

<b>National Vocational Diploma in Real Estate (Real Estate Agent) (Level 5)</b>
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**NQF Level of qualification: 5**

**Total credits available: 121**

**Total credits required: 121**

	<b>Compulsory</b>	<b>Elective</b>
<b>level 3 credits available</b>	<b>17</b>	-
<b>level 4 credits available</b>	<b>2</b>	-
<b>level 5 credits available</b>	<b>102</b>	-
<b>minimum totals required</b>	<b>121</b>	-

**Registration date:** 14 March 2019

**Scheduled review date:** 2024

**Body responsible for the qualification:** Namibia Training Authority (NTA) through the Financial and Business Services Industry Skills Committee (ISC)

**Other bodies whose unit standards are included in the qualification:** None

## **1 Purpose**

This qualification is for any individual who is, or wishes to be involved in property and real estate industry. It serves to support and advance the functioning of individuals in this industry. The successful completion of this qualification will entitle the candidate to be registered as a Real Estate Agent by the Namibia Estate Agency Board (NEAB). This qualification recognises people who have the competencies required for performing specialized real estate agent tasks. It is awarded to people who have demonstrated the skills and knowledge required to demonstrate an understanding of financial data in the real estate industry, develop, implement, manage and evaluate a marketing strategy for a real estate business, understand and apply the process of Property Marketing and Leasing, understand and apply the duties under the Financial Intelligence Act, understand and apply the process of property marketing and sales, understand and apply principles of law of contracts, demonstrate the knowledge of and apply the legal principles applicable to agency relationships, understand proprietary rights in private law, demonstrate an understanding of and apply regulatory compliance and the code of conduct in real estate, apply knowledge of the statutes governing the use, occupation and alienation of property, apply knowledge of bookkeeping principles and office administration, practice customer service in a real estate environment. They further have a good understanding of identifying, create and select business opportunities and developing a business plan as part of business start-up activities.

The entry requirement for this qualification is a pass grade 12 certificate and the ability to demonstrate basic communication skills in the English language and numeracy.

## **2 Regulations for the qualification**

## 2.1 Summary of qualification requirements

This qualification will be awarded to people who are credited with 121 credits and have met the requirements of the compulsory section and all requirements for Work Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

## 2.2 Detailed qualification requirements

### Compulsory

*All the unit standards listed below are required.*

**FIELD:** Business, Commerce and Management Studies  
**Subfield:** Real Estate  
**Domain:** Real Estate Agent

Unit No.	Unit Standard Title	Level	Credit
1971	Demonstrate an understanding of financial data in the Real Estate industry	5	11
1972	Develop, implement , manage and evaluate a marketing strategy for a real estate business	5	10
1973	Understand and apply the process of Property Marketing and Leasing	5	15
1970	Understand and apply the duties under the Financial Intelligence Act	4	2
1974	Understand and apply the process of property marketing and sales	5	15
1975	Understand and apply principles of law of contracts	5	13
1976	Demonstrate the knowledge of and apply the legal principles applicable to agency relationships	5	3
1977	Understand proprietary rights in private law	5	4
1978	Demonstrate an understanding of and apply regulatory compliance and the Code of Conduct in Real Estate	5	9
1979	Apply knowledge of the statutes governing the use, occupation and alienation of property	5	5
1980	Apply knowledge of bookkeeping principles and office administration	5	14
1981	Practice customer service in a Real Estate Environment	5	3

### AND

**FIELD:** Business, Commerce and Management Studies  
**Subfield:** Business Development  
**Domain:** Entrepreneurship

Unit No.	Unit Standard Title	Level	Credit
733	Identify, create and select business opportunities	3	5
734	Develop a business plan as part of business start-up activities	3	12

### 3 Credit recognition and transfer arrangements

Credits for any version of a unit standard of the same identification number will be recognised in the award of this qualification.

### 4 Special Arrangements

- 4.1 Providers seeking registration and/or accreditation to deliver this qualification must meet the following special arrangements.

This qualification will be offered as an **Apprenticeship scheme** with a maximum duration of 12 months of which 9 months are On-The-Job-Training and 3 months Institutional Training. Apprenticeship refers to the system of work integrated learning, where an apprentice is employed by a company on contractual basis, earning a monthly salary, learning and working side-by-side with an experienced mentor. The employer must be an NTA approved entity (company) to register apprentices and has to identify a suitable training provider to provide the apprentice with the opportunity to gain skills and knowledge from theoretical training.

Employers and training providers are encouraged to consult the **National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET)** for further details on stakeholder responsibilities, duration of apprenticeship, contracts, incentives, supervisory and assessment regulations governing apprenticeship schemes.

- 4.1.2 Providers involved in the assessment of this qualification and the associated unit standards must comply with the national assessment framework for the TVET system up to and including level 5 of the National Qualifications Framework. Assessment will include performance and achievement assessment acquired through work integrated learning periods. Assessment arrangements apply to all occupations and industries which are encompassed in the technical vocational education and training sector.
- 4.1.3 Providers of this qualification and the associated unit standards must be registered and/or accredited.
- 4.1.4 Providers of this qualification and their associated unit standards must have access to all equipment and facilities detailed in the tools and equipment list of the relevant training program.
- 4.2 Competencies covered in this qualification may be assessed through Recognition of Prior Learning (RPL).
- 4.3 Further relevant information and documentation may be accessed through:

**Namibia Training Authority**

Rand Street

Khomasdal

Namibia

Telephone number: 061 207 8550

Facsimile number: 061 207 8551

### 5 Transition arrangements

**5.1 Non National Qualifications Framework transition**  
None

**5.2 National Qualifications Framework transition**

This is the first version of this qualification.