



Assistant Agent

Certificate of Registration



Nationally recognised training



Your pathway to a successful career
in real estate.



2026

Course Brochure

Course Description

The first step in becoming a real estate agent, this course consists of the 5 core Units of Competency of the full Certificate IV in Real Estate Practice qualification. Once the course is complete, the learner is eligible to apply for their Certificate of Registration, to become an Assistant Real Estate Agent.

Individuals at this skill level apply knowledge of real estate practice, legal agency, compliance requirements, ethical standards, and vendor / buyer relationships to conduct real estate functions.

Career Pathways

- Real estate sales assistant
- Assistant property manager
- Leasing assistant
- Real estate administration

Entry Requirements

To be eligible to enrol, learners must:

- Be 16+ years old
- Complete a basic language, literacy, numeracy & digital (LLND) capability prior to starting the course
- Have or obtain a USI (Unique Student Identifier)
- Have access to a computer and internet, ability to upload documents/video etc.

Assessment Methods

Various assessment methods will be used throughout your course, including: case studies, role plays, assignments, scenario analysis.

Who Should Enrol?

his course is ideal for:

- Entry-level individuals wanting to break into real estate
- Individuals seeking the qualification required to work as an Assistant Agent in New South Wales.

Duration & Delivery



Virtual (Zoom)

This flexible delivery mode combines self-paced learning with scheduled support.



Face-to-face

Scheduled face-to-face sessions held at our campus and/or streamed live via Microsoft Teams where students will engage directly with trainers. The maximum duration is 18 months.



Online

This fully online delivery mode allows students to complete the course at their own pace. Students will have access to recorded learning materials and resources to support their studies. Trainer support is available via email and phone.

RPL

If you have relevant prior study, work experience, or training, you may be eligible for Recognition of Prior Learning (RPL) or Credit Transfer (CT). These options can reduce the time and cost of your course by recognising skills and knowledge you've already gained. Our team will assess your eligibility and guide you through the application process.

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

Why Take This Course?



This is the key course required by NSW Fair Trading to enter the Real Estate Industry



Job outcomes include Real estate sales assistant, assistant property manager, leasing assistant etc.



Develop the practical skills and industry knowledge needed to work confidently as an Assistant Agent.

Your Pathway



1

Study the Assistant Agent Course

Start your career in real estate

2

Apply for Assistant Agent Registration

Apply for a Certificate of Registration through NSW Fair Trading

3

Study the CPP41419 Certificate IV in Real Estate Practice qualification while working in the industry as an Assistant Agent for a minimum of one year.

These requirements can be completed concurrently.

4

Apply for Class 2 Licence

Apply for a Class 2 Real Estate Licence through NSW Fair Trading

5

Study the CPP51122 Diploma of Property (Agency Management) qualification while working in the industry as a Class 2 Agent for a minimum of two years.

These requirements can be completed concurrently.

6

Apply for Class 1 Licence

Apply for a Class 1 Real Estate Licence through NSW Fair Trading

Completion

On successful completion of this skillset, you will be issued with a nationally recognised Statement of Attainment (SoA) issued by Brighten Institute Australia (RTO ID 41148). The units of competency within this skill set are recognised nationally under the Australian Qualifications Framework.



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Brighten Institute Australia is a Registered Training Organisation committed to providing high quality, industry relevant education.



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For further information

