

QUALIFICATION SPECIFICATION						
SECTION A						
<b>QUALIFICATION DEVELOPER</b>	BA ISAGO University					
<b>TITLE</b>	Certificate V in Real Estate				<b>NCQF LEVEL</b>	5
<b>FIELD</b>	Physical Planning	<b>SUB-FIELD</b>		Real Estate		
New qualification	✓	Review of existing qualification				
<b>SUB-FRAMEWORK</b>	General Education		TVET	✓	Higher Education	
<b>QUALIFICATION TYPE</b>	Certificate	✓	Diploma		Bachelor	
	Bachelor Honours		Master		Doctor	
<b>CREDIT VALUE</b>	120					
<b>RATIONALE AND PURPOSE OF THE QUALIFICATION</b>						
<p>With the growth in construction of residential homes, shopping malls, commercial buildings, and other architectural developments, the need for real estate practitioners is forever increasing. According to the Human Resources Development Council's (HRDC), 'Top Occupations in High Demands report' (2016), real estate agents and property managers have been identified as one of the top occupations and priority skills in Botswana. This was mainly based on the real estate sub-sector potential growth and the creation of employment.</p> <p>In addition, the Botswana Vision 2036 pillar on Infrastructural Development emphasises the need to develop world class infrastructure to facilitate economic diversification and international trade opportunities. Moreover, the massive infrastructural developments that have taken place Botswana in the last 20-30 years and those that are envisaged under the National Development Plan (NDP11) also necessitate the importance of skilled and trained manpower in the field of real estate management.</p>						

The needs assessment conducted revealed that there was need for skills training and development in the field of real estate management, where 100% of respondents affirmed that the proposed qualification was relevant to human resources need of the country. The respondents were mainly private organisations, parastatals and government organisations who operate in the real estate and property management sector.

This qualification would enable candidates to register with the Real Estate Advisory Council which was established by the Real Estate Professionals Act, 2003 in order to provide for the regulation of activities and conduct of the real estate profession in Botswana and other matters incidental thereto.

The purpose of this qualification is to give candidates broad technical knowledge, skills and competencies to:

- i. Determine property values and measure economic returns of real estate investments.
- ii. Provide guidance to buyers or sellers with the purchase or sale process, including identifying and articulating issues, ensuring compliance with relevant laws, coordinating inspections and appraisals, negotiating sales price, and helping clients understand and select financing options.
- iii. Conduct real estate transactions, as licensed agents/brokers including property listing, rent, lease and/or sell a property.
- iv. Apply appropriate procedures and practices in residential real estate sales transactions according to the ethical and legal standards of the Real Estate industry.

This qualification would enable candidates to register as members of professional bodies, such as the Real Estate Institute of Botswana (REIB).

#### **ENTRY REQUIREMENTS (including access and inclusion)**

- i. Minimum entry qualification is Certificate IV, NCQF Level 4 (General Education or TVET).
- OR**
- ii. Access and Inclusion: Applicants who do not meet the requirements above may be considered through RPL and CAT in line with relevant ETP or national policies.

#### **QUALIFICATION SPECIFICATION**

##### **SECTION B**

<b>GRADUATE PROFILE (LEARNING OUTCOMES)</b>	<b>ASSESSMENT CRITERIA</b>
1. Demonstrate broad technical knowledge of effective communication and customer skills in real estate settings.	1.1 Construct /write messages in various formats and styles to a variety of audience. 1.2 Prepare formal and informal presentations to a variety of audience. 1.3 Provide appropriate information for integrating organizational plans with business process.
2. Comply with the legislation, rules and codes which regulate ethical conduct in the real estate business.	2.1 Interpret the legislative requirements, regulations and codes of practice affecting real estate operations. 2.2 Determine the changes to legislation and industry codes of conduct affecting agency operations. 2.3 Prepare documents such as representation contracts, purchase agreements, closing statements, deeds, lease and rental agreements. 2.4 Draft correspondence and documentation relating to the preparation, execution and registration of conveyancing documents in Botswana. 2.5 Assist customers to sign documents pertaining to property transactions. 2.6 Apply various aspects of property law and statutory requirements applicable to property transactions. 2.7 Analyze real estate problems and make decisions consistent with legislative and regulatory requirements

<p>3. Develop marketing strategies for selling and leasing of residential and commercial properties.</p>	<p>3.1 Gather customer or product information to determine customer needs.</p> <p>3.2 Promote sales of properties through advertisements, open houses, and participation in multiple listing services.</p> <p>3.3 Present property purchase offers to sellers for consideration.</p> <p>3.4 Advise clients on market conditions, prices, mortgages, legal requirements and related matters.</p> <p>3.5 Develop strategies for long term relationships with customers.</p>
<p>4. Apply basic principles of economics and finance in real estate setup.</p>	<p>4.1 Study the real estate market to determine investment opportunities and forces that drive property values.</p> <p>4.2 Value a property based on its features or income generating potential.</p> <p>4.3 Calculate loans that customers are eligible for and their repayments.</p> <p>4.4 Produce monthly loan amortization statements.</p> <p>4.5 Measure the economic returns of real estate investments using basic techniques.</p>
<p>5. Apply appropriate procedures to property management practices to ensure owners obtain a reasonable return on investments.</p>	<p>5.1 Compile a data base of properties to be managed, as well as their maintenance requirements.</p> <p>5.2 Prepare for periodic inspections in line with the property management and maintenance plans.</p> <p>5.3 Apply a broad range of cognitive and practical skills in conducting real estate property inspection.</p>

	<p>5.4 Produce maintenance report of properties maintenance in accordance with legislation and good practice.</p> <p>5.5 Apply property management practices in rent collection, property maintenance, arrears recovery, property reposessions.</p>
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QUALIFICATION STRUCTURE			
			SECTION C
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits
	Communication Skills	4	10
	Computer Skills	4	10
	Customer Service	5	12
CORE COMPONENT Subjects / Units / Modules /Courses	Introduction to Property Valuation	5	14
	Introduction to Building Technology	5	12
	Introduction to Property Marketing	5	12
	Property Economics and Finance	5	14
	Introduction to Property Law	5	12
	Introduction to Property Management	5	12
	Introduction to Estate Agency	5	12
ELECTIVE COMPONENT Subjects / Units / Modules /Courses	N/A		
Rules of combinations, Credit distribution (where applicable):			
<p>Fundamental Level 4 = 20 credits</p> <p>Fundamental Level 5 = 12 credits</p> <p>Core Level 5 = 88 credits</p> <p><b>Total 120 Credits</b></p>			

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## **MODERATION ARRANGEMENTS**

### **Assessment Arrangements**

All assessments which are leading to the award of the qualification should be based on learning outcomes and associated assessment criteria. The assessment comprise of formative and summative assessment. Formative assessment contributes 40% while summative contributes 60%.

### **Internal & External Moderation Arrangements**

The assessments will be moderated internally by subject experts within the organization and externally by subject experts outside the institution. Internal moderations will be done prior to external moderation.

Assessment and moderation will be carried out by BQA registered assessors and moderators.

## **RECOGNITION OF PRIOR LEARNING (if applicable)**

Recognition of Prior Learning (RPL) and Credit Accumulation Transfer (CAT) will be applicable for consideration for award in this qualification.

## **PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)**

### **Learning Pathways**

#### **Horizontal Articulation:** (NCQF level 5)

- Certificate V in Entrepreneurship
- Certificate V in Marketing
- Certificate V in Business Management

#### **Vertical Articulation** (NCQF level 6)

- Diploma in Real Estate
- Diploma in Facilities Management
- Diploma in Property

### **Employment Pathways**

- Real Estate investors
- Residential and Real Estate brokers
- Real Estate Agents
- Property Officer
- Salesperson

#### **QUALIFICATION AWARD AND CERTIFICATION**

- i. To be eligible for the award, candidates must have successfully completed all fundamental and core modules and passed examinations in accordance with regulations set by the Faculty. The Certificate V in Real Estate will be awarded to candidates who have obtained a minimum of 120 credits.

#### **REGIONAL AND INTERNATIONAL COMPARABILITY**

This qualification compares well with the following regional and international qualifications:

- National Certificate in Real Estate, NQF Level 5 - SGB Real Estate, Republic of South Africa
- Certificate in Real Estate, NQF Level 5 - Citrus College, Los Angeles- California, United States
- Certificate in Real Estate, NQF Level 5 - Cuyamaca College, California, United States

The proposed Certificate in Real Estate follows a similar structure like the above mentioned qualifications offered by other institutions of higher learning. All the qualifications are pitched at the same level (NQF 5) and aims to give basic grounding in real estate operations, as well the related laws and regulations in specific countries. There are common modules which make up the structure of all the qualifications such as real estate principles and practices, real estate law, real estate financing.

Unlike the proposed Certificate in Real Estate, which offers all modules as fundamental and core, other qualifications have an option for elective modules, where candidates would select a number of modules in addition to the compulsory ones.

Depending on the number of the modules the qualification durations differ and range from 6 months to a full year. There are also notable differences in the credit value of each qualification. The proposed qualification carries 120 credits, whereas the National Certificate in Real Estate offered by SGB Real Estate, Republic of



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South Africa carries 135 credits. On the other hand, the Certificate in Real Estate offered by Citrus College and Cuyamaca College carries 25 and 26 credits respectively.

**REVIEW PERIOD**

This qualification will be reviewed after five years upon registration.