

IMPORTANT COMMUNICATION ON THE MODULES OF THE REAL ESTATE PRACTICAL TRAINING COURSE IN TERMS OF THE PROPERTY PRACTITIONERS REGULATIONS, 2022

In June 2024, the PPRA issued Guidelines on the implementation of practical training modules. Therein, we highlighted the titles of 6 practical training modules necessary for completion by eligible candidate property practitioners which are in alignment with the modules of the Workplace Experience Module of the new NQF Level 4 Occupational Qualification.

The PPRA hereby provides a comprehensive indication of what is required to be achieved and detailed activities under each module that candidate property practitioners are required to complete, as follows:

WHAT MUST BE ACHIEVED	WORK ACTIVITIES
MODULE 1 Procedures to identify the property and real estate environment and comply with legislative and regulatory framework.	
1. Observe and assist a qualified person with the identification of the property and real estate environment in respect to trends, industry supply and demand and market knowledge.	Gather and analyse current property and property and real estate trends information.
	Collect industry supply and demand statistics.
	Review the market and investigate trends.
	Prepare and submit your findings to your mentor.

<p>2. Prepare and complete various contracts aligned to legislative and regulatory requirements under the supervision of a qualified person.</p>	<p>Prepare draft contracts for the following:</p> <ul style="list-style-type: none"> i. Sole and exclusive mandates ii. Lease agreement iii. Offer to purchase iv. Sectional Title sale agreement
	<p>Verify Protection of Personal Information Act, 4 of 2013 requirements for a client in a property and real estate transaction.</p>
	<p>Determine the Financial Intelligence Centre Act, 38 of 2001 requirements of a client.</p>
	<p>Establish the tax implications on a property and real estate transaction.</p>
<p>3. Apply rules and techniques to interpret appropriate legislative provisions affecting property and real estate transactions.</p>	<p>Communicate the legal requirements for the formation of a contract.</p>
	<p>Agree on the relevant type of agreement</p>
	<p>Discuss the consequences of an illegal and unlawful contract.</p>
	<p>Explain the nature of and process involved in the acceptance of the contract.</p>
	<p>Discuss the importance of timing of submission of documentation and the impact on the property and real estate transaction.</p>
	<p>Discuss the importance of applicable legislation and the implications within the property and real estate industry.</p>
	<p>Describe the consequences of fraudulent activities during the property and real estate process.</p>
<p>MODULE 2</p> <p>Processes and procedures for applying the Code of Conduct and adhering to ethical business principles.</p>	
<p>4. Gather and interpret information relating to the Code of Conduct.</p>	<p>Examine the principles that underpin the Code of Conduct, business ethics and professionalism.</p>
	<p>Identify strengths and weaknesses when comparing organisation Code of Conduct to the property and real estate Code of Conduct.</p>
	<p>Scrutinise and explain the impact of the implementation of the business' value system.</p>
	<p>Draw up a plan to improve the commitment and compliance to the Code of Conduct in the organization.</p>

5. Conduct all property and real estate matters in an ethical manner.	Use professional and ethical methods ensuring personal performance is consistent and aligned to customer needs.
	Create openness and transparency in all relationships and communication.
	Act with honest and integrity in all interactions.
6. Follow the Code of Conduct within the property and real estate context.	Protect the public's interest.
	Act only with a sole or open mandate.
	Duty to disclose.
	Make honest representation, and statements and use un-harmful marketing techniques.
	Practice integrity in duties relating to offers and contracts.
	Exercise uprightness in remuneration including trust monies and interest as legislated.
	Respect confidentiality.
	Prevent contravention of the Code of Conduct in all capacities within property and real estate transactions.

MODULE 3

Procedures to build internal and/or external client relationships and databases.

7. Engage with relevant stakeholders.	Conduct a comprehensive stakeholder analysis.
	Draw up an engagement plan.
	Set up a meeting schedule.
	Initiate and maintain a consultative approach throughout engagements with relevant stakeholders.
	Contribute to a culture of seamless service standards.
	Display an understanding of cultural diversity in property practices.
	Provide accurate information about legislation and the impact on the client.
	Display openness and transparency during engagement opportunities.
	Initiate remedial action when required.
8. Involve all social partners in monitoring of compliance.	Maintain strong reporting systems.
	Utilise viable and uniform reporting systems.
	Share individual experiences for best practice guidelines.
	Collaborate to simplify service delivery to clients.
9. Identify and manage areas of customer service impact.	Identify the various ways in which customers interaction can take place.
	Determine solutions in areas of customer service.

	Action changes or improve areas of customer service.
10. Identify advocacy opportunities available within the property and real estate environment.	Based on research, identify the primary means of intervention within own area of work.
	Provide structured information and advice on the best opportunities for complying within own area of work.
	Provide clear, written instructions on how to comply and in what timeframe to do so.
	Explain the impact of the opportunities on individuals and groups in the workplace.
	Reflect on the implications for the property and real estate practice environment.
	Report loopholes in application of legislation and regulations.

MODULE 4

Procedures to build a brand reputation and develop a target market.

11. Promote sufficient brand reputation to ensure business continuity.	Conduct a survey to determine current professional brand reputation under supervision.
	Contribute to initiatives to improve brand reputation.
	Act as a brand ambassador.
12. Develop a target market to ensure sustainability.	Conduct a comprehensive market analysis under supervision in your particular work area.
	Make recommendations to include or draw clients to the business.
	Follow up continuously.
	Maintain records of engagements for current and future property and real estate interventions.
13. Promote and contribute to training and education initiatives.	Discuss the benefits of lifelong learning and career advancement to positive property and real estate relations.
	Engage in discussions to improve brand position within the property and real estate environment, improve practices and services delivery.
14. Develop time management strategies.	Determine deadlines required in the job.
	Establish client's requirements essential for property and real estate transactions with time frames.
	Identify and reduce time wasters
	Manage time efficient work plans to meet deadlines.

MODULE 5

Practices to manage the property and real estate function.

15. Identify and analyse the clients buying and selling needs.	Prepare for clients' meeting.
	Introduce yourself.
	Establish the clients buying/selling needs.
	Perform an estimation of market value of the property and real estate.
	Qualify the clients.
	Obtain mandate and list the property.
	Introduce the property and real estate options to the clients.
	Explain the next steps.
	Clarify the necessary documents to the client.
	Report any high-risk clients.
	Prepare the sale agreement.
	Submit documentation and close the deal within required timeframes.
	Record and store all documentation.
16. Identify and analyse the clients letting and renting needs.	Prepare for the client meeting.
	Introduce yourself.
	Establish clients letting /renting needs.
	Qualify the clients.
	Obtain a mandate from the client.
	Inspect and list the property.
	Present property and real estate letting/ renting options to the client.
	Discuss the documentation required with the client for letting/renting.
	Prepare the lease/rental agreement.
	Present the agreement to the client.
	Obtain signature and file with necessary parties.
17. Prepare for the marketing of properties under the supervision of a qualified person.	Evaluate market condition and competitive pricing.
	Conduct a market analysis.
	Determine the type of pricing for property and real estate transactions.
	Identify evidence to collect during the visit.
	Prepare materials for marketing.
	Place marketing materials on various advertising platforms and at strategic positions as per legislation.
	Conduct a show house with viewings.
18. Plan and prepare for the managing of properties including Community	Establish ownership.
	Verify legality of property and its use.
	Prepare all legal documentation to ensure compliance.

Schemes.	Collect rent and other fees from tenants.
	Pay property and real estate expenses.
	Maintain property by settling tenants' complaints, enforcing rules of management and occupancy and inspecting vacant units.
	Maintains building systems by contracting maintenance service providers and supervising repairs.
	Report the property's financial status and occupancy to property owners.
19. Manage after-sales service.	Follow up on all documentation submitted.
	Check on suspensive and resolutive conditions.
	Ensure all financial aspects of the property and real estate transaction are complied with.
	Confirm all obligatory certificates have been passed onto the relevant authorities.

MODULE 6

The process to apply financial business principles.

20. Establish the cycles within the property and real estate industry.	Identify and analyse the cycles within the property and real estate industry.
	Plot yourself in the current cycle.
	Draw up cash flow forecast on anticipated income.
	Review income against earnings.
	Read and interpret a profit and loss statement.
21. Create a personal and business budget.	List current financial risks.
	Record all expenses.
	Create short, medium- and long-term objectives.
	Create a personal budget aligned to objectives.
	Create a business budget aligned to objectives.
22. Calculate the taxation on a property and real estate transaction.	List personal tax on income of a property and real estate transaction.
	Calculate the VAT on a property and real estate transaction.
	Calculate income tax on revenue earned.
	Check on capitals gains tax on the property and real estate transaction.
23. Draw up a business plan for an area of operation.	Determine the purpose of the plan.
	Create an area profile.
	Document all aspects of the business.
	Define the business structure and organogram.

	Create a strategic marketing plan.
	Draw up a financial plan including funding options and projections.
	Define the execution plan.
	Monitor and evaluate.

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