



Property Management

Short Course



Nationally recognised training



Your pathway to a successful career
in real estate.



2026

Course Brochure

Course Description

The Property Management course equips you with the foundational skills and legal knowledge needed to start a successful career in property management.

Through simulated industry scenarios, you'll learn to select suitable tenants, prepare and manage tenancy agreements, conduct inspections, handle maintenance requests, and manage lease terminations professionally and lawfully.

This nationally accredited program not only gives you the confidence to manage properties effectively but also builds your understanding of compliance, tenancy law, and customer service - preparing you for the dynamic world of real estate.

Through a blend of theory and practical assessments, you will learn to:

- Select appropriate tenants and build positive relationships.
- Prepare tenancy agreements and conduct ingoing and outgoing inspections.
- Carry out routine property inspections and maintenance coordination.
- Handle tenancy terminations and re-letting processes.
- Apply key aspects of NSW tenancy law and compliance procedures.

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.

Who Should Enrol?

This course is ideal for individuals who:

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- Are looking to start a career in the real estate and property services industry.
- Want to meet the educational requirements to apply for Assistant Agent Registration with NSW Fair Trading.
- Plan to progress to the CPP41419 Certificate IV in Real Estate Practice, with the five units completed in this course providing credit towards the full qualification.
- Are interested in working in residential sales or property management.

Successful completion of this course is the first step on the NSW real estate licensing pathway and provides the foundation to progress towards a Class 2 Real Estate Agent Licence.

Duration & Delivery



Virtual (Trainer-led)

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 12 months.



Online (Self-Paced)

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 & phone.

Units of Competency

CPPREP4121 Establish landlord relationships
CPPREP4122 Manage tenant relationships
CPPREP4123 Manage tenancy
CPPREP4124 End tenancy
CPPREP4125 Transact in trust accounts

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.

Assessment Methods

Various assessment methods will be used throughout your course, including:

- Knowledge Assessments: Written questions used to assess the learner's understanding of the required knowledge and legislation.
- Practical Assessments: Workplace-based or simulated tasks that require learners to demonstrate the skills outlined in the unit.
- Role Plays: Simulated scenarios where learners interact with clients, colleagues or stakeholders to demonstrate communication and professional skills.
- Case Studies: Realistic industry scenarios requiring learners to analyse information and apply legislative and procedural requirements.

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.

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

Career Pathways

- Assistant Agent
- Property Management Assistant
- Leasing Consultant
- Sales Associate
- Property Officer



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For further information

