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INFO@REOSACADEMY.EDU.AU

MEET REOS ACADEMY

LI-ATA PTY LTD
TRADING AS REOS ACADEMY
RTO ID 46478

NATIONALLY RECOGNISED
REAL ESTATE QUALIFICATIONS
CERTIFICATE IV & DIPLOMA







- REOS Academy is a Sydney-based registered training organisation specialising in real estate education. We combine nationally recognised qualifications with practical training, supporting learners from industry entry through to agency management.
- Our qualifications include:
- CPP41419 Certificate IV in Real Estate Practice
- CPP51122 Diploma of Property (Agency Management)

Students use REOS Learn as a training tool to practise working with industry forms, checklists and workflows for property sales, property management and trust accounting. Our teaching also emphasises ethical practice, compliance, negotiation and leadership skills.

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THINKING ABOUT A CAREER IN REAL ESTATE?

REOS ACADEMY

Your guide to learning with REOS Academy.

- Discover training that connects real estate knowledge with the work behind property sales, property management and agency operations.
- Explore your options and see how the REOS system brings practical tasks into your learning.





SWIPE TO DISCOVER YOUR STARTING POINT

(STEP 1)

GET TO KNOW REOS ACADEMY.

- **At REOS Academy, real estate education is connected with practical agency work.**

  Our training brings together professional knowledge, industry procedures and the documents used across sales, property management and office operations. Through the REOS learning environment, students can explore how these elements work together.



- **Know what you're prepare for**

  Understand the responsibilities behind the role and how your learning relates to everyday tasks, client interactions and professional decisions.

(STEP 2)

FIND THE TRAINING THAT FITS YOUR NEXT STEP.



Your starting point depends on your experience and what you want to work towards.

Explore options including:

- Assistant Agent entry training
- CPP41419 Certificate IV in Real Estate Practice
- CPP51122 Diploma of Property (Agency Management)

START WITH YOUR GOALS

- Talk to our team about your current experience, the work that interests you and what each course involves.
- Courses are offered in collaboration with Real Estate Academy of Learning.

(STEP 3)

UNDERSTAND THE WORK BEHIND THE ROLE.

Real estate work involves understanding professional responsibilities, communicating with clients and maintaining accurate information throughout a transaction.





Depending on your course, learning can cover:

- Professional and ethical practice
- Client relationships and property marketing
- Sales and property management
- Trust accounting or agency management

REOS ACADEMY

(STEP 4)

MEET REOS, YOUR PRACTICAL LEARNING PLATFORM

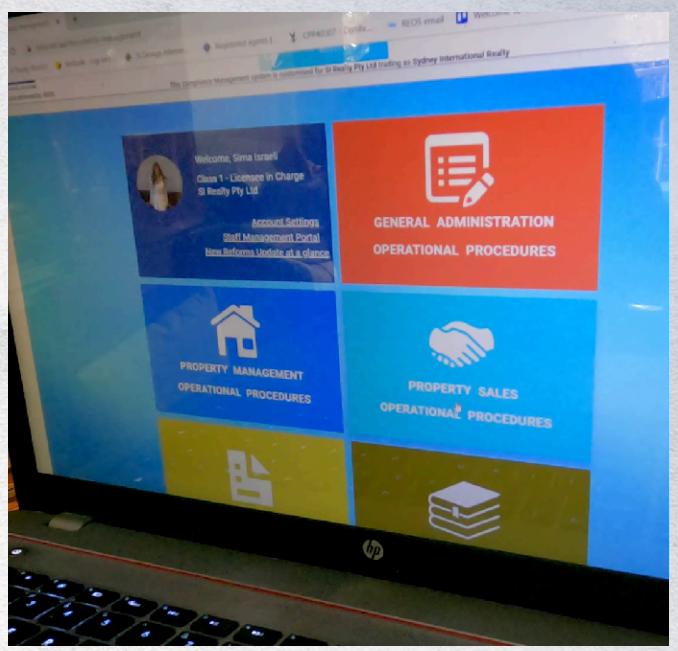
- REOS stands for Real Estate Office Solution. Its online environment organises agency procedures, forms and documents into structured workflows.
- Through REOS Learn, students navigate relevant processes and complete selected industry forms as part of their course tasks.



SEE WHERE EACH TASK BELONGS

Explore how a document connects with a particular stage of work, what information it requires and how it supports the next part of the process.

FOLLOW THE PROCESS WITH A CLEARER DIRECTION.



REOS organises relevant procedures into stages such as:

- **PRE**

Review the task and relevant procedure. Gather the information you need, such as client or property details, identify the appropriate forms and check what needs to be prepared before work begins.

- **Start**

Complete the relevant opening forms or agreements and establish the initial records. Confirm the scope of the task and who is responsible for the work, giving the following steps a clear starting point.

- **DURING**

Follow the workflow as the task progresses. Record relevant actions and communication, update documents when information changes, and identify outstanding matters that need further attention or follow-up.

- **END**

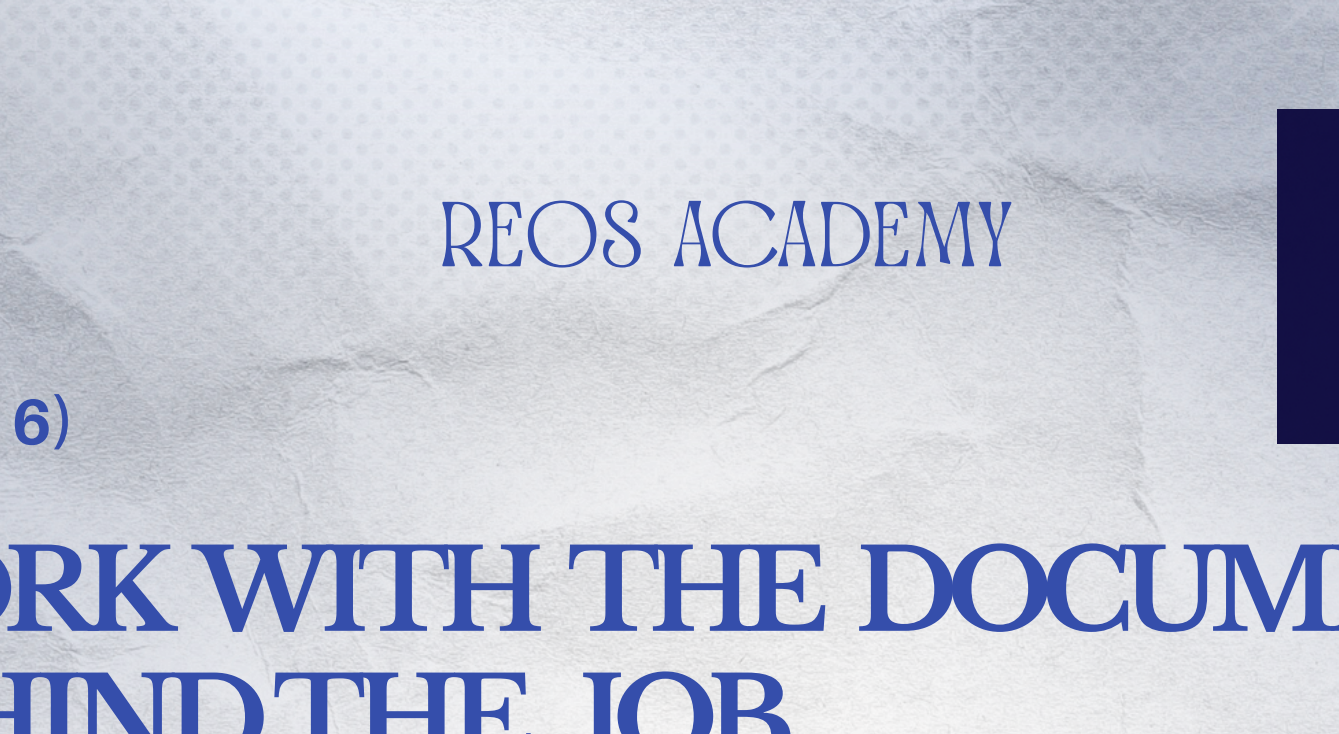
Review the completed work and check for unresolved matters. Finalise the relevant documents and save the completed records so the information can be retrieved and the work reviewed later.

(STEP 6)

WORK WITH THE DOCUMENTS BEHIND THE JOB.

Use selected industry forms as part of your assigned learning tasks.

Identify the information required, follow the relevant workflow and complete the document according to your assessment instructions. As you work, check important details and recognise where information needs clarification.



PRACTISE WITH ATTENTION TO DETAIL

For example, checking names, property details and dates across related documents helps you understand why accuracy matters throughout a task.

(STEP 7)

SEE HOW THE WHOLE AGENCY WORKS TOGETHER.

The wider REOS system brings together workflows and resources across:



PROPERTY SALES
Listing preparation, marketing and sale-related procedures.

PROPERTY MANAGEMENT
Landlord and tenant processes, inspections and maintenance.

AGENCY OPERATIONS
Staff responsibilities, supervision, trust accounting procedures and reporting.

BUILD A BROADER UNDERSTANDING
See how individual documents and tasks contribute to the day-to-day running of a real estate office.

(09)

EXPLORE YOUR OPTIONS WITH OUR TEAM

Whether you are exploring the industry or planning your next stage of learning, REOS Academy can help you understand the training options available.



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