

## ***New Zealand Certificate in Real Estate (Salesperson) [NZCRE]***

To be read in conjunction with Unitec's Academic Statute and associated Policies and Procedures.

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

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.

These regulations come into effect from **1<sup>st</sup> July, 2021**.

### **1. Ngā Ture Hei Whakaurunga | Admission Requirements**

*Admission Requirements comply with Unitec's Admission Requirements Guidelines.*

To be eligible for admission to this programme, all applicants must meet three admission requirements:

- a. Requirements for either general admission, special admission, or discretionary admission
- b. Any additional Programme specific requirements
- c. English language requirements

#### **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 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.

#### **1.4 Whakaurunga Tautui | Programme Specific Requirements**

There are no programme specific requirements.

#### **1.5 Whakaurunga Reo Pākehā | English Language Admission Requirements**

All applicants must provide evidence that they have the necessary English language proficiency required for the Programme as demonstrated by the equivalence of a minimum of 12 credits at NCEA Level 1 in English.

	<ul style="list-style-type: none"> <li>Any Domestic applicant for whom English, Māori or NZ Sign is not their first language who cannot provide evidence of the above must provide an equivalent described in <a href="#">NZQA Rules</a>.</li> <li>International applicants must provide evidence that they have the necessary English language proficiency required for the Programme as demonstrated by an equivalent described in <a href="#">NZQA Rules</a> and on the Unitec <a href="#">English Language Requirements for International Students</a> Web-page.</li> </ul>																		
<p><b>2. Paearu Kōwhiri Tukanga   Selection Criteria &amp; Process</b></p> <p><i>Selection Criteria and Processes comply with Unitec's Admission Requirements Guidelines.</i></p>	<p><b>2.1 Paearu Kōwhiri   Selection Criteria</b> When the number of eligible applicants for admission exceeds the number of places available, the following selection criteria will be applied:</p> <ul style="list-style-type: none"> <li>- Demonstration of motivation to complete the programme;</li> <li>- Demonstration of academic and professional skills related to the discipline;</li> <li>- Evidence of potential to succeed.</li> </ul> <p>Applicants who meet the maximum number of listed criteria will be the preferred candidates. (A Skills Review may be employed to assess academic and professional skills)</p> <p><b>2.2 Tukanga Kōwhiri   Selection Process</b> Selection will be made by Unitec staff members with the delegated authority to offer places to applicants. These staff members will select students on the basis of written information supplied on the enrolment form. At the discretion of the staff members, an interview (face-to-face or electronic) may be required. A list of delegated staff members is maintained by the Programme Academic Quality Committee (PAQC) responsible for the programme.</p>																		
<p><b>3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga   Requirements for the Award of the Programme</b></p> <p><i>Requirements comply with Unitec's Programme Completion and Awards Policy and associated procedure.</i></p>	<p><b>3.1 Whakaemi Tūtukitanga   Credit Accumulation</b> 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.</p> <p><b>Table 1: Credit Requirements for New Zealand Certificate in Real Estate (Salesperson) (Level 4)</b></p> <table border="1" data-bbox="357 1077 1198 1196"> <thead> <tr> <th>Level</th> <th>Compulsory Credits</th> <th>Elective Credits</th> <th>Total Credits</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>50</td> <td></td> <td>50</td> </tr> <tr> <td></td> <td></td> <td></td> <td>50</td> </tr> </tbody> </table> <p>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.</p>	Level	Compulsory Credits	Elective Credits	Total Credits	4	50		50				50						
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<p><b>Table 2: Course Details – New Zealand Certificate in Real Estate (Salesperson) (Level 4)</b></p>																			
<p>Compulsory courses are shown in <b>bold</b> and Elective courses in <i>italics</i>.</p>																			
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<p>* This course is made up of Assessment Standards listed in Schedule 1 below.</p>																			
	<p><b>3.2 Mahi Waehanga Pāhekoheko   Integrated and Work-based components</b> Students must complete the assessment standards 26148 and 23140 in an industry setting.</p> <p><b>3.3 Mahi Akoranga I A Wāhanga   Course Load per enrolment period</b> The normal full-time course load is 50 credits per enrolment period.</p> <p><b>3.4 Whakaurunga Takiwā   Enrolment Periods</b> 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.</p>																		

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<p><b>4. Tūtukitanga Whakamihi   Credit Recognition</b></p> <p><i>Credit Recognition complies with Unitec's Assessment, Moderation and Grades Policy and associated procedure.</i></p>	<p><b>4.1 Whakawhiti Tūtukitanga   Cross Credit</b> 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.</p> <p><b>4.2 Aromatawai Tōmua   Assessment of Prior Learning (APL)</b> 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.</p>															
<p><b>5. Waeture Aromatawai   Assessment Regulations</b></p> <p><i>Assessment Regulations comply with Unitec's Assessment, Moderation and Grades Policy and associated procedure.</i></p>	<p><b>5.1 Paparahi Aromatawai   Assessment Basis</b> Assessment in this programme is competency based. Students must achieve all of the outcomes in competency based assessment in order to pass that course.</p> <p><b>5.2 Ākoranga Taumata   Course grades</b> Course grades will be determined according to the following criteria. Participants must achieve all of the outcomes in order to pass competency-based assessment.</p> <p><b>Table 3: Competency based 3-point assessment system</b></p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Meaning</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td>M</td> <td>Merit Pass</td> <td>Credits Earned</td> </tr> <tr> <td>P</td> <td>Pass</td> <td>Credits Earned</td> </tr> <tr> <td>NC</td> <td>Not Yet Competent</td> <td>No Credits Earned</td> </tr> </tbody> </table>	Grade	Meaning	Result	M	Merit Pass	Credits Earned	P	Pass	Credits Earned	NC	Not Yet Competent	No Credits Earned			
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	<p><b>5.3 Paearu Taumata   Grade Criteria</b> Students may be awarded one of the following grades for a course:</p> <p><b>Table 4: Grade Criteria</b></p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Meaning</th> <th>Criteria</th> </tr> </thead> <tbody> <tr> <td>DEF</td> <td>Deferred</td> <td>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.</td> </tr> <tr> <td>DNC</td> <td>Did not Complete</td> <td>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.</td> </tr> <tr> <td>W</td> <td>Withdrawn</td> <td>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.</td> </tr> <tr> <td>#</td> <td>Estimated Grade</td> <td>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.</td> </tr> </tbody> </table>	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.
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<p><b>6. Aromatawai Mahinga   Assessment Procedures</b></p>	<p><b>6.1 Ākoranga Aromatawai   Course Assessment</b> Courses employ both formative and summative assessment activities. Formative assessments do not contribute to the final grade for a given course. All summative assessment elements are compulsory unless otherwise approved and noted in course information.</p>															

<p><i>Assessment Procedures comply with Unitec's Assessment Moderation and Grades Policy and associated procedure.</i></p>	<p>Students must attempt all compulsory assessment activities in order to pass and receive credit for any course. Students who do not attempt a compulsory item of assessment may be awarded a 'Did Not Complete'(DNC) for the whole course and may not earn any credits.</p> <p><b>6.2 Aromatawai I Roto I Te Reo   Assessment in Te Reo</b> 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 governed by the Unitec Assessment in Te Reo Māori procedure and detailed in course material.</p> <p><b>6.3 Tāpaetanga Tōmuri   Submission and late submission of work</b></p> <ol style="list-style-type: none"> <li>The due dates for all summative assessment work will be notified at the commencement of each course.</li> <li>Any assessment that is submitted late (and does not have a prior approved extension) will be penalised by a deduction of 10% per day of the participants assignment mark, up to five (5) days, inclusive of weekends.</li> <li>Applications for extensions must be made by according to procedure noted in Student Handbooks and course documentation.</li> <li>Any extension will be carried out within a specified time period as agreed with the relevant academic authority and no further extensions will be granted.</li> <li>No assessment will be accepted five (5) days (inclusive of weekends) after the due date. If the assessment is not compulsory, the participants will receive a 'zero' grade for that assessment. If the assessment is compulsory, then the participants will receive a Did Not Complete (DNC) grade for the entire course.</li> </ol> <p><b>6.4 Whakamātautau Anō   Resubmission or Reassessment</b> A student may apply to undertake a resubmission/reassessment for a failed assessment within 5 days of receiving their marked assessment.</p> <ol style="list-style-type: none"> <li>Students are entitled to a maximum of two resubmissions for each failed assessment event.</li> <li>For each reassessment of Assessment Standard 23137, an additional assessor fee will be charged.</li> <li>All resubmissions/reassessments will be carried out within a specified time period as agreed with the relevant Academic Authority.</li> <li>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.</li> <li>The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade</li> </ol> <p><b>6.5 Āhutatanga Aromatawai Motuhake   Affected Performance Consideration</b> A student may apply for Affected Performance Consideration (APC) if:</p> <ol style="list-style-type: none"> <li>The student is unable to attend an examination, compulsory assessment or fixed time and place assessment activity due to illness, injury, bereavement or other critical circumstances</li> <li>The student's preparation for, or performance in an examination or any summative assessment has been seriously impaired due to circumstances beyond their control</li> </ol> <p>Applications for APC are made by a student within 5 working days of the affected assessment event. Decisions to approve an APC and to apply any remedy are made according to the Assessment and Grading Procedures and Regulations.</p> <p><b>6.6 Pāhi Rāhui   Restricted Pass</b> There are no provisions for the awarding of restricted pass in this programme.</p> <p><b>6.7 Tuaruatanga   Repeating Courses</b> Students who are repeating a Level 1–8 course would normally be required to submit all assessment items. In some cases, with the prior approval of the relevant academic authority, students may not be required to repeat an equivalent assessment item that they had previously passed. This should be negotiated within the first two weeks of the commencement of the course and will specify any course grade that will be carried over.</p>
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Students may enrol and repeat a course that they have failed only once. Permission to enrol for a third time is governed by Exclusion provisions below.

**6.8 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 fails to achieve at least 50 per cent of the credits that he or she is enrolled in in any 12-month period may be excluded by the relevant Academic Authority from re-enrolling in any further courses. The decision whether students can re-enrol in further courses will be based on a student’s likelihood of succeeding in further study and will be made by the relevant Head of School.
- When calculating the 12-month period in a. above, Unitec reserves the right to include any relevant time spent by the Student studying at another tertiary institution.
- A Student who has not achieved a Pass Grade in the same Course on two occasions shall not be enrolled again for that Course except with the permission of the relevant Academic Authority.
- The relevant Academic Authority will advise the Student in writing of their decision, and the reasons for such decision, and any orders made.

**6.9 Examination Regulations**  
 There are no formal examinations in this programme.

**6.10 Tono Pira | Appeals**  
 Students may appeal the decisions made under these regulations in accordance with the Student Appeal Procedure.

**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:

- ‘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 Programme Academic Quality Committee responsible for the Programme.
- ‘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).

**8 Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements**

There are no active transitional arrangements in this programme

**9. Kupu Āpiti | Schedules or Appendices**

**Schedule 1: Whakamātautau Taumata | 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

### **10. Regulation Version Control**

<i>Ver No.</i>	<i>Approved by</i>	<i>Date of Change</i>	<i>Effective from</i>	<i>Description of change</i>
1.1	AACSC	29/06/2021	1 <sup>st</sup> July 2021	Update regulation template. Addition of clauses to selection criteria to ensure students who are best suited to succeed are admitted to the programme.