

This Qualification/Programme Schedule and Payment Details Schedule relates to the Training Agreement entered into between the employer and trainee set out below.

Company name	
Learner's full name	
Start date	
Assessor (if required)	

A. Real Estate Qualification/Programme

Select a Qualification/Programme by ticking the appropriate box

1. Salesperson

Selection	Qualification/Programme	Duration	Programme Number	Price (incl GST)
	New Zealand Certificate in Real Estate (Salesperson) (Level 4) <i>An employment agreement or contract of engagement with a licensed real estate company needs to be attached for this qualification only.</i>	6 months	08713V1-IT-306-P2	\$1,095.00

2. Property Management

Selection	Qualification/Programme	Duration	Programme Number	Price (incl GST)
	New Zealand Certificate in Residential Property Management (Level 4)	12 months	07787V1-IN-306	\$994.75

3. Agent

Selection	Qualification/Programme	Duration	Programme Number	Price (incl GST)
	National Diploma in Real Estate (Agent) (Level 5)	30 months	03069V2-IN-306	\$2,990.00
	National Diploma in Real Estate (Agent) (Level 5) Supplementary Credit Programme <i>You must have achieved the National Certificate in Real Estate (Branch Manager) (Level 5) to enrol in this programme.</i>	12 months	09389V1-IT-306	\$1,200.00

Please note that trainees will be withdrawn if over duration.

4. Recognised Property Degrees or Trans-Tasman Mutual Recognition (New South Wales licensees only)

If the Real Estate Authority (REA) has advised you that you require assessment against unit standard 23137 (Demonstrate knowledge of the sale and purchase agreement and facilitate a sale of real estate) in order to meet real estate licensing requirements with your recognised property degree, then you will need to complete a face-to-face assessment with Skills. When you have completed assessment against this unit standard, Skills will send you a letter which you can provide to REA as part of your application for a real estate licence. Please provide Skills with written confirmation from REA that this assessment is required for your real estate licence application.

Selection	Qualification/Programme	Written confirmation from REA attached	Price (incl. GST)
	Unit standard 23137		\$345.00

5. Single Units

Selection	List unit numbers	Price/unit (incl GST)
		\$345.00

B. Payment Details

Select whether the programme is paid for by the trainee or employer:

Trainee Employer (Complete the following if the employer is making payment)

Name of person/company making payment

Billing address (if not previously given)

Email (for invoice/receipt)

Method of payment (tick one)

i. Credit card (available for the majority of programmes)

Credit card [Go to http://www.skills.org.nz/payment/](http://www.skills.org.nz/payment/) and follow the onscreen process to make a secure online payment by credit card.

Auth code Name on card

Date paid (dd/mm/yyyy)

On completion you will be emailed a receipt, enter the receipt details above or your application will be delayed.

ii. Internet banking

Internet Banking **Please complete the Particulars/Code/Reference fields and Date paid as below or your application may be delayed.**

Account name Account number

Particulars Code

Date paid (dd/mm/yyyy) Reference

C. Checklist

Please include:

- Training Agreement (signed by you and your employer)
- Proof of identity documentation
- Contract of engagement or employment contract (for the Salesperson qualification only)
- Full payment details

Important note: Please note that enrolling in the New Zealand Certificate in Real Estate (Salesperson) (Level 4) programme allows you to work towards achieving the qualification you require to apply for a Salesperson's licence. However, if you are not actively licensed as a salesperson, you cannot promote yourself as a salesperson or act in any way to carry out real estate agency work prior to being licensed as a salesperson; as defined in the Real Estate Agents Act 2008.

Please note that if you have a criminal conviction, REA may decline your application for a real estate licence.

Signed for and on behalf of the EMPLOYER

Name

Signature

Date

Signed by the TRAINEE

Trainee name

Trainee signature

Date