



Programme development for Real Estate

Exemptions and matrix of standards to graduate profile outcomes

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skills.

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Introduction

The purpose of this document is to support programme developers who are developing a programme towards:

1. New Zealand Certificate in Real Estate (Salesperson) (Level 4) [Ref: 3111];
2. New Zealand Certificate in Real Estate (Specialist) (Level 5) with strands in Business Broking; Commercial and Industrial; Residential; Rural [Ref: 3112];
3. New Zealand Certificate in Real Estate (Branch Manager) (Level 5) [Ref: 3580];
4. Real Estate strand – New Zealand Diploma in Business (Level 6) [Ref: 2460].

This document shows exemption information and matrix's' for the above qualifications.

This document will be updated upon every cycle of the real estate unit standard review to maintain currency with relevant qualifications, unit standards, programmes of industry training, and industry requirements.

Exemption tables

The following tables outline exemption information for learners who are transitioning from the higher level National qualifications for real estate, into the higher level New Zealand qualifications for real estate. Skills policies and processes will apply for learners who are enrolled in the relevant Skills programme of industry training.

What you are exempt from

IF A LEARNER HOLDS...	THEY ARE EXEMPT FROM	ASSOCIATED QUALIFICATION	NOTES
4693, 5146, 26153, and 22306	30481	Real Estate strand (Level 6)	Learners must hold all standards to be exempt from 30481 Knowledge across all 4 standards have been amended and updated within 30481
4703, 4704, 4705, and 4707	30488	Branch Manager (Level 5) and Real Estate strand (Level 6)	Learners must hold all 4 standards to be exempt from 30488
4696, 4698, 4699, and 4702	30494	Branch Manager (Level 5)	Learners must hold all 4 standards to be exempt from 30494. 30494 includes most of the current information within the 4 standards, but other information have also been included such as risk management, and improving revenue and performance
4713 and 23151	30499	Specialist (Residential strand)	Learners must hold both unit standards to be exempt from 30499
15501, 23153 and 23154	30503	Specialist (Rural strand)	Learners must hold all three standards to be exempt from 30503. 30503 combines topics from the 3 standards, and includes current information to meet needs and requirements of rural sales
23144 and 26151	30489	Specialist (Business broking strand)	Learners must hold both standards to be exempt from 30489.
23150	30501	Specialist (Residential strand)	

What you are not exempt from

STANDARDS THAT ARE LISTED ON THE NZQA FRAMEWORK...	LEARNERS MUST COMPLETE THE REPLACED STANDARDS...	ASSOCIATED QUALIFICATION REPLACED STANDARDS WILL MEET...	NOTES
4697	30484 and 30485	Branch Manager and Agent	4697 will be replaced by 30484 and 30485 however learners must achieve 30484 and 30485 as there is new knowledge within 30484 and 30485 that was not previously assessed in 4697
4669 and 23444	30493	Branch Manager	23444 is a unit standard that is not in the current National qualifications for Branch Manager and Agent
4671 and 23441	30504	Specialist (Rural strand)	These standards are not used in any current National qualification
4674 and 23148	30496	Specialist (Commercial / industrial strand)	23148 is a unit standard that is not in the current National qualifications for Branch Manager and Agent
4675	30497	Specialist (Commercial / industrial strand)	4675 is a unit standard that is not listed within a current National real estate qualification
23145 and 23146	30491	Specialist (Business broking strand)	Both standards are not listed within a current real estate qualification
23147	30492	Specialist (Business broking strand)	Standard is not listed within a current real estate qualification
23152	30505	Specialist (Rural strand)	There is new information included in 30505 that has not been previously included in any prior rural specific unit standard
23442	30490	Specialist (Business broking strand)	23442 is not listed within any real estate National qualification
23443	30500	Specialist (Residential strand)	23442 is not listed within any real estate National qualification

Matrix of unit standards to graduate outcomes

The following tables shows a matrix of which current unit standard(s) meets the requirements of a graduate outcome(s) within the Real Estate qualifications.

New Zealand Certificate in Real Estate (Salesperson) (Level 4) [Ref: 3111]

Outcome	Assessment standards
<p>Outcome 1</p> <p>Operate as a real estate salesperson with knowledge of land ownership, land issues, building structures and council compliance</p> <p>11 Credits</p>	<p>Standards</p> <p>22311 Explain aspects of the Unit Titles Act 2010 for real estate personnel (Level 4) (2 Credits)</p> <p>23134 Demonstrate knowledge of law relating to land titles, ownership, and transfer of land (Level 5) (4 Credits)</p> <p>23157 Demonstrate knowledge of building styles and materials for real estate personnel (Level 4) (3 Credits)</p> <p>29882 Demonstrate knowledge of the resource management and building law relevant to real estate licensees (Level 4) (4 Credits)</p>
<p>Outcome 2</p> <p>Build and manage a database of contacts to establish and maintain a presence in the market place.</p> <p>2 Credits</p>	<p>Standards</p> <p>15500 Establish a personal professional presence in the real estate market (Level 4) (2 Credits)</p>
<p>Outcome 3</p> <p>Conduct property inspections and appraisals</p> <p>6 Credits</p>	<p>Standards</p> <p>26148 Demonstrate knowledge and use of inspection and appraisal for real estate property (Level 5) (4 Credits)</p>
<p>Outcome 4</p> <p>Facilitate real estate transactions through to settlement using appropriate methods of sale.</p> <p>14 credits</p>	<p>Standards</p> <p>23137 Demonstrate knowledge of the sale and purchase agreement and facilitate a sale of real estate (Level 5) (5 Credits)</p> <p>23140 Develop marketing plans for real estate, qualify customers, and present properties for sale (Level 4) (5 Credits)</p> <p>26150 Demonstrate knowledge of methods for sale of real estate in New Zealand (Level 4) (4 Credits)</p>

<p>Outcome 5</p> <p>Comply with New Zealand law and standards relevant to the real estate industry.</p> <p>17 Credits</p>	<p>Standards</p> <p>23135 Demonstrate knowledge of the law of contract and the law of agency in a real estate context (Level 4) (5 Credits)</p> <p>23136 Demonstrate knowledge of consumer protection law related to real estate practice (Level 4) (4 Credits)</p> <p>23141 Demonstrate knowledge of legislation as applied to real estate licensees (Level 5) (4 Credits)</p> <p>26149 Demonstrate knowledge of licensing and code of professional conduct under the Real Estate Agents Act 2008 (Level 4) (4 Credits)</p>
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New Zealand Certificate in Real Estate (Specialist) (Level 5) with strands in Business broking; Commercial and Industrial; Residential; Rural [Ref: 3112]

Outcome	Assessment standards
Outcome 1 Develop a marketing strategy to facilitate real estate transactions using research methods Credits 6	4695 Develop and implement a marketing strategy for a property or business (Level 5) (Credits 6)
Outcome 2 Build and maintain relationships with a diverse range of clients, customers, and networks. Credits 3	30495 Build and maintain professional relationships with real estate clients, customers, and networks (Level 5) (Credits 3)
Outcome 3 Apply knowledge of compliance best practice and facilitate the resolution of conflict and complaints. Credits 4	26152 Apply knowledge of ethics and industry best practice principles to real estate agency work (Level 5) (Credits 4)
Outcome 4 Apply knowledge of the Resource Management Act 1991, and district and regional planning in performing real estate duties. Credits 7	4714 Provide real estate clients or customers with information on resource management (Level 6) (Credits 7)
Outcome 5 – Business Broking strand Analyse financial statements, business performance, buyer demand and market conditions to facilitate the sale/lease of businesses. Credits 20	30489 Appraise businesses and complete an agency agreement (Level 5) (Credits 5) 30490 Develop marketing strategies and market a business for sale (Level 5) (Credits 5) 30491 Facilitate the sale and purchase of a business (Level 5) (Credits 5) 30492 Demonstrate knowledge of the business broking sector in the real estate industry (Level 5) (Credits 5)

Outcome	Assessment standards
<p>Outcome 6 – Commercial and Industrial strand</p> <p>Analyse documentation, building structures, land issues, and ownership structures to facilitate commercial and industrial real estate transactions.</p> <p>Credits 20</p>	<p>23149 Facilitate the sale and purchase of commercial and industrial properties (Level 5) (Credits 5)</p> <p>30496 Inspect, appraise, and complete an agency agreement for a commercial and industrial property (Level 5) (Credits 5)</p> <p>30497 Develop a marketing strategy for a commercial property or an industrial property (Level 5) (Credits 5)</p> <p>30498 Demonstrate knowledge of commercial and industrial real estate (Level 5) (Credits 5)</p>
<p>Outcome 7 – Residential</p> <p>Analyse complex residential land ownership, investment property, multi-unit and vacant land to facilitate complex residential real estate transactions.</p> <p>Credits 20</p>	<p>30499 Demonstrate and apply knowledge to appraise complex residential properties (Level 5) (Credits 5)</p> <p>30500 Develop marketing strategies for an investment property, a multi-unit property, and vacant land (Level 5) (Credits 5)</p> <p>30501 Draft sale and purchase agreements and manage the sale of a complex residential property (Level 5) (Credits 5)</p> <p>30502 Demonstrate knowledge of complex residential real estate transactions (Level 5) (Credits 5)</p>
<p>Outcome 8 – Rural</p> <p>Analyse rural land tenure and use, compliance, and farm management systems and practices to facilitate rural real estate transactions.</p> <p>Credits 20</p>	<p>30503 Inspect and appraise rural properties, and complete an agency agreement (Level 5) (Credits 5)</p> <p>30504 Develop marketing strategies to list and market a rural property (Level 5) (Credits 5)</p> <p>30505 Prepare and present Sales and Purchase Agreements for rural properties (Level 5) (Credits 5)</p> <p>30506 Demonstrate knowledge of legislation and council compliance applicable for rural real estate (Level 5) (Credits 5)</p>

New Zealand Certificate in Real Estate (Branch Manager) (Level 5) [Ref: 3580]

Outcome	Assessment standards
<p>Outcome 1</p> <p>Apply professional, ethical, and culturally appropriate leadership and communication skills to support and develop licensees and other staff to improve engagement and productivity, resolve problems, and enhance an effective branch environment.</p> <p>Credits 7</p>	<p>26152 Apply knowledge of ethics and industry best practice principles to real estate agency work (Level 5) (Credits 4)</p> <p>30484 Support and enable licensees and employees to improve engagement and productivity within a real estate branch or agency (Level 6) (Credits 3)</p>
<p>Outcome 2</p> <p>Supervise licensees and other staff to carry out agency work, applying broad compliance knowledge of the current New Zealand law relevant to the real estate industry.</p> <p>Credits 15</p>	<p>26154 Demonstrate knowledge of requirements for supervising within a real estate branch or agency (Level 5) (Credits 4)</p> <p>30485 Inform real estate licensees and employees about employment law and other compliance obligations (Level 6) (Credits 6)</p> <p>*4714 Provide real estate clients or customers with information on resource management (Level 6) (Credits 7)</p>
<p>Outcome 3</p> <p>Supervise and support licensees with property inspections and appraisals to ensure compliance with regulations and standards.</p> <p>Credits 10</p>	<p>30486 Supervise and support licensees completing inspections and appraisals (Level 6) (Credits 4)</p> <p>30487 Demonstrate knowledge of legislation and industry best practice applicable to inspections and appraisals (Level 5) (Credits 3)</p> <p>30493 Evaluate a licensee's investment analysis of a residential or commercial property (Level 5) (Credits 3)</p>
<p>Outcome 4</p> <p>Supervise and support licensees to ensure quality and compliance with agency authorities, facilitate complex sale and purchase agreements, facilitate complex lease agreements, and to discharge real estate contracts to comply with the current regulatory environment.</p> <p>Credits 7</p>	<p>30488 Supervise and support licensees and employees with real estate contracts and property management (Level 5) (Credits 8)</p> <p>*4714 Provide real estate clients or customers with information on resource management (Level 6) (Credits 7)</p>

<p>Outcome 5</p> <p>Apply principles and practices of operations management including trust accounts, sales/marketing, human resources, and risk management to achieve and enhance the objectives of the branch of a real estate agency.</p> <p>Credits 15</p>	<p>30494 Demonstrate and apply knowledge of human resource, risk management, and revenue for a real estate branch (Level 5) (Credits 5)</p> <p>4695 Develop and implement a marketing strategy for a property or business (Level 5) (Credits 6)</p> <p>4700 Manage a trust account for a real estate branch or agency (Level 5) (Credits 4)</p>
<p>Outcome 6</p> <p>Apply effective communication skills and methods to convey information to external stakeholders and networks.</p> <p>Credits 3</p>	<p>30495 Build and maintain professional relationships with real estate clients, customers, and networks (Level 5) (Credits 3)</p>

* It should be noted that credit of unit standard 4714 will contribute towards meeting graduate outcomes 2 and 4.

The Real Estate strand – New Zealand Diploma in Business (Level 6) [Ref: 2460]

Outcome	Assessment standards
Core knowledge and skills Credits 23	29051 Apply business knowledge for strategic objectives in a business entity (Level 6) (Credits 12)
Outcome 1 Determine and develop the business entity's strategic objectives.	29052 Contribute at a strategic level to innovation and organisational change within a business entity (Level 6) (Credits 20)
Outcome 2 Apply knowledge of the principles and practices of operations, management accounting, sales/marketing, HR, and risk management, for the strategic objectives of the entity.	29053 Design and develop strategic objectives for a business entity (Level 6) (Credits 18) 29054 Develop strategies for managing the impact of environmental factors and their effect(s) on the entity's performance (Level 6) (Credits 10)
Outcome 3 Contribute at strategic levels to innovation and organisational change.	
Core people skills Credits 14	
Outcome 4 Research, evaluate, and communicate information for entity's performance.	
Outcome 5 Develop and maintain strategic business relationships with stakeholders for efficient and effective performance of the entity.	
Core cognitive skills Credits 5	
Outcome 6	

<p>Apply analytical and problem-solving skills to resolve complex situations and challenges for efficient and effective performance of the entity.</p>	
<p>Core affective skills Credits 8</p>	
<p>Outcome 7 Model professional, ethical, and socially and culturally appropriate behaviour.</p>	
<p>Outcome 8 Motivate and develop self and others to improve employee engagement and productivity.</p>	
<p>Core business environment Credits 10</p>	
<p>Outcome 9 Develop strategies for managing the impact of external environments on the entity and the effect on the entity's performance.</p>	
<p>Outcome 10 Analyse how the origin and nature of the bi-cultural partnership (as embedded in the Treaty of Waitangi) can be applied to business activities and relationships.</p>	
<p>Real Estate strand</p>	
<p>Technical knowledge and skills Credits 42</p>	<p>26154 Demonstrate knowledge of requirements for supervising within a real estate branch or agency (Level 5) (Credits 4)</p> <p>30485 Inform real estate licensees and employees about employment law and other compliance obligations (Level 6) (Credits 6)</p> <p>30481 Demonstrate and apply knowledge of business entities and a policy and procedure manual in a real estate context</p>
<p>Outcome 49 Operate strategically as a real estate Agent with current broad and in-depth compliance knowledge of New Zealand law relevant to operating a real estate business.</p>	

Credits 18	(Level 6) (Credits 8)
<p>Outcome 50</p> <p>Apply an in-depth knowledge and understanding of the operation of a real estate trust account in the current regulatory environment.</p> <p>Credits 4</p>	<p>4700 Manage a trust account for a real estate branch or agency</p> <p>(Level 5) (Credits 4)</p>
<p>Outcome 51</p> <p>Apply a broad knowledge and understanding of inspections and appraisals.</p> <p>Credits 7</p>	<p>30486 Supervise and support licensees completing inspections and appraisals</p> <p>(Level 6) (Credits 4)</p> <p>30487 Demonstrate knowledge of legislation and industry best practice applicable to inspections and appraisals</p> <p>(Level 5) (Credits 3)</p>
<p>Outcome 52</p> <p>Apply a broad and in-depth knowledge and understanding of, and provide supervision for, agency authority, preparation and administration of complex sale and purchase agreements, complex lease agreements, and the process of discharging contracts in all real estate situations.</p> <p>Credits 13</p>	<p>30482 Assess a real estate agency's organisational processes and practices for real estate contracts</p> <p>(Level 6) (Credits 5)</p> <p>30488 Supervise and support licensees and employees with real estate contracts and property management</p> <p>(Level 5) (Credits 8)</p>
<p>People skills</p> <p>Credits 18</p>	<p>23132 Identify, evaluate, and mitigate risks in a real estate agency</p> <p>(Level 6) (Credits 7)</p>
<p>Outcome 53</p> <p>Lead, manage, and supervise licensees by modelling culture that promotes success through efficient, effective, and ethical performance in a changing environment in accordance with the Real Estate Agents Act 2008.</p> <p>Credits 14</p>	<p>26152 Apply knowledge of ethics and industry best practice principles to real estate agency work</p> <p>(Level 5) (Credits 4)</p> <p>30484 Support and enable licensees and employees to improve engagement and productivity within a real estate branch or agency</p> <p>(Level 6) (Credits 3)</p>
<p>Outcome 54</p> <p>Engage, support, and communicate with internal stakeholders to enable them to develop and achieve agreed personal and entity goals.</p> <p>Credits 4</p>	<p>30483 Develop and support a real estate agency and licensee to achieve agency and personal goals</p> <p>(Level 6) (Credits 4)</p>