


	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020

SECTION A: QUALIFICATION DETAILS															
QUALIFICATION DEVELOPER (S)				BA ISAGO University											
TITLE		Diploma in Real Estate Management								NCQF LEVEL		6			
FIELD		Physical Planning and Construction				SUB-FIELD		Real Estate		CREDIT VALUE		240			
New Qualification						✓		Review of Existing Qualification							
SUB-FRAMEWORK			General Education					TVET				Higher Education		✓	
QUALIFICATION TYPE		Certificate	I	II	III	IV	V	Diploma	✓	Bachelor					
		Bachelor Honours		Post Graduate Certificate				Post Graduate Diploma							
		Masters						Doctorate/ PhD							
RATIONALE AND PURPOSE OF THE QUALIFICATION															
RATIONALE: <p>The Botswana Human Resource Development Council (HRDC) Top Occupations in High Demand (2016) have identified the need to develop skills within the real estate industry, particularly Real Estate Agents and Property Managers. This is mainly based on the real estate sub-sector potential growth and its creation of employment. 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. This calls for skills training and development in areas such as real estate management. 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 trained manpower to manage them.</p>															

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PURPOSE:

Diploma in Real Estate Management is intended to provide learners with knowledge, skills and competencies to:


- Perform and prepare property valuation and appraisal reports of real estate assets.
- Manage the marketing, selling and leasing of commercial industrial business, agricultural, leisure and residential properties
- Conduct activities related to property management in both residential and commercial buildings including property analysis and maintenance plan.


ENTRY REQUIREMENTS (including access and inclusion)


- Applicants must have at least NCQF Level 4 or equivalent, including a pass in English language.
- OR**
- Candidates who do not meet the minimum academic qualifications stated above will be considered through Recognition of Prior Learning (RPL) process which shall be administered according to the National RPL Policy. There will also be provision for Credit Accumulation and Transfer System to the learner in a case they transfer in from another provider as per National Policy on CATS.

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SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Apply the roles and functions of a real estate practitioner.	1.1 Outline the real estate development process 1.2 Develop knowledge of estate agency 1.3 Apply knowledge of property finance in real estate operations. 1.4 Prepare agency agreements and appraisals of commercial and industrial sites 1.5 Articulate the key characteristics and managerial success factors of real estate practitioners.
2. Produce effective property management strategies	2.1 Match client requirements to space available 2.2 Compile an inventory of space/ asset register 2.3 Create estate management budget 2.4 Assess real estate assets and adapt them to give maximum return e.g. improving tenant mix 2.5 Develop relations with external service providers such as security and maintenance to ensure assets perform optimally
3. Exhibit general management skills required in an estate agency work.	3.1 Draft a customer relationship management strategy to achieve sales objectives 3.2 Develop a management strategy to achieve organizational objectives 3.3 Create sales strategies that are consistent with industry standard code of ethics 3.4 Implement management strategies to secure transaction mandates
4. Demonstrate knowledge of the basic principles of marketing and apply them effectively to real estate services.	4.1 Apply marketing principles in the real estate industry. 4.2 Identify and solicit opportunities for property in the market

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	<p>4.3 Examine factors affecting real estate marketing such as the demographic, economic, legal, technological and social environment.</p> <p>4.4 Develop segmentation and targeting strategies for property markets</p>
	<p>5. Examine and adhere to the legislative and ethical frameworks and international codes and practices underpinning real estate operations</p> <p>5.1 Identify the legal and ethical factors affecting real estate operations</p> <p>5.2 Comply with the legal and regulatory requirements for managing a real estate business</p> <p>5.3 Interpret the law of contract and the law of agency in a real estate context</p> <p>5.4 Outline the various ways of acquiring title of real property</p> <p>5.5 Apply concept of land ownership, transfer of ownership, and titles</p> <p>5.6 Analyze legal matters affecting real estate licensees</p>

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SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total (Per Subject/ Course/ Module/ Units)
		Level [5]	Level [6]	Level [7]	
FUNDAMENTAL COMPONENT <i>Subjects/ Courses/ Modules/Units</i>	Principles of Economics		10		10
	Computing and Information Skills		10		10
	Principles of Financial Accounting		10		10
	Business Planning and Entrepreneurship			10	10
	Quantitative Methods		10		10
	Project Management		10		10
CORE COMPONENT <i>Subjects/Courses/ Modules/Units</i>	Building Construction and Services		12		12
	Town and Country Planning		10		10
	Property Law		10		10
	Property Valuation		12		12
	Estate Agency		8		8
	Real Estate Investment and Finance			12	12
	Geomatics			12	12
	Industrial Attachment		60		60
	Building Maintenance		12		12
	Property Management		12		12

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	Property Auctioneering		12		12
	Property Marketing		8		8
ELECTIVE/ OPTIONAL COMPONENT Subjects/Courses/ Modules/Units	N/A				
SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL					
TOTAL CREDITS PER NCQF LEVEL					
NCQF Level		Credit Value			
Level 6		216			
Level 7		48			
TOTAL CREDITS		240			
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)					
The credit distribution is made up of 60 credits from the Fundamental components and 180 credits from the core component.					

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ASSESSMENT ARRANGEMENTS

All assessments which are leading to the award of the qualification should be based on learning outcomes and associated assessment criteria. The assessments will be as follows:

i. Formative Assessment

The weighting of formative assessment is 40 % of the final assessment mark.

ii. Summative Assessment

The weighting of summative assessment is 60 % of the final assessment mark.

Assessment will be conducted by Assessors who have been registered with Botswana Qualifications Authority (BQA).

MODERATION ARRANGEMENTS

There will be provision for internal and external moderation, conducted by Moderators registered with Botswana Qualifications Authority (BQA).

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) will be applicable for consideration for award in this qualification.

CREDIT ACCUMULATION AND TRANSFER

Credit Accumulation Transfer (CAT) will be applicable for consideration for award in this qualification.


PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Articulation:

- Diploma in Property Management
- Diploma in Property Practice
- Diploma in Property Valuation

Vertical Articulation

- Bachelor Commerce Degree in Real Estate
- Bachelor Commerce Degree in Estate Management

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- Bachelor of Science Degree in Property Studies

Employment Pathways

- Property Valuer
- Property Auctioneer
- Property Developer
- Facilities Manager
- Estate Agent
- Estates Officer
- Property Manager
- Real Estate Consultant

QUALIFICATION AWARD AND CERTIFICATION

Candidates meeting the prescribed requirements will be awarded the qualification in accordance with the qualification composition rules and applicable policies. To be eligible for the award of the Diploma in Real Estate, candidates should have obtained a minimum of 264 credits. A certificate will be issued to learners who are awarded the qualification.

REGIONAL AND INTERNATIONAL COMPARABILITY


- University of South Africa (UNISA): National Diploma in Real Estate:** Fundamentally, this qualification aims to produce a graduate able to provide property valuation or property marketing or property management services to the community, under supervision of a professional or independently where required, thus contributing to the property valuation or property marketing or property management needs of both rural and urban societies. The qualified person will be able to register with the South African Council of Valuers or Estate Agency Affairs Board. With regards articulation, the qualification documents do not show how students can progress horizontally. However vertically they can also enrol for the Bachelor of Technology in Real Estate. Upon completion of this qualification, learners can property valuation or property marketing or property management services to the community, under supervision of a professional or independently where required.

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- ii. **National Diploma in Real Estate (Harare and Bulawayo Polytechnics):** When combined, real estate diploma qualifications which are offered in Zimbabwe are structured in a way that half of their total courses are engineering in nature while only 18.18% of the course subjects can be categorised as investment/finance and 31.82% can be categorised as general courses. In light of the foregoing analysis, it can be safely concluded that existing real estate curricula in Zimbabwe is multi-disciplinary in nature with main emphasis on engineering/survey courses. However, the proposed qualification 37% of the modules can be classified as Investment. In terms of exit level outcomes, the qualification puts emphasis on developing a graduate a technical understanding of the real estate. The qualifications which are offered in Zimbabwe are structured in a way that half of their total courses are engineering in nature while only 18.18% of the course subjects can be categorised as investment/finance and 31.82% can be categorised as general courses. Articulation is not stated in the document. It appears there is no Degree qualification in Real Estate offered in Zimbabwe. Upon completion of this qualification; learners can work in Real Estate firms after completing examination of the Real Estate Institute of Zimbabwe.
- iii. **Diploma in Real Estate Excel Academy Malaysia-** The qualification equip the learner to find employment in Real Estate Business. The four core units to be completed for award of the qualification are Economics, Marketing, Building Technology Law Estate Agency Valuation and Land Economics. Those who complete the qualification can proceed to university with it, specifically, to the Bachelor's degree qualification.

Comparability of the proposed Diploma with other Institutions.

- **UNISA-** As noted above, the proposed Diploma in Real Estate compares well with the above-mentioned institution in the following respects. Firstly, the exit level outcomes for all three qualifications were developed in line with exit outcome descriptors. The content in the respective qualifications also leads to similar vertical and horizontal articulation routes. However, unlike the proposed qualification, which is broader based and generic, the UNISA qualification leans more holistically towards real estate. Students qualify to join all professional institutions as indicated above.
- **Bulawayo and Harare Polytechnics-** The qualification puts more emphasis on the technical aspects of real estate such as engineering and surveying. It appears there is no vertical articulation because there is no institution in Zimbabwe which offers a degree qualification in Real Estate

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- **Excel Academy Malaysia-** This qualification compares well with our qualification in terms of course content, duration and articulation. The difference with the Malaysia qualification in terms of course content is that there is Land Economics which is not available in our qualification.

REVIEW PERIOD

This qualification will be reviewed after 5 years upon registration.