

# Certificate III in Property Services (Agency) CPP30207

## Course Overview

**Certificate III in Property Services (Agency)** has been designed as the standard entry level qualification for the property services industry. It applies to those wishing to develop the skills and knowledge to begin a career in the property services industry.

It is anticipated that the majority of participants undertaking the Certificate III in Property services with NovaSkill are able to perform tasks, such as interacting with customers, maintaining and protecting condition of managed properties, listing and marketing properties for lease and sale, and collecting and processing property information.

## Qualification Details

The **Certificate III in Property Services (Agency)** facilitated by NovaSkill is fully accredited and provides participants with a nationally recognised qualification. Participants undertaking the full Certificate III in Property Services (Agency) will be required to complete five core units plus nine elective units. This is offered as a two year traineeship for an existing employee.

Traineeships are jobs that combine work and structured training. Although they vary from one industry to another, traineeships include:

- ✓ paid employment under an appropriate industrial arrangement (for example, an award or enterprise agreement).
- ✓ a Training Contract that is signed by both the employer and apprentice or trainee and registered with the NSW Department of Education and Training (DET).
- ✓ a qualification, delivered by a Registered Training Organisation that meets the requirements of a declared apprenticeship or traineeship in NSW and leads to a nationally recognised qualification.

**“Your Staff will be your biggest asset”**

## How a Traineeship can benefit your business:

- ✓ Develop a valued staff member who can immediately apply their skills in the workplace
- ✓ Encourages staff retention by offering development opportunities
- ✓ Improved customer service due to newly trained and skilled staff member
- ✓ Receive up to \$4000 in Australian Government incentives to train existing staff \*Eligibility conditions apply

## What’s the next step?

- ✓ Simply contact your local NovaSkill branch to get the ball rolling. We will ensure that you are aware of your entitlements to incentives before enrolments are done.
- ✓ We will arrange for an Australian Apprenticeships Centre representative to officially assess and determine eligibility and entitlements before proceeding any further.



For more information on this qualification, contact your local NovaSkill office on  
**1300 885 680**

**novaskill** workready

