



## Estate Agents Registration Form Recognition of Prior Learning

### RPL self assessment

Recognition of Prior Learning (RPL) is a process to recognise your workplace learning. In order to RPL for the FETC in Real Estate (59097) in full you will need to prove to an assessor that you have applied competence in the broad subject areas below. There are two ways that an RPL candidate can do this – the first way is to produce naturally occurring evidence (documents and reports, etc.) that you created in the past, which you then link to the unit standards so as to show an assessor that you have the required competence. The second way is to re-create this evidence of competence using a specially developed RPL assessment tool. Remember – you must always check that you are being assessed by an accredited RPL centre and you must make sure that the centre has had their assessment tools verified by the SETA (they will have proof of this). If assessment tools have not been pre-verified you may not be able to get the credits. Remember as well that you need to prove applied competence – which is a combination of having knowledge about the subject, as well as being able to apply it practically. Your evidence must include both aspects (knowledge and practical) – one without the other may not give the assessor enough information to be able to find you competent.

The key subject areas for the FETC in Real Estate have been listed below. Please indicate with a Y (for Yes I have sufficient competence to be RPL-ed) or N (No, I don't think I have sufficient competence to be RPL-ed) and send the information back to the Services SETA so that we can begin scheduling top up workshops to address the common training needs in each region.

The first section lists the core and fundamental areas – these are essential and you MUST complete them through training or RPL. The second section lists the electives – where you need to prove competence in only 21 credits – so you have some choice about what you will RPL for. You can look up the full content of each standard on [www.saqa.org.za](http://www.saqa.org.za) by using the standard number.



Application Form					
Personal Details					
Surname					
First Names					
Title					
Date of Birth					
Country of Birth					
Id number (if South African)					
Race	Black	Coloured	Asian	White	
Gender	Male	Female			
Home Address	Postal Code				
Postal Address	Postal Code				
Tel/Mobile/Work Number					
Name of Company / Agency					
Current Position	Agent	Principal			
Does your Employer pay skills levy to Services SETA	Yes	No	If yes please provide SDL No:		
Educational Profile					
Highest Standard Passed					
Tertiary Qualification	Institution	Date of attendance	Year Received		
Post Graduate Qualification	Institution	Date of attendance	Year Received		
Other qualifications	CRS, CRB, CIPS please specify.....				
EAAB Fidelity Fund Certificate	Below 5 years	Above 5 years			
Work Experience & History					
How long have you been in practice as an agent?	1 year	2 years	3years	4 years	5 years
	If more than 5 years, please specify.....				



## Summary of Practical Experience

	Type of standard	Standard number	Required evidence	credits	Yes	No
1	Core	<a href="#">246734</a>	Can you explain the various Real Estate financing options available to different role players? Can you advise all role players on the various Real Estate financing options? Can you prove this knowledge and application with verifiable proof?	6		
2	Core	<a href="#">246738</a>	Can you explain the common business principles that are applicable to Real Estate? Can you apply these business principles to the Real Estate function? Can you prove this knowledge and application with verifiable proof?	8		
3	Core	<a href="#">246735</a>	Can you show and assessor that you understand the Real Estate environment in general and your environment in particular? Can you demonstrate how you use this knowledge in your day to day real estate activities? Can you prove this knowledge and application with verifiable proof?	8		
4	Core	<a href="#">242584</a>	Can you show an assessor that you understand the impact of the Financial Advisory and Intermediary Services Act 2002 (FAIS) (Act 37 of 2002) on Real Estate as a sub-sector of the financial services sector? Can you prove this knowledge and application with verifiable proof?	2		
5	Core	<a href="#">246733</a>	Can you explain all the legislation applicable to a real estate practice? Can you show how you apply this knowledge in your day to day dealings as a real estate practitioner? Can you prove this knowledge and application with verifiable proof?	12		
6	Core	<a href="#">242593</a>	Can you explain South African money laundering legislation and the implications for accountable institutions in transacting with clients? Can you show how you apply this knowledge in your day to day dealings as a real estate practitioner? Can you prove this knowledge and application with verifiable proof?	3		
7	Core	<a href="#">246739</a>	Do you know how to manage your own self-development in a Real Estate environment? Can you show how you apply this knowledge in your day to day dealings as a real estate practitioner? Can you prove this knowledge and application with verifiable proof?	8		
8	Core	<a href="#">246736</a>	Can you explain the theory and legislation governing your ability to market, sell and lease property? Can you show how you apply this knowledge in your day to day dealings as a real estate practitioner? Can you prove this knowledge and application with verifiable proof?	20		
9	Core	<a href="#">246737</a>	Can to explain the Real Estate Code of Conduct and ethics and the role of this code in governing the real estate	6		

			sector? Can you show how you apply this knowledge in your day to day dealings as a real estate practitioner? Can you prove this knowledge and application with verifiable proof?			
10	Funda menta I	<u>119472</u>	Can you explain the importance of being able to communicate orally and in writing, and can you identify common mistakes and correct them? Can you show how you apply this knowledge in your day to day dealings as a real estate practitioner? Can you communicate in writing and orally in at least two official SA languages? Can you prove this knowledge and application with verifiable proof?	5		
11	Funda menta I	<u>119466</u>		5		
12	Funda menta I	<u>119457</u>		5		
13	Funda menta I	<u>119465</u>		5		
14	Funda menta I	119459	Can write/present/sign texts for a range of contexts	5		
15	Funda menta I	<u>9015</u>	Can you explain the use of statistics and probability? Can you apply this knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems? Can you prove this knowledge and application with verifiable proof?	6		
16	Funda menta I	<u>9016</u>	Can you explain how to calculate concepts such as volume and area? Can you analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts? Can you apply this analysis to the real estate function? Can you prove this knowledge and application with verifiable proof?	4		
17	Funda menta I	<u>7468</u>	Can you explain various economic and mathematical indices? Can you use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues? Can you prove this knowledge and application with verifiable proof?	6		
18	Electiv e	<u>13418</u>	Can you explain the use of a mortgage bond as a form of debt security? Can you show how you apply this knowledge in your day to day dealings as a real estate practitioner? Can you prove this knowledge and application with verifiable proof?	6		
19	Electiv e	<u>12181</u>	Can you explain basic investment techniques? Can you show how you apply this knowledge in your day to day dealings as a real estate practitioner? Can you prove this knowledge and application with verifiable proof?	2		
20	Electiv e	<u>13420</u>	Can you explain the bond registration process? Can you show how you apply this knowledge in your day to day dealings as a real estate practitioner? Can you prove this knowledge and application with verifiable proof?	6		
21	Electiv e	<u>110003</u>	Can you explain how to develop administrative procedures in a selected organisation? Can you produce actual administrative procedures that you have developed? Can you prove this knowledge and application with verifiable proof?	8		
22	Electiv e	<u>114583</u>	Can you explain the role of marketing in a new venture? Can you develop, implement and evaluate a marketing strategy for a new venture by creating a marketing plan? Can you show how you apply this knowledge in your day to day dealings as a real estate practitioner? Can you prove this knowledge and application with verifiable proof?	8		

23	Elective	<u>242822</u>	Can you explain how to employ a systematic approach to achieving objectives? Can you show a scenario where you have employed a systematic approach? Can you show how you apply this knowledge in your day to day dealings as a real estate practitioner? Can you prove this knowledge and application with verifiable proof?	10		
24	Elective	<u>110000</u>	Can you explain the importance of having structured information and reports for internal and external use? Can you show how you apply this knowledge in your day to day dealings as a real estate practitioner? Can you prove this knowledge and application with verifiable proof?	10		
25	Elective	<u>15089</u>	Can you identify and apply property, asset and investment management principles? Can you show how you apply this knowledge in your day to day dealings as a real estate practitioner? Can you prove this knowledge and application with verifiable proof?	5		
26	These are elective credits – remember you only need to select 21 credits so you are not expected to be able to prove prior learning in all of these subject areas:					
27	Elective	<u>15059</u>	Can you explain how to co-ordinate facilities management opportunities? Can you show how you apply this knowledge in your day to day dealings as a real estate practitioner? Can you prove this knowledge and application with verifiable proof?	5		
28	Elective	<u>110009</u>	Can you explain the importance of managing administration records? Can you show how you apply this knowledge in your day to day dealings as a real estate practitioner? Can you prove this knowledge and application with verifiable proof?	4		
29	Elective	<u>242819</u>	Can you explain how to motivate and build a team, drawing on both theory and practical experience? Can you show how you apply this knowledge in your day to day dealings as a real estate practitioner? Can you prove this knowledge and application with verifiable proof?	10		
30	Elective	<u>114596</u>	Can you explain how to go about researching the viability of new venture ideas/opportunities?	5		

**Attention: All completed forms to be sent back to:**  
**Ms. Tshepiso Mofokeng**  
**Real Estate Coordinator**  
**011 718 6961 (fax)**  
**tshepiso@serviceseta.org.za**

