

# Assistant Agent Entry Level Real Estate

## Real Estate Assistant Agent course (ACT)

### Are you looking for a career in real estate?

The Real Estate Assistant Agent course is the entry level real estate course in the ACT. It comprises five (5) units of competency which are recognised by Access Canberra. Any person looking to sell or lease property in the ACT (this includes giving advice or information on property) must have competently completed these units. When you have successfully completed these units and received your Statements of Attainment you can submit them to Access Canberra, where they will then register you as an Assistant Agent (conditions apply – see [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au) for more information).

### Are there any specific entry requirements?

To gain your Real Estate Assistant Agent Registration, you must apply with Access Canberra. For the full list of eligibility requirements visit the Access Canberra website [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au) and refer to 'eligibility requirements'. If you need language, literacy or numeracy support please see our Student Handbook for further information.

### How can you complete the course?

RETS runs this course as follows:

**Online - via the RETS E-Learning Campus.** Once started you will have access to a RETS Trainer & Assessor who can help and assist as required.

**Hard copy, Printed Material** - If you require a hardcopy version of your material posted to you please click here to contact our office. Costs apply.

**Face to Face** - Contact us for a quote to run it in house.

### How long will it take?

RETS gives you six months to complete this course, though you can complete it sooner.

If you don't complete within the 6 months, students can purchase monthly extensions up to 6 months at \$110 (incl GST) per month.

### How am I assessed?

You will have assessments to complete throughout the course. These are marked using competency based assessment. Please be sure to read our Student Assessment Information Booklet which explains assessments in more detail before enrolling.

Your assessor will mark your assessments and provide feedback, online, as you go. There is a maximum 10 business day turn around for all marking. Our assessors try to assess your work faster than this and you may find your work is being assessed every few days.

### What if I need help?

Upon enrolment you will have access to a Trainer & Assessor and a student support team to assist with any questions may have. You can contact your Trainer & Assessor through the RETS E-campus.

### Duration



6 months  
(you may complete it faster)

### Study Options



- Online
- Hard Copy
- Face to Face

### Completion



Statement of Attainment for units successfully completed

### Support



You will have access to a Trainer and Assessor and a student support team to assist with any questions you may have.

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### What do I get when I finish?

Upon successful completion of this course you will receive a Statement of Attainment for the units listed above.

### What do I do when I finish?

Within 12 months of registering with Access Canberra you must complete 5 additional units from Group A or Group B of CPP41419 Certificate IV in Real Estate Practice - see [here](#) for more information. Alternatively you can complete the Class 2 Real Estate Agents licence - see [here](#).

### Units in the course:

The Assistant Agent course for the real estate sector comprises of five units of competency.

#### CORE UNITS

CPPREP4001 Prepare for professional practice in real estate

CPPREP4002 Access and interpret ethical practice in real estate

CPPREP4003 Access and interpret legislation in real estate

CPPREP4004 Establish marketing and communication profiles in real estate

CPPREP4005 Prepare to work with real estate trust accounts

### How do I enrol?

Click on link above or visit [rets.com.au](http://rets.com.au). Please ensure you have read the Student Handbook prior to enrolment. Upon receipt of payment we will get you started.

Any more questions? - Please contact our office on 1300 850 980.

