



National Certificate in Real Estate (Salesperson) 2015 Frequently Asked Questions

Enrolment

What are the entry requirements?

The entry requirements for the National Certificate in Real Estate (Salesperson) apply to both on-campus classes and blended learning.

- » You must be 16 to meet Unitec's general entrance requirements, although to acquire a license you must be 18.
- » You must meet Unitec's general, discretionary or special admission requirements
- » You must be fluent in English and have an IELTS score of no less than 5.5 (with no band score lower than 5.0).

How soon do I need to enrol?

You will need to have completed all application procedures 10 days prior to course start date.

This is a very popular programme, so complete the online application as soon as possible. You will also need to supply Verified identity and study evidence documents. Bring original documents into Student Central for verification.

Are there still some places left?

Classes do fill quickly so apply online as soon as possible.

You will need to have completed all application procedures 10 days prior to course start date.

Fees

How much does it cost?

- » Indicative fee NZ\$2,080.52 for a domestic student (approximate fee only)
- » Indicative fee NZ\$4,928.31 (plus insurance) for an international student (approximate fee only)
- » Indicative fee NZ\$1,150.37 for an upgrade course (approximate fee only)

How do I pay? Can I apply for a student loan?

- » Pay by cheque or credit card, Eftpos or internet banking.
- » This programme is eligible for a student loan. For further information, and to check your personal eligibility to apply please refer to the Studylink website www.studylink.govt.nz or phone them on 0800 88 99 00.

General Programme Detail Queries

How many people are in a class?

The class size varies – between 15 to 40 students.

How long is the programme?

The National Certificate in Real Estate (Salesperson) is 12 weeks long.

It is possible to finish in 6 weeks if all assessments (written, Industry Based Learning (IBL) and externally assessed) are completed by then.

The upgrade course (for students who already have 28 credits) is 6 weeks (3 weeks in class, 3 weeks self directed study)

Monday to Friday classes:

Students enrolled in Monday to Friday classes attend classes for 6 weeks from 9.00am to 1.00pm. This is followed by 6 weeks of self-directed study if it is needed to complete any unfinished assessments.

Saturday and Wednesday classes:

Students enrolled in Saturday and Wednesday classes attend classes from 9.00am to 3.00pm on Saturday and 7.00pm to 9.00pm on Wednesday over a 12 week period.

Blended Learning:

Students enrolled in Blended Learning generally require 12 weeks to complete assessments. Blended students may also attend any classes as long as there is classroom space available.

How often is the programme held?

- » Classes run regularly throughout the year.
- » Dates as per timetable, please refer to Unitec website, www.unitec.ac.nz.

Assessments and Exams

What is the content of the programme?

- » The course is made up of 11 NZQA unit standards.
- » The unit standards range from level 3 to level 5.
- » The overall programme is a level 4 NZQA certificate.

How many assignments and exams are there?

- » There are 11 assessments – 10 written and 1 practical exam.
- » The final assessment taken at the end of the course is a “one to one” role play with an external real estate assessor. You will complete a sale and purchase agreement and negotiate the sale.
- » There are also some role plays in your Industry Based Learning (IBL).

How is the industry-based learning (IBL) completed?

Unitec will provide a list of Real Estate office Branch Managers that are available for you to contact. If you already have a job offer you will attend that office for your IBL.

You will attend a Real Estate office to visit a property, and then complete a listing form (agency agreement) and conduct a market appraisal for that property. You will also need to examine the agents marketing material and then create your own advertising for the property you visited. This part of your course will take place outside class hours and takes approximately 6 hours. It could be split over several days that suit the Branch Manager

Do I need to spend a lot of time studying?

There is a significant amount of study including 10 written assessments to complete. The course requires a lot of time to read and understand the resources, and considerable time to write the assessments. Also there is time required for the IBL, and role plays. Many students state that they under estimate the time required for this course.

Course Completion

When will I receive a certificate?

- » Unitec will apply on your behalf to NZQA for your certificate at the end of the 12 week course. It could take another 2-3 weeks before you receive your certificate.

Unitec Results Letter

- » You will receive a Unitec Results letter upon completion of the course and before you receive your NZQA certificate. You can apply for your Real Estate Licence when you receive your Unitec results letter.

Applying for your Licence

- » If you want to be a real estate salesperson you must apply for the Licence (Salesperson) from the Real Estate Agents Authority (REAA). There is a fee attached to the licence application. Once licensed a registration fee is required for annual renewal of this REAA licence. Please check this for yourself on the REAA website (www.reaa.govt.nz).
- » This application requires a Police check.
- » Please note that most salespeople work on a commission only basis.

Industry Queries

What is the National Certificate in Real Estate (Salesperson) qualification for?

- » Essential for gaining a Real Estate Licence (Salesperson)
- » Required for employment in real estate sales in New Zealand.
- » Useful if you want to gain knowledge about selling and buying your own property.

Blended Learning Course Detail Queries

What is blended learning?

It's a style of learning that allows you to study in your own time and at your own pace. It is self-directed study with completion of written and practical assignments, with support from a dedicated tutor.

How does it work?

You are required to meet with the Programme Leader to discuss your course timetable. You will then receive hard copy resource materials. The written assessments can be emailed to the tutor. There is a requirement to complete some Industry Based Learning (IBL) in a real estate office. This will be arranged through Unitec, unless you have a job offer in which case you will attend that office for IBL. You will also need to attend class to learn the material and practice for the role play exam for 23137.

It is possible to attend any classes, any time at either campus as long as classroom space allows.

Where do I study?

You study at home, but you can also attend classes at the Mt Albert and Albany campus, Monday to Friday 9am-1pm (depending on course dates). **The weekend class, Saturday 9am-3pm, and Wednesday 7-9pm is at the Albany campus.** You will need to check what unit standard is being taught at which time, and if classroom space is available.

What support is there?

- » You will have a dedicated tutor you can phone and email.
- » You will be able to attend contact classes (classroom space allowing).

Upgrade Course

Students who have already gained the Real Estate Salesperson's Course can complete the relevant new unit standards only, without having to repeat material they have already learnt. The upgrade course is only available to those students who have completed 28 credits in the unit standards in the Real Estate Salesperson's Course from 2009 onwards.

Important Note:

A licence is required to sell real estate. This is applied for through the Real Estate Agents Authority after you gain the qualification. To apply for a licence you need to download the appropriate form from the REAA website, www.reaa.govt.nz. This involves a fee – please check the current amount of the fee.