

REAL ESTATE STUDY 2010

Prepare to Excel

Course 4			
Course 4	REAL ESTATE OVERVIEW	Week 1	
Monday	Work in the Real Estate Industry/ Risk Management	Aug 9	
Tuesday	Identify Legal & Ethical Requirements	Aug 10	
Wednesday	Interpret legislation to complete Agency Work	Aug 11	
Thursday	Student free day	Aug 12	
Friday	Student free day	Aug 13	
	PROSPECTING AND LISTING	Week 2	
Monday	Appraise Property	Aug 16	
Tuesday	List Property for Sale	Aug 17	
Wednesday	Market Property for Sale	Aug 18	
Thursday	Student free day	Aug 19	
Friday	Student free day	Aug 20	
	MARKETING	Week 3	
Monday	Establish & Build Client Agency Relationship	Aug 23	
Tuesday	Establish & Build Client Agency Relationship	Aug 24	
Wednesday	Student free day	Aug 25	
Thursday	Student free day	Aug 26	
Friday	Student free day	Aug 27	
	BUSINESS & PROPERTY DEVELOPMENT	Week 4	
Monday	Develop Strategic Business Plan	Aug 30	
Tuesday	Work in the Business Broking Sector	Aug 31	
Wednesday	Present Property Reports	Sept 1	
Thursday	Present Property Reports - half day	Sept 2	
Friday	Student free day	Sept 3	
	DOCUMENTATION	Week 5	
Monday	Student free day	Sept 6	
Tuesday	Student free day	Sept 7	
Wednesday	Identify Legal & Ethical Requirement of Prop Sales....	Sept 8	
Thursday	Identify Legal & Ethical Requirement of Prop Sales....	Sept 9	
Friday	Identify Legal & Ethical Requirement of Prop Sales....	Sept 10	
	PROPERTY SELLING	Week 6	
Monday	Prepare for Auction	Sept 13	
Tuesday	Negotiate Effectively in Property Transactions	Sept 14	
Wednesday	Sell & Finalise the Sale of Property by Private Treaty	Sept 15	
Thursday	Student free day	Sept 16	
Friday	Student free day	Sept 17	
	PROPERTY MANAGEMENT	Week 7	
Monday	Property Management (SOA Final Day)	Sept 20	
Tuesday	Property Management (Cert IV Students ONLY)	Sept 21	
Wednesday	Property Management (Cert IV Students ONLY)	Sept 22	
Thursday	Student free day	Sept 23	
Friday	Student free day	Sept 24	

NB: If a student is undertaking a traineeship or full Certificate IV in Property Services (RE) there are three subjects to be completed by external study: Market the Agency, Develop Work Priorities and Implement Customer Service Strategies in the Property Industry.