



THE REAL ESTATE  
INDUSTRY'S PREFERRED  
TRAINING PROVIDER

**Real Estate Licence**

**Certificate of Registration**

**CPD**

**Buyer's Agent**

**Auction Accreditation**

**Diploma of Real Estate Services**





## ABOUT

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Since establishing the business in 2007, Under The Hammer has become a household name in industry circles, earning a reputation that remains unflawed. We believe that we offer a more comprehensive service and have developed systems that remain unparalleled in the Auction and Real Estate industry.

Being the industry leaders in Real Estate Auctioneering and servicing agents across NSW, Under The Hammer expanded their range of services to include all certificate training specific to the Real Estate Industry. Purchasing a RTO (Registered Training Organisation) meant that existing and future clients could complete all CPD, Real Estate Licensing and Certificate of Registration courses via their preferred auctioneering company.

Under The Hammer has fast become the preferred training partner to many of the industry's big brands providing unparalleled personal service and results.

Our trainers are highly experienced, currently active in the Real Estate field and offer as much guidance needed in order to complete qualifications successfully. Under The Hammer Training is able to facilitate training requirements nationwide to suit your busy schedules and timetables.

With a range of options available to complete the required training, Under The Hammer Training will cater a program that suits your needs.



## OUR PRINCIPAL

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### Matthew Shalhoub

Over the past 23 years in the Real Estate industry, Matthew Shalhoub has earned himself a reputation as a highly committed Real Estate professional.

As Principal of Under The Hammer, it is imperative that Matthew continues to set the standard in Real Estate Auctioneering and Training. Not only for the industry, but to lead the way for his dedicated team of dynamic professionals.

As Under The Hammer has continued to develop, Matthew's primary role within the business has evolved to include client development and management. Working with agents to assist in the growth of their real estate businesses, Matthew has been utilised as a real estate coach and mentor for both individuals and businesses

Under the Hammer ensures that each student undergoing training is provided with the most up to date resources, information and training techniques; Maximising the student benefit is of the highest priority.

“Even after being involved in this business for 23 years I still get excited at each transaction. Seeing the business grow and develop to new levels gives me a different kind of enthusiasm. When paired together it is a fantastic feeling”.



# REAL ESTATE LICENCE

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## CPP40307 Certificate IV in Property Services (Real Estate)

Being a licensed real estate agent has many advantages. You are more highly regarded in the industry with the opportunity of greater earning capacity, more options in your work structure, and able to own and operate your own business.

Whether you are in NSW, VIC or QLD, Under The Hammer Training offers programs that meet the licensing requirements as set out by the state regulators. Learning from some of the best in the industry, our trainers are not only highly qualified and experienced, they are also currently active in the real estate industry.

Our years of industry knowledge is displayed through our training techniques, with practical assessments all being based on real life experiences within the real estate industry. Specialising in this designated field, our sole focus is on training and developing real estate professionals, regardless of whether you are new to the industry or are an accomplished agent looking to advance to the next level.

For those currently working in the real estate industry, Under The Hammer Training offers an effective Recognition of Prior Learning (RPL) process that looks at your current and past work experience, knowledge and skills that may reduce the amount of time and units required to complete the course.

### **Methods of Delivery**

We offer this course via face-to-face training located in Rosebery NSW or via online training. For groups of 6 or more we can arrange training in your office at a convenient time.

### **Course Duration**

Depending on your level of experience and years working within the real estate industry, the expected time of completion can vary. We estimate a minimum of 4 weeks and a maximum of 18 months in order to complete your Certificate IV in Property Services training.



# REAL ESTATE LICENCE

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## Course Outline - NSW

This course meets the educational requirements necessary to obtain a real estate licence in NSW, issued by the NSW Department of Fair Trading. This course is made up of 24 units of competency.

### Core Units:

- CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM4080A Work in the real estate industry
- CPPDSM4009 Interpret legislation to complete work in the property industry
- CPPDSM4015B Minimise agency and consumer risk

### Elective Units:

- BSBLED401 Develop teams and individuals
- BSBRKG304 Maintain business records
- BSBSMB406 Manage small business finances
- CPPDSM4003A Appraise property
- CPPDSM4005A Establish and build client-agency relationships
- CPPDSM4006A Establish and manage agency trust accounts
- CPPDSM4010A Lease property
- CPPDSM4011A List property for lease
- CPPDSM4012A List property for sale
- CPPDSM4013A Market property for lease
- CPPDSM4014A Market property for sale
- CPPDSM4016A Monitor and manage lease or tenancy agreement
- CPPDSM4017A Negotiate effectively in property transactions
- CPPDSM4018A Prepare and present property reports
- CPPDSM4019A Prepare for auction and complete sale
- CPPDSM4020 Present at Tribunals
- CPPDSM4022A Sell and finalise the sale of property by private treaty
- CPPDSM4049 Implement maintenance program for managed properties
- CPPDSM4056A Manage conflict and disputes in the property industry



# REAL ESTATE LICENCE

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## Course Outline - VIC

To be eligible for this course, applicants will need to have worked as an Agent's Representative full-time for at least the previous 2 consecutive years. The qualification meets the educational requirements necessary to obtain a real estate licence in VIC. This course is made up of 24 units of competency.

### Core Units:

- CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM4080A Work in the real estate industry
- CPPDSM4009 Interpret legislation to complete work in the property industry
- CPPDSM4015B Minimise agency and consumer risk

### Elective Units:

- BSBRKG304 Maintain business records
- BSBSMB406 Manage small business finances
- CPPDSM4001A Act as a buyer's agent
- CPPDSM4003A Appraise property
- CPPDSM4004A Conduct auction
- CPPDSM4005A Establish and build client-agency relationships
- CPPDSM4006A Establish and manage agency trust accounts
- CPPDSM4010A Lease property
- CPPDSM4011A List property for lease
- CPPDSM4012A List property for sale
- CPPDSM4013A Market property for lease
- CPPDSM4014A Market property for sale
- CPPDSM4016A Monitor and manage lease or tenancy agreement
- CPPDSM4018A Prepare and present property reports
- CPPDSM4019A Prepare for auction and complete sale
- CPPDSM4020 Present at Tribunals
- CPPDSM4022A Sell and finalise the sale of property by private treaty
- CPPDSM4049 Implement maintenance program for managed properties
- CPPDSM4056A Manage conflict and disputes in the property industry



# REAL ESTATE LICENCE

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## Course Outline - QLD

To obtain a licence in QLD you must successfully complete the prescribed course. The 19 units of competency in this course have been made up from a CPP40307 Certificate IV in Property Services (Real Estate) out of the industry recognised (CPP07) Property Services training package.

Under The Hammer Training's licensing program for QLD meets the educational requirements to provide you with the skills and knowledge you need to work in the industry. Students who successfully complete this program will receive a Statement of Attainment for the following units of competency:

- BSBSMB406 Manage small business finances
- CPPDSM4003A Appraise property
- CPPDSM4005A Establish and build client-agency relationships
- CPPDSM4006A Establish and manage agency trust accounts
- CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM4009 Interpret legislation to complete work in the property industry
- CPPDSM4010A Lease property
- CPPDSM4011A List property for lease
- CPPDSM4012A List property for sale
- CPPDSM4013A Market property for lease
- CPPDSM4014A Market property for sale
- CPPDSM4015B Minimise agency and consumer risk
- CPPDSM4016A Monitor and manage lease or tenancy agreement
- CPPDSM4018A Prepare and present property reports
- CPPDSM4019A Prepare for auction and complete sale
- CPPDSM4022A Sell and finalise the sale of property by private treaty
- CPPDSM4046A Manage tenancy disputes
- CPPDSM4080A Work in the real estate industry



# STATEMENT OF ATTAINMENT

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## Certificate of Registration or Agent's Representative

If you are looking to enter the real estate industry, a Certificate of Registration or Agent's Representative is essential for anyone wanting to be employed in sales, property management or a client services role.

By completing this course you will gain an introductory understanding of all aspects of working in the real estate industry, from sales and property management to learning communication techniques and strategies which will assist you in getting off to a successful start in your new role.

You will receive a Statement of Attainment after successfully completing this course, which is the document required to submit to the governing real estate department of your state in order to begin working in the industry.

Our training courses not only meet the prescribed state requirements, but also offers unparalleled support in order to ensure you will be prepared and ready for your new career in the real estate industry.

### **Methods of Delivery:**

We offer this course via face-to-face training located in Rosebery NSW or via online training. For groups of 6 or more we can arrange training in your office at a convenient time.

### **Course Duration:**

Course completion times may vary depending on your chosen delivery methods, however we estimate a minimum of 4 days and an allowed maximum time of 12 months in order to complete your training.





# STATEMENT OF ATTAINMENT

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## Course Outline - NSW

### NSW Certificate of Registration

To obtain a NSW Certificate of Registration, applicants are required to complete the following prescribed units of competency and submit their Statement of Attainment to NSW Department of Fair Trading:

- CPPDSM3019 Communicate with clients in the property industry
- CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM4080A Work in the real estate industry

## Course Outline - ACT

### ACT Sales Person Registration

The qualification requirements for registration as a real estate, business or stock and station salesperson are the same. A salesperson need to have obtained competency in the following units under the Property Services Training Package (CPP07)

- CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM4009 Interpret legislation to complete agency work
- CPPDSM4015B Minimise agency and consumer risk
- CPPDSM4080A Work in the real estate industry



# STATEMENT OF ATTAINMENT

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## Course Outline - VIC

### **VIC Agent's Representative**

Applicants are required to give a Statement of Attainment to employers showing the following prescribed units of competency have been completed as per Consumer Affairs Victoria:

- CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM4080A Work in the real estate industry

## Course Outline - QLD

### **QLD Sales Registration**

To obtain a Sales Registration Certificate, applicants are required to complete the following prescribed units of competency and submit their statement of attainment to the Government of Queensland:

- CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM4009 Interpret legislation to complete agency work
- CPPDSM4010A Lease property
- CPPDSM4012A List property for sale
- CPPDSM4015B Minimise agency and consumer risk
- CPPDSM4022A Sell and finalise the sale of property by private treaty
- CPPDSM4080A Work in the real estate industry



## 12 CPD Points Made Easy

We appreciate the time restraints that come with a busy schedule, so have made completing your 12 CPD points simple and efficient.

Obtaining your 12 CPD points through our e-learning portal can be achieved in just a few simple steps. With expert and market relevant commentary, our easy to navigate online courses have been designed for sales agents, administration staff and property managers whilst ensuring your CPD is relevant to the current stage of your career. Our online portal is available with 24 hour access, so you can complete your required training at a time that is convenient to you.

Our CPD topics are updated each year to provide students with a variety of subjects and learning arenas. We offer specifically tailored programs for all agency departments including sales, property management, commercial/industrial and compliance.

### **Methods of Delivery:**

We offer this course via online training. For groups of 6 or more we can arrange training in your office at a convenient time.

### **Course Duration:**

In order to complete your CPD training a minimum of 4 hours is required.



# REAL ESTATE DIPLOMA

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## CPP50307 Diploma of Property Services (Agency Management)

The real estate industry is currently waiting on the outcome of proposed new reforms that if passed, will require all licensees to hold a Diploma qualification.

The CPP50307 Diploma of Property Services (Agency Management) is for those requiring to own, operate and manage a Real Estate Agency. By completing this program, you will acquire the skills and knowledge that underpin the fundamental concepts relating to operating and managing a small business enterprise.

Included within this course are risk management, problem solving, effective communication, marketing, leasing and managing property, selling and managing the physical, as well as human and financial resources of a real estate agency.

You will also acquire knowledge relating to property and business law, urban and regional planning considerations, building concepts and requirements.

Keeping in mind that starting this qualification now, will not only have you ready once the new reforms are introduced, enables you to utilise completed units of competency for your yearly 12 CPD points.

### **Methods of Delivery:**

We offer this course via face-to-face training located in Rosebery NSW or via online training. For groups of 6 or more we can arrange training in your office at a convenient time.

### **Course Duration:**

Depending on your level of experience and previous qualifications, the expected time of completion can vary. We estimate a minimum of 12 weeks and a maximum of 18 months in order to complete the Diploma of Property Services training.



# BUYER'S AGENT

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## Buy your dream home for someone else

Buyer's agents (also known as Buyer's advocates) are licensed professionals that specialise in searching, evaluating and negotiating the purchase of property on behalf of the buyer. Buyer's agents need the right mix of industry experience, market knowledge, networks, negotiation skills, research and credentials to deliver a suitable service.

Upon successful completion of the course, you will be issued with a "Statement of Attainment" outlining the required units of competency. This statement can be used to apply to the Department of Fair Trading, along with the necessary application in order to receive your buyer's agent certificate.

Agent's who currently hold a certificate of registration will only be required to complete an additional 6 of the 9 units, and those that hold a full real estate licence will only be required to complete an additional 1 of the 9 units. A copy of your certificate or statement of attainment is required at enrolment to qualify for credit transfers.

### **Methods of Delivery:**

We offer this course via face-to-face training located in Rosebery NSW or via online training. For groups of 6 or more we can arrange training in your office at a convenient time.

### **Course Duration:**

Course completion times will vary depending on the level of qualification you currently hold. We estimate a minimum of 2 days and a maximum of 12 months to complete your training.



# AUCTION ACCREDITATION

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## Start a career in Auctioneering

In order to be certified as an Auctioneer in NSW, licensed real estate agents will need to complete an additional accreditation - CPPDSM4004A as part of CPP40307 Certificate IV in Property Services (Real Estate). Students will need to hold a current real estate licence or have completed a Certificate IV in Property Services Real Estate in order to complete the training course.

Once enrolled, students will learn the fundamental basics of auctioneering

### **Methods of Delivery:**

We offer this course via face-to-face training located in Rosebery NSW or via online training. For groups of 6 or more we can arrange training in your office at a convenient time.

### **Course Duration:**

Depending on your level of experience and years working within the real estate industry, the expected time of completion can vary. We estimate a minimum of 4 weeks and a maximum of 18 months in order to complete your Certificate IV in Property Services training.



## Use your industry experience and knowledge to save study time

Recognition of Prior Learning (RPL) is a process where experience, skills and knowledge that you may possess through work and life experience, or other unrecognised training can be formally recognised. This can be for a single unit of competency, part of a qualification or a full qualification.

Evidence must be provided and assessed against the relevant training package requirements, and a gap analysis is conducted to determine any voids in competency. The learner may then be awarded full or partial RPL competency. Where gaps exist, the learner must undertake the required training and assessments in order to be awarded competency in that particular unit.

All learners training with Under The Hammer Training may apply for recognition of prior learning, and are requested to complete a pre-enrolment questionnaire. By completing this questionnaire, it assists our trainers with the evaluation of your education levels, work experience (past and present), and current skills and knowledge, which will allow them to work with you through the recognition process.

Experienced agents completing training are invited to apply for RPL Assessment which will determine how much of their industry experience can be recognised as prior learning towards the allocated units.



## CONTACT US

Phone: 1800 220 969

Email: [training@underthehammer.net.au](mailto:training@underthehammer.net.au)

Web: [www.underthehammertraining.net.au](http://www.underthehammertraining.net.au)