



New Zealand Certificate in Real Estate (Salesperson) Frequently Asked Questions

Enrolment

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.

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.

» You may be eligible for free fees, check your personal eligibility by going to www.feesfree.govt.nz and entering in your national student number (NSN).

General Programme Detail Queries

How many people are in a class?

The class size varies – between 15 to 36 students.

How long is the programme?

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

Monday to Friday classes:

Students enrolled in Monday to Friday classes attend classes for 7 weeks from 9.00am to 1.00pm. This is followed by 5 weeks of self-directed study if it is needed to complete any unfinished assessments.

How often is the programme held?

» Classes are run regularly throughout the year.

» Dates are per the timetable, please refer to Unitec's website, www.unitec.ac.nz.

Assessments and Exams

What is the content of the programme?

» The course is made up of 13 NZQA assessment standards.

» The assessment 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 13 assessments – 12 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). You will attend a Real Estate office to visit a property, and then complete a listing form (agency agreement). 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 12 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 had underestimated the time required for this course.

Course Completion

When will I receive a certificate?

» Unitec will send you a certificate at the end of your course after academic approval.

Unitec Notification of Results

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

Applying for your Licence

» If you want to be a real estate salesperson you must apply for the Licence (Salesperson) from the Real Estate Authority (REA).

» **You have 3 years from the date you complete the qualification to apply for your Licence.**

» There is a fee attached to the licence application. Once licensed a registration fee is required for the annual renewal of this REA licence. Please check this for yourself on the REA website (www.rea.govt.nz).

» The Licence application requires a Police check.

» Please note that most salespeople work on a commission only basis.

Industry Queries

What is the New Zealand Certificate in Real Estate (Salesperson) used for?

» Essential for gaining a Real Estate Licence (Salesperson).

» Required for employment in real estate sales in New Zealand.

Important Note:

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

Being a Real Estate Salesperson may require you to have a driver licence and access to a car.