CPP30311 Certificate III in Property Services (Operations)
National ID: CPP30311 | State ID: W972

About this course
This course is aimed at reception and front office staff working in the real estate industry who want to further develop their communication, team work, initiative and problem solving skills. It offers you the opportunity to acquire a nationally recognised qualification specific to the real estate industry.

This Certificate III will teach you the basics of real estate including meeting customers needs, communicating with clients effectively and maintaining business and/or financial records.

Please note that this course does not form a part of the registration courses relating to sales or property management within the real estate industry in Western Australia.

Overview

Entrance requirements

<table>
<thead>
<tr>
<th>School Leaver</th>
<th>Non-School Leaver</th>
<th>AQF</th>
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<tbody>
<tr>
<td>OLNA or NAPLAN 9 Band 8</td>
<td>C Grades in Year 10 English and Maths or equivalent</td>
<td>Certificate I or Certificate II</td>
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Job opportunities
Trainee Strata Officer
Receptionist
Front Desk Officer

Please note this list should be used as a guide only as job titles and qualification requirements may vary between
organisations.

**Important information**

Typical timetable:

- 5 days in class (face-to-face)
- 8 weeks online
- 5 weeks (two nights per week) part-time

**Fees and charges**

View our [Indicative Fees list](#)

**Local full time students**

Course fees are made up of two components, tuition fees and resource fees.

**Tuition fees** are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

**Resource fees** are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

**International Students**

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

**Please note, fees are subject to change.**