

## LEARNING COLLECTION OUTLINE

# REIACT Learning Collection: Commercial Foundations

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For members beginning their commercial real estate journey and building a strong foundation for future roles in leasing, asset management, sales and investment.



Our industry-specific courses offer a unique approach that not only focuses on technical skills but also emphasises understanding the perspectives of yourself and others in the field. By examining the distinct responsibilities of each key role in commercial property management and leasing, we foster a deeper understanding of the dynamics and interactions between stakeholders.

Whether you're a leasing agent, property manager, or real estate professional, this course will equip you with the skills and knowledge to navigate the complexities of commercial leasing and elevate your career.

Enrol today and gain practical insights that will help you advance in the industry, improve your day-to-day performance, and increase your professional value.

## What is **SKILLINGS** Education?

SKILLINGS Education is Australasia's #1 eLearning platform for real estate, offering the only comprehensive self-guided training platform for the real estate and construction industries.

Our training programs are used by organisations in 28 cities worldwide to cross-train employees using specific course libraries. The complete SKILLINGS Education library, with over 500 courses, is now available to individuals for the first time.




# What is **SPECIAL** about us?

Our courses offer a unique approach that explores both your role and the roles of others you collaborate with in your work. This dual perspective helps you gain a deeper understanding of your responsibilities and enhances your ability to navigate complex professional relationships, setting our training apart from traditional, role-based learning.

By gaining insights into various professional perspectives, you'll be better equipped to collaborate effectively, make informed decisions, and tackle real-world challenges in your field.

This approach ensures that you're not just learning theory, but gaining skills that will directly impact your daily performance and career growth.

Designed for professionals at all stages of their careers, from beginners to seasoned experts, our courses include real-world scenarios, case studies, and interactive quizzes to reinforce your learning. Whether you're building foundational knowledge or enhancing advanced skills, our courses are ideal for professionals looking to advance their expertise and make an immediate impact in their roles.



**Start learning today**  
and elevate your  
career with the  
practical, actionable  
insights that set our  
training apart.

# Learning Collection **OVERVIEW**

This entry-level collection equips new entrants and residential professionals with the knowledge, language, and practical skills to operate confidently in commercial leasing, asset management, sales and introductory investment. Each course is self-paced, industry-led, and designed for real-world application.


## **WHO** It's For

- REIACT members new to commercial property
- Residential agents expanding into commercial portfolios
- Assistant property or facilities managers seeking foundational CRE knowledge
- Corporate real-estate or advisory professionals supporting leasing, sales or asset management

## Program **BENEFITS**

By completing this pathway, learners will:

- Communicate professionally using correct commercial terminology.
- Interpret leases, HoAs and rent-review clauses with confidence.
- Execute basic financial and legal checks within a leasing or asset role.
- Support senior managers in maintaining tenant relationships and asset value.
- Lay the foundation for future study in valuation, investment or development.



Start strong. Build your foundation.

# COURSES

## LEASING FUNDAMENTALS



### APPLIED MINI COURSE: THE ABCS OF COMMERCIAL REAL ESTATE LANGUAGE

Understand 100+ common industry terms (A-Z) used across leasing and investment. Gain fluency when discussing agreements, due diligence, and transactions with landlords, tenants, and consultants.

*Including courses:*

- *Understanding Commercial Property Language - Terminologies A - D*
- *Understanding Commercial Property Language - Terminologies E - K*
- *Understanding Commercial Property Language - Terminologies L - P*
- *Understanding Commercial Property Language - Terminologies Q - Z*



### APPLIED MINI COURSE: RENT REVIEWS

Identify when and why rent reviews occur. Apply CPI, market and fixed-percentage methods. Negotiate adjustments and document outcomes in line with Australian legal requirements.

*Including courses:*

- *Introduction to Rent Reviews*
- *Rent Review Methods and Mechanisms*
- *Negotiation Strategies for Rent Reviews*
- *Legal and Regulatory Considerations in Rent Reviews*
- *Outgoings as Factors in the Rent Review*

# COURSES

## LEASING FUNDAMENTALS



### APPLIED MINI COURSE: MAKE-GOOD OBLIGATIONS AND REINSTATEMENT

Draft and interpret make-good clauses; plan and manage end-of-lease works; issue notices; coordinate reinstatement to protect landlord value and maintain relationships.

*Including courses:*

- *Introduction to Make-Good*
- *Early Exit and Make-Good - Assignment Clause in the Contract*
- *Case Study and Best Practice - Makegood Provisions in Lease Agreements*
- *Case Study and Best Practice - Makegood Works and Compliance*



### APPLIED MINI COURSE: INCENTIVES & CONTRIBUTIONS

Understand rent-free periods, abatements and fit-out contributions, and how to structure, negotiate and recover them through rent premiums or trade-offs to attract tenants, reduce vacancy and protect long-term asset value.

*Including courses:*

- *Incentives and Contributions - Exploring the Various Types*
- *Case Study - How a Rent-Free Period Works*
- *Case Study - How a Rental Abatement Works*
- *Case Study - Fit Out Contribution*
- *Case Study - Fit Out Combination of Three Incentives*



# COURSES

## LEASING FUNDAMENTALS



### TENANT SECURITIES, BONDS AND INSURANCE PROVIDERS

Distinguish between security instruments—cash bonds, bank guarantees, personal guarantees—and required insurances. Assess how each mitigates default and property-damage risk.



### APPLIED MINI COURSE: HEADS OF AGREEMENT (HOA) ESSENTIALS

Draft clear HoAs that align parties on key lease terms and landlord compliance and responsibilities before lease preparation. Differentiate binding and non-binding clauses and manage compliance, deposits and timeframes.

*Including courses:*

- *Types of Draft Lease Documents and Terms You Should Negotiate*
- *Requesting a Heads of Agreement and Landlord Leasing Compliance*
- *Moving into the Commitment Phase - Heads of Agreement*

# COURSES

## LEASING FUNDAMENTALS



### APPLIED MINI COURSE: LEASE AGREEMENT DOCUMENTATION ESSENTIALS

Navigate the full documentation lifecycle—from letter of offer to registered lease. Interpret key clauses, compare standardised solicitor forms, and ensure enforceability.

*Including courses:*

- *Types of Draft Lease Documents and Terms You Should Negotiate*
- *Moving into the Commitment Phase - Agreement for Lease*
- *A Legally Binding Contract and Lease Documentation*
- *Legal Documentation in Real Estate Transactions*
- *Understanding Standardised and Customised Lease Documentation*
- *Comparing Standardised and Customised Lease Documentation*



### LEASE STRUCTURES AND TYPES

Understand how different lease structures—gross, net, semi-gross (base year) and percentage rent—shape how predictable income will be over time. Build confidence to explain these options, including how outgoings are estimated and reconciled, and support landlords in selecting the right structure for each asset and tenant profile.



# COURSES

## ASSET MANAGEMENT FOUNDATIONS



### TENANT RETENTION AND RELATIONSHIP MANAGEMENT

Apply communication, service and dispute resolution frameworks that improve tenant satisfaction, reduce turnover, and stabilise income. Plan renewal discussions and manage service delivery proactively.



### CAPITAL IMPROVEMENTS AND PROPERTY UPGRADES

Evaluate upgrade options that enhance tenant experience and asset value. Balance expenditure with ROI; prioritise sustainability and compliance improvements.

## INVESTMENTS - INTRODUCTORY MODULES



### CRE FUNDAMENTALS & INVESTMENT STRATEGY

Define asset classes, investor types and risk profiles. Understand how investment criteria are developed and how commercial assets generate return.



### DEAL SOURCING, NEGOTIATION & DUE DILIGENCE

Follow the end-to-end acquisition process –finding opportunities, assessing financials, and performing basic due-diligence checks. Identify risks before contract execution.

# How does it **WORK?**



## 12 COURSES

This collection is delivered through self-paced, modular online courses with approximately 17-19 hours of total learning. Learners have three months of access to complete the courses at their own pace, with extension options available if additional time is required.



## COMPREHENSIVE COURSE RESOURCES

To support your learning experience, each collection includes supplementary materials such as a Learning Collection Participant Guide and Collection Resource Workbooks. These resources reinforce key concepts, provide practical exercises, and serve as valuable references to help you apply your learning across the courses you choose to complete.

The Learning Collection Participant Guide introduces the eLearning platform and the collection, while each Course Resource Workbook expands on specific topics and skills. All materials are available online and can be accessed anytime during your three-month enrolment – and beyond for continued reference.



## DEDICATED SUPPORT TEAM

Learners are supported by our dedicated education team, available via email, live chat, or phone to answer questions, provide guidance, and assist with any challenges. Our support is personalised and responsive, ensuring your individual needs are addressed promptly.

Support is available across your three-month access period – including evenings and weekends – to fit your schedule. Our team also checks in periodically to help you stay on track and make the most of your learning experience. Even after completing your chosen courses, you'll continue to have access to ongoing guidance and resources to help you apply your new skills with confidence.

# What is the **COST**?

Access to this learning collection is available for AUD \$280 (for REIACT members) and AUD \$499 (for non-members), providing exceptional value for three months of unlimited access to all courses within the collection. This fee includes:

- ✓ 24/7 eLearning access to the course content for 3 months, allowing you to learn at your own pace, anytime, anywhere.
- ✓ Ongoing support from our dedicated team, available to assist you with any questions or challenges throughout the course.
- ✓ Extensive course materials that support and enhance your learning, including case studies, templates and downloadable tools.
- ✓ Certificate of Completion, validating your newly acquired skills and enhancing your professional credentials.

*\*Note: All prices in AUD, including GST.*



**Act like a professional** —  
translate knowledge into action  
and deliver results with clarity  
and purpose.





## What our **CUSTOMERS** say about our training



**DAVID LEUNG**

**CORPORATE SOLUTIONS MANAGER**

Global Occupier Solutions, APAC, Savills

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“SKILLINGS Education has been an invaluable partner in upskilling our corporate real estate teams at Savills. Over 200 of our colleagues have completed training in Commercial Leasing, Workplace Strategy, and Project Management. The flexibility and practical focus of the courses mean our teams can immediately apply what they learn—ultimately helping us deliver stronger outcomes for our clients.”

# How to ENROL

Ready to take the next step? Enrol in the REIACT Learning Collection by:

## 1. ENROL ONLINE

Visit our website [here](#) to purchase access to the learning collection and begin your learning journey.

## 2. CONTACT US DIRECTLY

Reach out to our Team at [info@skillingseducation.com.au](mailto:info@skillingseducation.com.au) or call 1300 231 176 to discuss your enrolment.

If you have any questions or need further assistance, don't hesitate to contact us. We look forward to supporting you on your learning journey!



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☎ 1300 231 176  
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