

CPP41419 Courses

How to become a real estate agent in Australian Capital Territory

Australian Capital Territory · 8 October 2026

Plan your first role, required training, application, costs and longer-term pathway in Australian Capital Territory.

For people starting real estate work or comparing employed entry roles with later agent licensing. Educational information only; no licence or job guarantee.

Choose the work and authority you want

An assistant agent must be registered, be at least 18 and be employed by a licensed agent. The entry training is the five core units of the Certificate IV in Real Estate Practice, based on ACT law. The applicant must meet the disqualification rules. A national course or an interstate address does not remove the local-law requirement.

Official sources: A1

Start by choosing the work you want to do: selling homes, managing rentals, or building towards your own agency. These choices affect the authority and training you need. Ask a prospective employer to describe the tasks, reporting line and work arrangement in plain language. Then compare that role with the regulator's categories.

For the standard class 2 real-estate route, complete the prescribed Certificate IV and gain 12 months of relevant registered assistant/salesperson experience in the preceding five years. Class 1 normally requires the accepted agency-management Diploma and two years of licensed-agent experience in the preceding five years. The current declaration sets the exact categories and exceptions.

Official sources: A3, A4

Match your training to the pathway

Ask for a written unit map and evidence that learning is based on ACT law. The class 2 real-estate combination uses the five core units, residential-sales and residential-property-management groups, plus relevant electives. Your statement of attainment or a provider letter can confirm local-law content for the assistant application. Five entry units are not the whole qualification.

Official sources: A1, A3

Ask an RTO for its exact course title, unit list and the award or statements of attainment you will receive. A qualification code identifies the training product. An RTO number identifies the training provider's registration. Neither is your personal licence number. Keep those three things separate when comparing offers.

- How will the training provider document ACT-law content?
- Can my employer explain the duties allowed under assistant registration?
- How will the relevant experience period be recorded for a later class 2 application?

Compare the study arrangements as well as the headline price. Find out whether sessions are live, when assessment is due and who provides role-play participants or workplace documents. Ask how feedback works if you need another attempt. Build a weekly timetable that fits work, caring responsibilities and time to practise. Online delivery can still involve practical demonstrations.

Prepare the application and your first job

The assistant application asks for qualification evidence, identity documents, a passport-quality photograph and a police certificate issued within two months. Pay the relevant fee. Access Canberra publishes notice of the application and allows a ten-business-day objection period. That period is not a promise of total processing time.

Official sources: A1

Build a dated experience record and retain statements of attainment. Time the police certificate around the application window. If you already hold an interstate authority, ask Access Canberra whether mutual recognition or automatic recognition applies to your exact circumstances.

- Keep identity and qualification documents together, with names that match the application.
- Check how recent each police or other check must be before ordering it.
- Save the official application reference, payment receipt and any requests for more information.
- Agree who will supervise you, review your work and answer questions on difficult transactions.
- Discuss hours, travel, tools, pay structure and expected duties before accepting a role.

Treat the first weeks as a supported learning period. Ask to see the agency's procedures for records, privacy, client communication, complaints and handling money. Request clear instructions on what you can do yourself and what needs approval. Use questions and written notes to build confidence; there is no need to pretend you already know every process.

Plan the cost, timing and ongoing work

Budget for the five-unit entry option, any remaining Certificate IV units, the registration fee, police checks and later renewal. Agent licensing and future Diploma study add separate costs. Check the Access Canberra schedule for the selected authority and term; a three-year payment option is not the same thing as a course payment plan.

Official sources: A6

Separate three time periods: completing training, meeting any required experience, and waiting for the application decision. An advertised study duration describes a provider's course, not a guaranteed date when you can lawfully work. Allow for document preparation, marking, another assessment attempt and information requests. Ask the regulator about your own proposed start date.

CPD is a condition of renewal. Check the current guideline for the authority you hold and keep evidence. Assistant-registration renewal now requires a name-only police certificate. Follow the ACT renewal process; the NSW four-year non-renewable assistant rule must not be imported into an ACT plan.

Official sources: A1

Make a simple budget with separate lines for tuition, administration, materials, equipment, application checks, government charges, renewal and continuing learning. Put "not confirmed" beside an unknown amount. Ask for the total repayment under a plan and the conditions attached to funding. Eligibility for a subsidy is assessed separately from licensing suitability.

Use this enrolment and career checklist

- I can name the work I want and the authority needed for it.
- I have compared the current official unit requirements with the written course offer.
- I understand whether I receive a full qualification or selected-unit statements of attainment.
- I have a written fee breakdown, payment terms, refund rules and the cost of extra attempts.
- I know which tasks need supervision and who will supervise me.
- I have allowed separate time for study, experience and the regulator's decision.
- I will keep renewal, training and reporting dates in a calendar.
- I know that a job offer, course completion or funding approval does not itself grant a licence.

For your next step, read the national career overview alongside this jurisdiction guide. Use the existing student guide for a closer look at the Certificate IV and the course-cost checklist for written questions. If you have an older qualification, an interstate licence or a restricted authority, ask the destination regulator to assess that pathway before repeating training.

A1 · [Access Canberra — Assistant agent registrations](#)

[www.accesscanberra.act.gov.au](#) · Checked 8 October 2026

A2 · [ACT — DI2022-148 assistant requirements](#)

[www.legislation.act.gov.au](#) · Checked 8 October 2026

A3 · [ACT — DI2022-149 agent requirements](#)

[www.legislation.act.gov.au](#) · Checked 8 October 2026

A4 · [Access Canberra — Agent licensing](#)

[www.accesscanberra.act.gov.au](#) · Checked 8 October 2026

A5 · [National Training Register — CPP41419](#)

[training.gov.au](#) · Checked 8 October 2026

A6 · [Access Canberra — Agent licence fees](#)

[www.accesscanberra.act.gov.au](#) · Checked 8 October 2026

A7 · [ASQA — Choose a course and provider](#)

[www.asqa.gov.au](#) · Checked 8 October 2026

A8 · [ASQA — Student rights and responsibilities](#)

[www.asqa.gov.au](#) · Checked 8 October 2026

This guide describes standard pathways checked on 8 October 2026. Individual suitability, historical qualifications, recognition arrangements and application outcomes require the regulator's decision. Tuition and job availability are not verified here. No licence, employment or income outcome is promised.