choice questions and case studies. Where relevant, you should supply real life examples in your answers.

It is important for students to be aware that there are no supporting study materials provided for RPL assessments. The intention is for students to be able to show evidence of their previous experience and knowledge by independently completing the RPL assessments.

**PLEASE NOTE:** You do not have an opportunity to resubmit RPL assessments. This means if you are not granted RPL for a unit you will be required to re-enrol in the unit and complete the unit either by class or distance education to obtain competency. Where this occurs, you will be required to pay the full individual unit price as per the REIQ's schedule of fees. Please ask REIQ for the schedule of fees if you do not have a copy.

**OPTION 2:** Provide evidence of your competency by supplying supporting documentation such as testimonials, references, certificates, files and real life examples. Please note that you must collect sufficient evidence to clearly support your application for each unit of competency. This option includes an interview with one of REIQ's assessors to clarify any aspect of your application.

5. **Provide a CV:** Compile a detailed Curriculum Vitae (CV) that includes all relevant real estate experience and study to support your application. This should clearly indicate the time you have been in the industry and how long you have been registered or licensed. Please send this in with your completed RPL assessments or supporting evidence documentation. **Your RPL assessments will not be marked until we have received your CV.**
6. Complete any other units of study you have enrolled in by contact class or distance education.
7. Finalising your course: You will be advised in writing which units you have been successfully awarded as RPL. Once you have completed and been marked 'Competent' in all units within your course (both study and RPL), you will be issued a Statement of Attainment for the units you have studied in contact class and distance education, and a transcript which includes all units achieved by RPL. This documentation will be issued within 10 working days of your last competent assessment being received by REIQ from your assessor.
8. Students have 6 months from the date of enrolment to complete any short course or 12 months to complete the full licence course

## COMPLAINTS AND APPEALS PROCESS

The REIQ acknowledge the rights of all students to disagree with a decision made by one of our assessors. Please be assured however that only qualified workplace trainers and assessors are used for this process. In addition, all trainers of the REIQ are required to maintain current industry experience. We will make every effort to ensure that your application is processed in a fair and equitable manner. Where an assessor denies awarding RPL for a particular unit, they will provide you with reasons for this. If, in the unlikely event, you do not agree with a decision, you will be asked to put this concern, complaint or appeal in writing to the Training Services Manager at the REIQ and state your reason for it.

A copy of the REIQ Student Handbook containing information on REIQ's policies, procedures and fees is available on our website [reiq.com](http://reiq.com)

If you have any further questions regarding the RPL process, please contact your local REIQ training centre.

Brisbane	(07) 3249 7347	<a href="mailto:courses@reiq.com.au">courses@reiq.com.au</a>
Gold Coast	(07) 5527 1614	<a href="mailto:gctraining@reiq.com.au">gctraining@reiq.com.au</a>
Sunshine Coast	(07) 5479 6272	<a href="mailto:scadmin@reiq.com.au">scadmin@reiq.com.au</a>
Toowoomba	(07) 4638 9999	<a href="mailto:twba@reiq.com.au">twba@reiq.com.au</a>

# Recognition of Prior Learning (RPL) application

Certificate IV in Property Services (Real Estate) - CPP07 or individual competencies contained in this qualification



Before completing this application form - you should have read the 'RPL Information' sheet and the 'Learning Outcomes for RPL' information sheets. If you do not have these documents, please contact REIQ Professional Development on 3249 7347.

The emphasis of this application is self-evaluation. You will need to read the learning outcomes for each of the competencies and make a determination on whether you wish to apply for RPL. If you believe you can demonstrate current knowledge and skill in the competency, then you will need to complete the application form and complete an assessment for each unit you apply for.

Unique Student Identifier (USI) (If you would like us to apply on your behalf see page 4 for information)

If you are unsure of your USI log onto [www.usi.gov.au](http://www.usi.gov.au)

All units of competency from CPP40307  
Certificate IV in Property Services  
(Real Estate)  
National Provider Code No. 5420

REIQ OFFICE USE ONLY	
REIQ student ID #	<input type="text"/>
Invoice #	<input type="text"/>
Authorisation #	<input type="text"/>
ID supplied <input type="checkbox"/>	Course <input type="text"/>
Membership	<input type="checkbox"/>

Date of birth  /  /

(This field must be completed and will be used for identification only)

Mr  Mrs  Miss  Ms (Please supply your full and correct legal name for licensing purposes)

First name  Middle name (if applicable)  Last Name

Home address  Post code

Postal address  Post code

Home phone

Mobile phone

Fax

Email

Name of the agency if you are currently working in the industry

Determination of competence by Recognition of Prior Learning (RPL) is not automatic. Competency is determined by means of assessments that test the student's knowledge and experience against performance criteria and learning outcomes or by other evidence supplied by the student of their prior skills and knowledge, combined with a comprehensive CV of relevant real estate experience.

**Students:**  
Complete this section when you have read and understand all the provided information and conditions. If this section is not completed the REIQ will not be able to process your enrolment, confirm your attendance at any class or send any distance education materials

- I have provided proof of identification (Drivers Licence, Passport or other valid I.D) and allow REIQ to use this information to confirm my identify.
- I have read and understood the pre-enrolment information and Student Handbook.
- I have read and understand the REIQ Cancellation / refund policy.
- I understand I have 6 months (short courses) or 12 months (full licence) to complete my course and may incur late marking fees if I exceed this time period or in the case where there have been legislative changes there may be additional costs to have any outdated materials reissued.
- I understand that if I am not granted RPL for any unit, I would have to enrol in that unit and pay the individual unit fee (contact REIQ Professional Development for individual unit prices). I also understand that RPL fees are non-refundable.

Student signature

## PAYMENT METHODS (Please tick appropriate box)

Enrolments will only be confirmed once payment is received

**REIQ Account** Authorised REIQ account signatory name (please print)  Signature of authorised person   
 Membership No.

**Direct deposit** (Use your FULL NAME as your reference)  
Bank:  Westpac Banking Corporation Account name:  The Real Estate Institute of Queensland Ltd  
BSB:  034 037 Account number:  902 185

**Cheque** (please make cheques payable to the Real Estate Institute of Queensland) **OR**

MasterCard  Visa (NOTE: All credit card transactions will have a 1.75% surcharge added to the course fee) Amount \$

Card no               CCV\*    Expiry  /

\*The CCV for MasterCard and Visa is the last three digits of the number found on the card's signature block. The CCV for American Express cards is the four non-embossed digits on the front of the card.

Name of cardholder  Signature of cardholder

REIQ will issue a tax invoice for the above amount in the name of the student, or if an agency is paying, in the name of the agency. No invoices will be issued to any other parties.

Competency Summary: please indicate the RPL units you would like to apply for by ticking in the box against either "RPL assessment" or "Supporting evidence". Refer to the "RPL Information Sheet" to assist you in deciding your assessment choice. If you wish to apply for the full Certificate IV please specify the units you wish to apply for. To achieve a Certificate IV in Property Services (CPP40307), applicants must demonstrate competency in the five core (C) units plus 19 electives (total 24 units). At least 10 elective (E) units must be selected, with the remainder made up from any of the units listed.

Registration	Cert IV	Auctioneer licence	RLA licence	Full licence	Unit	Title	RPL assessment	Supporting evidence
	<b>E</b>			✓	CPPDSM4003A	Appraise property		
	<b>E</b>			✓	CPPDSM4005A	Establish and build client-agency relationships		
	<b>E</b>	✓	✓	✓	CPPDSM4006A	Establish and manage agency trust accounts		
	<b>C</b>		✓	✓	CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work		
✓	<b>C</b>			✓	CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work		
✓	<b>C</b>			✓	CPPDSM4009B	Interpret legislation to complete agency work		
✓	<b>E</b>		✓	✓	CPPDSM4010A	Lease property		
	<b>E</b>			✓	CPPDSM4011A	List property for lease		
✓	<b>E</b>			✓	CPPDSM4012A	List property for sale		
	<b>E</b>			✓	CPPDSM4013A	Market property for lease		
	<b>E</b>	✓		✓	CPPDSM4014A	Market property for sale		
✓	<b>C</b>		✓	✓	CPPDSM4015B	Minimise agency and consumer risk		
	<b>E</b>		✓	✓	CPPDSM4016A	Monitor and manage lease or tenancy agreement		
	<b>E</b>			✓	CPPDSM4018A	Prepare and present property reports		
	<b>E</b>	✓		✓	CPPDSM4019A	Prepare for auction and complete sale		
✓	<b>E</b>			✓	CPPDSM4022A	Sell and finalise the sale of property by private treaty		
	<b>E</b>			✓	CPPDSM4046A	Manage tenancy disputes		
✓	<b>C</b>			✓	CPPDSM4080A	Work in the real estate industry		
		✓	✓	✓	BSBSMB406A	Manage small business finances		
	<b>E</b>	✓			CPPDSM4004A	Conduct auction (see below)		
					BSBCMM401A	Make a presentation		
					BSBITS401A	Maintain business technology		
					BSBRKG304B	Maintain business records		
					BSBWOR402A	Promote team effectiveness		
	<b>E</b>				CPPDSM3008A	Maintain and protect condition of managed properties		
	<b>E</b>				CPPDSM4001A	Act as a buyer's agent		
	<b>E</b>				CPPDSM4017A	Negotiate effectively in property reports		
	<b>E</b>				CPPDSM4020A	Present at tribunals		
					CPPDSM4032A	Arrange valuation of facilities and assets		
					CPPDSM4036A	Broker sale of industrial, commercial and retail property		
					CPPDSM4041A	Contribute to development of a tenancy mix strategy		
					CPPDSM4045A	Facilitate meetings in the property industry		
					CPPDSM4046A	Manage tenancy disputes		
	<b>E</b>				CPPDSM4049A	Implement maintenance plan for managed properties		
					CPPDSM4050A	Lease industrial, commercial and retail property		
					CPPDSM4056A	Manage conflict and disputes in the property industry		
					CPPDSM4058A	Monitor service requirements in the property industry		
					CPPDSM4074A	Select and appoint contractors in the property industry		
					CPPDSM4079A	Work in the business broking sector		

Please indicate below if you are applying for RPL for the entire units of competency for CPPDSM4004A or the practical component only  
 Entire CPPDSM4004A unit       Practical component only (this requires enrolment in the unit of competency by distance education for the theoretical component)

**CURRICULUM VITAE (CV)** Please attach a full CV to this application. The CV must contain the following information:

- **Education History:** Include any tertiary study undertaken as well as industry and vocational education courses together with the dates and institutions where these were gained. Where applicable please attach a copy of any transcripts or certificates awarded as a result of these courses.
- **Full Work History** commencing with your current role and concentrating on real estate relevant experience. Include the places where you have worked, dates employed, major key responsibilities and any career highlights or special achievements.

Also include any voluntary or casual / part-time work if the duties performed have contributed to you gaining any of the competencies you are applying for.

**COURSE FEE:** The fee for applying for RPL is \$100 per application plus \$50 for each competency applied for. Please contact REIQ for pricing information if you are undertaking a combination of RPL and study. Please note that RPL fees are non-refundable

To work out the amount for your course: →	Application fee .....	\$100.00
	Number of competencies you are applying for..... <input type="checkbox"/> x \$50 each competency =	\$ <input type="text"/>
	add the number of competencies you are applying for to the application fee      TOTAL	\$ <input type="text"/>

Are you an overseas student visa holder? (Note: REIQ is not a CRICOS provider).

Yes  No

### LANGUAGE, LITERACY AND NUMERACY

If you thinking about enrolling and aren't sure if your English Language, Literacy and Numeracy skills are at the standard required to achieve competence in the course, please contact the REIQ Professional Development team before you enrol. We can provide you with a short Literacy and Numeracy exercise to complete which will help you to know if you will need some additional literacy and numeracy assistance before you enrol with REIQ in the course, and refer you to some providers that can assist you. It is important that you do this before you enrol, as the legal documentation and legislation that forms part of the course requires you to have a working knowledge of the English language.

### PRIVACY OF INFORMATION DISCLOSURE TO OTHER PARTIES

If the training is not funded by yourself, do you give us permission to pass on information relating to your progress and attendance to your employer/government agency should they seek this information from us.

Yes

No

Your signature

### SECURITY OF INFORMATION AND IDENTIFICATION

Due to privacy legislation, we are unable to assess you over the phone for your progressive assessment of competency, or provide information to you on your results or course progress unless we can verify your identity. To assist us in this, please supply a security password and question. We will ask you your nominated question should you forget your password. We may also ask you about some of the other information you have provided to us in order to verify your identity.

Your nominated password question (e.g. What is my mother's maiden name?)

Password (This should be the answer to your question)

### EMERGENCY CONTACT DETAILS

Please provide the name and contact details of the person you wish us to contact on your behalf should an emergency arise whilst you are attending training (only applies to contact class students).

Name

Relationship to that person

Contact phone

### STUDENT HANDBOOK

The REIQ Student Handbook containing detailed information for students on policies, procedures and student rights and responsibilities can be found on our website | [reiq.com](http://reiq.com) or phone for a copy | (07) 3249 7349

### CANCELLATION / REFUND POLICY

1. Cancellations for contact course enrolments must be made in writing (letter/fax or email) at least 7 days prior to commencement of training. In all cases a \$100 administration fee will be retained. Failure to give notice as per the above, will result in the full course fee being charged. However, students will have the option of transferring to the next available course by paying the \$100 administration fee. Please note that should a student who has transferred under these conditions subsequently cancel their course, no refund will be made. REIQ may cancel or reschedule sessions depending on course attendance numbers. Course attendees are solely responsible for any travel and accommodation costs. Attendees are advised to contact REIQ if they have any concerns or questions.
2. Cancellations for any distance education enrolment or online registration course enrolment must be made in writing or by email prior to materials or access login and password details (for online) being dispatched. A \$100 administration fee will apply.
3. Refunds will not be made once a student has attended all or part of a course or where any or all distance education materials have been dispatched or online login and password issued.
4. In all instances where materials need to be re-issued to any student a \$50 per unit fee will apply.

### PRIVACY POLICY

The personal information you have provided on this form may be used to contact you with information on new products, services and industry events, or simply to participate in member surveys. The vast majority of our members and non-member clients welcome this communication. However, in full recognition and respect of your privacy rights, we would like to confirm this with you. You can withdraw this permission at any time by making contact with us. Please note: Our primary forms of communication with students are email (for course confirmation) and phone (for clarification of course details). We also post your Certificate or Statement of Attainment upon course completion along with assessments. Please tick the following boxes to indicate how you would like us to contact you. To view our full Privacy Policy | [reiq.com](http://reiq.com) | (07) 3249 7347

Please contact be by mail

Please contact me by fax/phone

Please contact me by email



## HOW DID YOU FIND OUT ABOUT REIQ TRAINING?

Google  OFT Referral  Agency/employer booked me in  REIQ promotional email

Visit by REIQ staff member (their name):   Promotional phone call by REIQ (their name):

Friend, family or colleague referral  PMSS newsletter Other:

The following information is collected on behalf of the Federal Government for statistical purposes. This information is not disclosed to any other party by the REIQ.

## LANGUAGE AND CULTURAL DIVERSITY

Gender:  Male  Female

In which country were you born?  Australia Other (please specify)

Do you speak a language other than English at home?  No, English only  Yes, other (please specify)

How well do you speak English?  Very well  Well  Not well  Not at all (please refer to Language, Literacy and Numeracy information on prior page)

Are you of Aboriginal or Torres Strait Islander origin? (for persons of both Aboriginal AND Torres Strait Islander origin, mark both 'Yes' boxes)

No  Yes, Aboriginal  Yes, Torres Strait Islander

## DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition?  Yes (you may indicate more than one area)  No

Acquired brain impairment  Vision  Medical condition  Other

Hearing/deaf  Physical  Intellectual  Learning  Mental illness

## SCHOOLING

Never attended school

What is your highest COMPLETED school level (tick one box)  Year 12  Year 11  Year 10  Year 9  Year 8 or lower

In which year did you complete that school level?  Are you still attending secondary school?  Yes  No

## PREVIOUS QUALIFICATIONS ACHIEVED

Have you SUCCESSFULLY completed any of the following qualifications?  Yes  No

Bachelor Degree or Higher Degree  Certificate I  Certificate IV (or Advanced Certificate/Technician)

Diploma (or Associate Diploma)  Certificate II  Certificates other than the above

Certificate III (or Trade Certificate)  Advanced diploma or Associate Degree

## EMPLOYMENT

Of the following categories, which BEST describes your current employment status?

Full-time employee  Part-time employee  Employer

Self-employed - not employing others  Unemployed - seeking full-time work  Employed - unpaid worker in a family business

Not employed - not seeking employment  Unemployed - seeking part-time work

## STUDY REASONS

Of the following categories, which BEST describes your main reason for undertaking this course? (tick ONE box only)

To get a job  To get a better job or promotion  To get into another course of study

To develop my existing business  It was a requirement of my job  For personal interest or self-development

To try for a different career  I wanted extra skills for my job  Other reasons

## UNIQUE STUDENT IDENTIFIER (USI)

The REIQ is required to obtain a Unique Student Identifier (USI) for all students. You can do this yourself at [www.usi.gov.au](http://www.usi.gov.au), or if you would like the REIQ to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy notice at <https://www.usi.gov.au/training-organisations/usi-support-materials/privacy-notice-students-when-applying-usi-their-0>

**YOUR DECLARATION** | I authorise the Real Estate Institute of Queensland to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at: <https://www.usi.gov.au/training-organisations/usi-support-materials/privacy-notice-students-when-applying-usi-their-0>

YOUR CITY  
OF BIRTH:

YOUR COUNTRY  
OF BIRTH:

SIGNED:  
(student to sign)