



WAETURE HŌTAKA | PROGRAMME REGULATIONS

New Zealand Certificate in Real Estate (Salesperson) (Level 4)

To be read in conjunction with the associated NZQA Qualification Document, Unitec's Academic Statute, Academic and Programme Management policy, and other relevant policies.

These programme regulations apply to *New Zealand Certificate in Real Estate (Salesperson) [NZ3111] (Level 4, 50 credits)*, which leads to the award of *New Zealand Certificate in Real Estate (Salesperson) (Level 4) [Ref: 3111], (50 credits)*.

These regulations come into effect from **Semester 1, 2020**.

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1. Ngā Ture Hei Whakaurunga | Admission Requirements

To be read in conjunction with Unitec's Admission Requirements Policy. This qualification meets the licensing requirements to be licensed as a real estate salesperson by the Real Estate Agents Authority as set out in the Real Estate Agents (Licensing) Regulations 2009.

1.1 Whakaurunga Whānui | General Admission

To be admitted to this programme all applicants must be at least 16 years of age on the date of the programme's commencement for the semester in which they wish to enrol (or provide a completed Early Release Exemption form), and meet the following requirements:

All applicants must have a minimum of 4 years secondary education, and a minimum of 12 NCEA credits at Level 1 in each of at least two subjects;

Or

A pass in two subjects in New Zealand School Certificate;

Or

Unitec Certificate in Foundation Studies: Whitinga (Level 2), or New Zealand Certificate in Study and Career Preparation (Level 3) in a relevant pathway;

Or

Equivalent.

1.2 Whakaurunga Motuhake | Special Admission

Applicants must have:

- a. attained the age of 20 years on or before the first day of the semester in which study for the Certificate programme is to commence; and
- b. provided sufficient evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification.

1.3 Whakaurunga Kōwhiringa | Discretionary Admission

In exceptional cases an applicant who does not meet the general admission requirements and who has not reached the age of 20 on or before the first day of the semester in which study for the Certificate is to commence may apply for discretionary admission.

In assessing whether to grant discretionary admission in exceptional cases, the primary focus will be on the applicant's level of preparedness for study at the required level.

1.4 Whakaurunga Reo Pākehā | English Language Admission Requirements

Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

International applicants must also meet the English Language Entry Requirements stated in Unitec's Admission Requirements Policy.

2. Paearu Kōwhiri Tukanga | Selection Criteria & Process

2.1 Paearu Kōwhiri | Selection Criteria

When the number of eligible applicants for admission exceeds the number of places available, then additional applicants will be waitlisted and invited to enrol as places become available.

2.2 Tukanga Kōwhiri | Selection Process

Selection will be made by a subcommittee set up for the purpose with the delegated authority to offer places to applicants. The subcommittee will select students on the basis of written information supplied on the enrolment form. At the discretion of the subcommittee, an interview (face-to-face or electronic) may be required.

3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga | Requirements for the Award of the Qualification

3.1 Whakaemi Tūtukitanga | Credit Accumulation

3.1.1 New Zealand Certificate in Real Estate (Salesperson) (Level 4)

To be awarded the New Zealand Certificate in Real Estate (Salesperson) (Level 4), a student must successfully complete a minimum of 50 credits in the pattern set out in Table 1 from the courses set out in Table 2.

Table 1: Credit Requirements for New Zealand Certificate in Real Estate (Salesperson) (Level 4)

Level	Compulsory Credits	Elective Credits	Total Credits
4	50		50
			50

Table 2: Compulsory Courses for New Zealand Certificate in Real Estate (Salesperson) (Level 4)

Course No	Course Name	Credits	Pre- requisites	Co-requisites
Level 4				
BEBP 4007	New Zealand Certificate in Real Estate*	50	Nil	Nil

* This course is made up of Assessment Standards listed in Schedule 2 below.

3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

Students must complete the assessment standards 26148 and 23140 in an industry setting.

3.3 Mahi Akoranga I A Wāhanga | Course Load per Semester

The normal full-time course load is 50 credits per enrolment period.

3.4 Whakaurunga Takiwā | Enrolment periods

- The normal enrolment period is 12 weeks.
- Students who are prevented by ill health, or other cause, from completing the programme requirements within the maximum period of enrolment, the relevant Academic Authority may approve suspension of enrolment for up to a maximum of 6 months.
- The maximum period to complete this qualification, with the approval of the relevant Academic Authority is 6 months.

3.5 Hōtaka Whakarerekē O Ngā Āhuatanga Ako | Modified Programmes of Study

There are no modified programmes of study in the Programme.

4. Tūtukitanga Whakamihi | Credit Recognition

4.1 Whakawhiti Tūtukitanga | Cross Credit

Where a student has evidence of completion of an assessment standard embedded in this programme then the student shall be exempted from having to complete the requirements of that unit.

4.2 Aromatawai Tōmua | Assessment of Prior Learning (APL)

Assessment of Prior Learning is not available for this programme due to the nature of the course assessment structure which is assessment standards based. No person is able to work in the Real Estate Industry as a salesperson without first obtaining the current prescribed qualification, and then obtaining a Licence from the REAA.

4.3 Ngā whakawhitinga | Credit Transfer Arrangements

There are no credit transfers available in this programme.

4.4 Whakamātautau Taumata | Embedded Assessment (Unit) Standards

Embedded unit standards are awarded following successful completion of the whole programme as listed in Schedule 2.

5. Waeture Aromatawai | Assessment Regulations

The due dates for all summative assessment work will be notified at the commencement of each course.

5.1 Paparahi Aromatawai | Assessment basis

Assessment in this programme is competency based.

Students must achieve all of the outcomes in competency based assessment in order to pass that course.

5.2 Ākoranga Taumata | Course grades

Course grades will be determined according to the following criteria. Students must achieve all of the outcomes in order to pass competency based assessment outlined in Table 3.

Table 3: Competency based assessment system

Grade	Meaning	Result
M	Merit Pass	Credits Earned
P	Pass	Credits Earned
NC	Not Yet Competent	No Credits Earned

5.3 Paearu Taumata | Grade criteria

Students may be awarded one of the following grades for a course as per the criteria described in Table 4:

Table 4: Grade Criteria

Grade	Meaning	Criteria
DEF	Deferred	The student has approval to complete a Course Assessment beyond the schedule date. Unless an exception has been approved, any Deferred Grade remaining on a student's record beyond a duration equal to that of the original course will be changed to the grade to which the Student would otherwise be entitled. No Credits earned.
DNC	Did not Complete	The grade DNC (Did Not Complete) is recorded if a student has either withdrawn after 75% of the scheduled Course duration; or not attempted a compulsory item of Assessment within a Course. No Credits earned.
W	Withdrawn	The student withdraws from a Course after 10% of the scheduled Course duration and up to, or at, the date at which 75% of the scheduled Course has passed. No credits earned.
#	Estimated Grade	If any portion of Summative Assessment has been estimated, the final grade will be an estimated grade, and annotated “#” on the Student's Academic Record.

5.4 Aromatawai Mahinga | Assessment Procedures

5.4.1 Aromatawai I Roto I Te Reo | Assessment in Te Reo

All students have the right to submit any summative assessment task in Te reo Māori. The process for submission of summative assessment work in Te reo Māori is detailed on Programme Moodle pages and other course material.

Assessment in Te Reo Māori is governed by the Unitec Assessment in Te Reo Māori policy.

5.4.2 Tāpaetanga Tōmuri | Submission and late submission of work

- a. Applications for extensions must be made in line with Practice Pathway/Network practice or under the Special Assessment Circumstances policy (see 5.4.4 below).
- b. Any assessment that is submitted late (and does not have a prior approved extension or Special Assessment Circumstance) will be penalised by a deduction of 10% per day of the student's assignment mark, up to five (5) days, inclusive of weekends.
- c. No assignments will be accepted five (5) days (inclusive of weekends) after the due date. If the assessment is not compulsory, the student will receive a 'zero' grade for that assignment. If the assignment is compulsory, then the student will receive a DNC grade for the entire course.

5.4.3 Whakamātautau Anō | Resubmission or Reassessment

A student may apply to undertake a resubmission/reassessment for a failed assessment within 5 days of receiving their marked assessment.

- a. Students are entitled to a maximum of two resubmissions for each failed assessment event.
- b. For each reassessment of Assessment Standard 23137, an additional assessor fee will be charged.
- c. All resubmissions/reassessments will be carried out within a specified time period as agreed with the relevant Academic Authority.
- d. In all cases for resubmission, the original marked assignment will accompany resubmitted assignments. If resubmitted work is not accompanied by the original marked assignment, the resubmitted work will not be marked and the original grade will stand.
- e. The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade.

5.4.4 Āhuatanga Aromatawai Motuhake | Special Assessment Circumstances

Any student whose performance in a summative assessment is affected by factors beyond their control may apply for Special Assessment Circumstances under the following conditions:

- a. The student was unable to complete the summative assessment item; *or*
- b. The students' ability to complete the summative assessment (preparation/performance) was impaired; *or*
- c. The student needs to request extra time to complete the summative assessment (see 5.4.3 above).

5.4.5 Pāhi Rāhui | Restricted passes

There are no restricted passes available for this programme

5.4.6 Akoranga Tuaruatanga | Repeating Courses

Students may enrol and repeat courses that they have failed, up to 2 times. Permission to enrol a third time is governed by 5.4.7 below.

Students who are repeating a course will not be required to repeat an equivalent assessment standard that they had previously achieved.

5.4.7 Whakakorenga | Exclusions

No student will be allowed to enrol in any course more than twice unless there are exceptional circumstances approved by the relevant Academic Authority.

Any student who, over the period covered by the last four semesters of his or her studies at Unitec, (including, where relevant, study at other institutions) has not achieved a Pass Grade in courses equivalent to at least 50% of the credits in which he or she has been enrolled over that period, shall be excluded from the Programme and shall not be permitted to re-enrol in any programme without the prior permission of the relevant Academic Authority.

5.5 Examination Regulations

Not applicable in this programme.

5.6 Tono Pira | Appeals

Students may appeal the decisions made under these regulations in accordance with the relevant section of the Academic and Programme Management Policy.

6. Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements

Students currently enrolled in the National Certificate in Real Estate (Salesperson) (Level 4) who are unable to complete by 31 December 2019 shall transfer their existing achievement to this programme. The nature of the requirements for transition will be taken on a case-by-case basis and no existing students will be disadvantaged by these transition arrangements.

6.1 Hōtaka Whakarerekē O Ngā Āhuatanga Ako | Modified Programmes of Study

There are no modified programmes of study in this programme.

7. Whakaritenga Whānui | General Provisions

7.1 Whakamāramatanga ā-kaupapa | Definition of Terms

In these regulations, unless the context otherwise requires, the following definitions shall apply:

- ‘Affected’ means influenced in some way. For time-constrained items such as tests, Examinations, and presentations this may include the inability to attend any or all of the Assessment events, or diminished performance. For other items it may be the inability to meet deadlines, or diminished performance within deadlines.
- ‘Assessment Standards’ are quality assured ‘unit’ and ‘achievement’ standards. Unit standards are developed by industry training organisations and by NZQA. The Ministry of Education is the only developer of achievement standards, which are derived from the achievement objectives of the New Zealand Curriculum and Te Marautanga o Aotearoa. Collectively, the developers of assessment standards are known as standard-setting bodies (SSBs).
- ‘Factors beyond the control of the Student’ means any circumstance or situation, which the Student could not have reasonably prevented, including, but not limited to, sickness or injury to the Student, or bereavement.

- ‘Relevant Academic Authority’ refers to an individual or role holder, or in some cases a committee, who have been delegated the authority to make a decision within a specific circumstance. A schedule of the various relevant academic authority delegations is maintained by the Ako Ahimura Learning & Teaching Committee responsible for the Programme.

7.2 Ētahi Atu Whakaritenga | Other provisions not covered elsewhere

8. Kupu Āpiti | Schedules or Appendices

Schedule 2: Whakamātautau Taumata | Embedded Assessment (Unit) Standards

The assessment (unit) standards noted in Table 1 are embedded in this programme. The mapping of these standards to courses in this programme are noted in Table 2:

Table 1: Embedded Assessment (Unit) Standards

Unit No.	Unit Title	Ver.	Level	Credits	Expiry	Course Association
15500	Establish a personal professional presence in the real estate market	5	4	2	12/2022	BEBP 4007
22311	Explain aspects of the Unit Titles Act 2010 for real estate personnel	4	4	2	12/2022	BEBP 4007
23134	Demonstrate knowledge of law relating to land titles, ownership, and transfer of land	4	5	4	12/2022	BEBP 4007
23135	Demonstrate knowledge of the law of contract and the law of agency in a real estate context	4	4	5	12/2022	BEBP 4007
23136	Demonstrate knowledge of consumer protection law related to real estate practice	4	4	4	12/2022	BEBP 4007
23137	Demonstrate knowledge of a sale and purchase agreement and facilitate a sale of real estate	4	5	5	12/2022	BEBP 4007
23140	Develop marketing plans for real estate, qualify customers, and present properties for sale	4	4	5	12/2022	BEBP 4007
23141	Demonstrate knowledge of legislation as applied to real estate licensees	4	5	4	12/2022	BEBP 4007
23157	Demonstrate knowledge of building styles and materials for real estate personnel	4	4	3	12/2022	BEBP 4007
26148	Demonstrate knowledge and use of inspection and appraisal for real estate property	3	5	4	12/2022	BEBP 4007
26149	Demonstrate knowledge of licensing and code of professional conduct under the Real Estate Agents Act 2008	3	4	4	12/2022	BEBP 4007
26150	Demonstrate knowledge of methods for sale of real estate in New Zealand	3	4	4	12/2022	BEBP 4007
29882	Demonstrate knowledge of the resource management and building law relevant to real estate licensees	1	4	4	12/2022	BEBP 4007