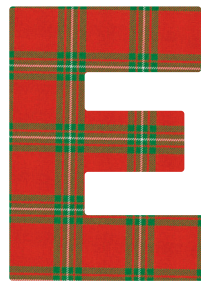




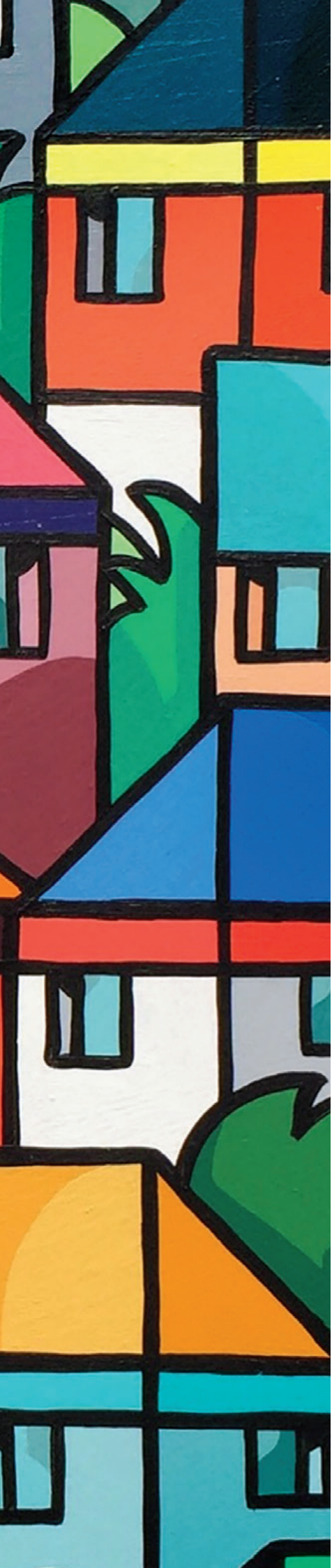
Edinburgh Careers



Edinburgh

Edinburgh Realty Ltd. Licensed under the REAA 2008





Thinking about a career in real estate?

Here at Edinburgh, we are always on the lookout for great communicators, who are personable, self-motivated and strive for success, because we believe someone with these attributes is perfectly suited for real estate.

To help you get started, we have created this resource to show you the steps required to join this rewarding profession. We have also highlighted some pretty compelling reasons as to why the Edinburgh team should be your first choice.

If you're not yet qualified, no worries, we can help you with that too. On the following pages, we have included the relevant information for you from Skills and Open Polytechnic.

Have a read of this booklet and if you're ready to take the next step - great! Let's talk.



Peter Wilson | Managing Director
0274 327 489 | peter@edinburgh.co.nz



A little bit about Edinburgh

Edinburgh was formed in 1995 by three established Dunedin property consultants, who wanted to create a company that worked the way that Otago people work: a company that was friendly, listened properly, communicated openly and got on with the job.

Today, Edinburgh has more than 30 property consultants working throughout Otago and a large property management team. Our customer base is built upon years of repeat business and referrals – the ultimate compliment in any company, but particularly appreciated at Edinburgh.

Otago focus.

One. That's the number of regions Edinburgh concentrates on. And, within the region, our team covers all property types: residential, commercial, investment, lifestyle and rural. We are the largest independent locally-owned real estate company in Otago. It's no secret that locals tend to prefer to deal with locals over someone from a national or international franchise, a preference our brand is built on. We have three offices across Otago. Each office is located on a main street, is highly visible and has great parking.

Independent.

Without the constraint of a head office in another island or country, we are able to march to our own tune. And we do. We offer our customers a quality service, thanks to our excellent property consultants, supported by hard-working administration and marketing teams.

Our local knowledge and understanding of trends and market conditions are second to none.



Ownership.

Edinburgh is owned by three company directors, Peter Wilson (Managing Director), Lane Sievwright and Mike Dougherty. Peter has been an owner since day one and specialises in the lifestyle and rural market. Lane joined in 2004 and concentrates on student rental investments, while Mike joined Edinburgh in 2013 and is part of the lifestyle and rural team alongside Peter. All three have an 'open door' management style. This means they are accessible to you on a daily basis to continually bounce ideas off and to talk all things real estate. Each of the owners have worked hard to establish and maintain their high functioning real estate careers within Edinburgh. After decades of hard work, strategic thinking and making lifelong business connections with people, there isn't much that they haven't seen, heard or experienced in real estate, making them an invaluable resource to their team of property consultants.

Community support.

Edinburgh takes pride in supporting our local communities and organisations. The Edinburgh Premier Art Awards is a stand out event hosted annually that not only supports our local artists and the Otago Art Society but is an event that brings people together. Strong connections are made through art, each piece evoking a different response or a sense of nostalgia. Otago has a rich arts culture and Edinburgh is proud to be a part of its history and growth.

In 2016 Edinburgh joined forces with the 2015 Super Rugby Champions, the Highlanders, as their official Real Estate Partner. Rugby, like art, brings different groups of individuals together, in this case to celebrate a much loved game across our region.

There are other important organisations that Edinburgh continues to support through fundraisers or events including the Otago Rescue Helicopter Trust, the Otago Hospice and the Cancer Society. As a team, Edinburgh actively seeks ways to give back to the local community.

Why Edinburgh?

We are huge advocates of achieving that healthy work-life balance, so much so that our marketing campaigns centre around this very concept. Our extremely successful 'Let's Talk' print and promotional videos showcase our property consultants as real people, who they are outside of the office and how their core values influence their approach to real estate.

Flexibility within a workplace is highly valued and sought after by those looking for their next career move. Here at Edinburgh we embrace and encourage that very thing.

Are you tired of the 9-5 grind?

Have you ever missed your child's school assembly?

Are you able to focus solely on where your passions lie?

What is important to you?

At Edinburgh, we have high quality support systems in place so that you no longer have to miss those special family moments. You can simply focus on the areas of real estate that you love.

A strong workplace culture is a key ingredient of our success. With our open door policy, colleagues feel included and well supported. A collaborative approach is evident in how individuals across departments and disciplines work together to achieve fantastic results for our valued clients.

It's not all work and no play at Edinburgh. Strengthening our workplace culture are the team events and activities held throughout the year. We enjoy a lot of laughs and there is a real sense of family within the team.







Innovation.

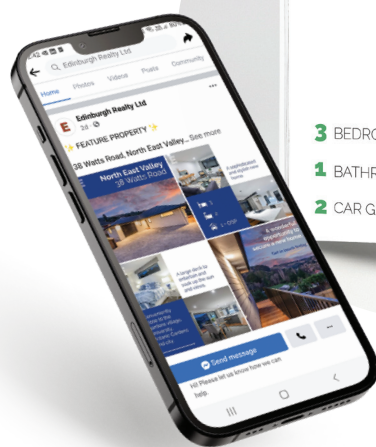
We like innovation at Edinburgh. We have always enjoyed bucking trends and moving quickly towards good ideas that will grow our business or make our work life easier. Because the owners walk the hall, they can decide to do something on Thursday morning and it can be operational by Thursday afternoon.

Top notch support.

We go the extra mile with our administration and marketing support for our consultants.

Our admin teams process your contracts, prepare your property CMAs, produce marketing and property flyers and ensure your listings are visible within the market.

Our specialised marketing and graphic design team ensures your advertising is always looking fresh and modern and produce personalised marketing material to help you stand out



from the crowd. We believe we offer the best marketing and admin support teams in Otago, providing you with a massive advantage.

Sadly, many of our competitors don't have this luxury and their agents have to do much of the work themselves. We pride ourselves on the support we offer our consultants. We are always looking for fresh and unique ideas that will assist you and to ensure Edinburgh is front of mind for those looking to buy and sell property.

In summary, we have the recipe for your **success.**

E

Edinburgh believes in and encourages that ever important work/life balance



A vast customer base built upon years of repeat business and referrals



Edinburgh understands the Otago market especially well and has three high profile, locally owned Otago offices in Dunedin, Mosgiel and Cromwell



Second to none administrative support backed by innovative systems to allow for seamless workflow



Experts in all real estate disciplines covering all property types: residential, commercial, investment, lifestyle and rural.



Personalised marketing packages - grow your brand within our brand!



Extensive market exposure to increase your vendor's profile utilising a variety of print and online advertising



Tailored success plan and continual professional development



Dedicated team of qualified and experienced marketing and design specialists



Getting started

There are a few steps involved in becoming a licensed salesperson with Edinburgh;

Step 1: Get Qualified

Approximately 6 months

In order to become a real estate salesperson you need to gain the New Zealand Certificate in Real Estate (Salesperson) (Level 4). New Zealand has many organisations you can gain this qualification through, however we recommend Skills or Open Polytechnic.

The course is completed remotely through an online process which involves webinars and digital submissions. We are also here to help you through the course.

Step 2: Get your Certificate from NZQA

Once you have successfully completed the New Zealand Certificate in Real Estate (Salesperson) (Level 4) you will need to apply to NZQA in order to receive your certificate.

Step 3: Sign a Contractor Agreement with Edinburgh Realty Limited

This is an agreement between you as an independent contractor and us, the real estate agency. You will need this in place in order to complete the next step.

Step 4: Get licensed with the Real Estate Authority

As mentioned in step three, you will need to be contracted to an agency. Once this is done, you will need to create a RealMe account (www.realme.govt.nz). This is an online portal used by real estate agents to pay their annual licensing fee. There are several steps required for the initial set-up, but once it's done, renewing your licence each year is quite a straight-forward process. Once you have paid your fee, you will get an email and from this point onwards you will be a licensed real estate agent. Yay!

Please note that when you become licensed, there is a 6 month probation period.

Skills course information: www.skills.org.nz/careers-and-courses/real-estate/salesperson/

Open Polytechnic course information: <https://www.openpolytechnic.ac.nz/qualifications-and-courses/nz3111-new-zealand-certificate-in-real-estate-salesperson-level-4>





Real Estate Salesperson

Gain flexibility and independence



The real estate industry offers rewarding career opportunities in a fast-paced, exciting sector. You'll be able to set your own work schedule, be your own boss, and meet new people. You'll help others make life-changing decisions, and directly reap the rewards of your own hard work. If you are considering a career change, the skills and experience you have gained in other fields can enable you to transition easily to real estate sales.

Becoming a salesperson is the best way to get your foot in the door. By completing the Real Estate Salesperson programme with Skills, you'll get so much more than just a qualification. We provide pastoral care with dedicated Account Managers to guide you all the way from sign-up to completion. And, we know the real estate sector inside out – we set standards for the sector and we develop our real estate qualifications in consultation with real estate industry.

What qualification do I need to become a salesperson?

The **New Zealand Certificate in Real Estate (Salesperson) (Level 4)** covers the knowledge and skills that you need to sell property in New Zealand. Successful completion of the qualification will allow you to apply for a Salesperson's licence through the Real Estate Authority (REA).



What are the benefits?

- Study anytime and submit assessments at your own pace
- Work and learn directly with a real estate agency
- Get support and mentoring from your branch manager or supervisor while you learn
- Receive continued support from your assigned Skills Account Manager
- Complete the programme with valuable work experience.

What does it cost?

\$1,095*
(GST inclusive)

How long will it take?

Designed to be completed within **6 months**

*Skills makes every effort to ensure that the information provided on this flyer is accurate and up-to-date. However the information given, including fees information and the availability and structure of courses, are regularly reviewed and no warranty or representation is given about the ongoing accuracy of such information. All fees may change without notice. Skills does not accept liability for any losses or damage that happen directly or indirectly from you relying on the information on this flyer.

skills.
Grow by growing others

How is the qualification achieved?



What will I learn?

You will learn to:

- Operate as a real estate salesperson with knowledge of land ownership, land issues, building structures and council compliance
- Build and manage a database of contacts to establish and maintain a presence in the marketplace
- Conduct property inspections and appraisals
- Facilitate real estate transactions through to settlement using appropriate methods of sale
- Comply with New Zealand law and standards relevant to the real estate industry.

The assessment material:

- Is completed online, and includes a range of assessment types (such as multichoice questions, short-answer questions and upload of completed documents and other evidence)
- Includes scenario-based assessment questions involving typical situations encountered by real estate personnel
- Includes background documents to assist learners to complete the practical assessments (including information on given properties and mock forms to use)
- Includes some role play assessment to assess skills related to interaction with prospective clients and customers.

How will I learn?

Our programme uses an interactive online platform where you can learn on the go more easily. Our platform provides :

- a narrative to guide your journey
- pre-quizzes to test your knowledge and improve your confidence before you attempt assessments
- auto-marked assessments so you can progress through the programme quickly.

Why choose us?

In a competitive industry you need an edge. Skills can help you every step of the way to the top of your game as a Real Estate Salesperson. We have a few decades of experience in practical and professional training. We provide pastoral care with dedicated Account Managers to guide you all the way from sign-up to completion.

Our Account Managers

- Help keep you on track with your assessments
- Provide a point of contact during the programme
- Can address any worries you have before your face-to-face assessment.



Ready to get started?

Call us today on **0508 SKILLS (0508 754 557)**
or visit **www.skills.org.nz/salesperson**

skills.
Grow by growing others

New Zealand Certificate in Real Estate (Salesperson) (Level 4)

Unlock your real estate career with the New Zealand Certificate in Real Estate (Salesperson) Level 4.

This online programme will provide you with a broad operational and technical knowledge of the real estate industry. This qualification will enable you to apply for your real estate salesperson's licence with the Real Estate Authority (REA) and work under the supervision of an agent or branch manager.

Qualification code NZ3111

Level > 4	Credits > 50
Workload >	Allow 10-12 hours of study per credit. Your workload may be higher around assessment due dates.
Study type >	Open
Cost >	See the qualification page on the website
Student loan >	You can get a student loan for this qualification if you meet the criteria. Visit studylink.govt.nz for more information.

Career Opportunities

This is an entry-level qualification to work in the real estate industry as a salesperson. Graduates of this qualification will have the skills and knowledge to operate as a salesperson in the real estate industry once they are licensed with the Real Estate Authority.

How to apply

Go to the choose courses tab on the qualification page on our website. Select RES420 Fundamentals of Real Estate and click add to enrolment plan. You'll be taken step-by-step enrolment through our process, which you can save and exit from at any time.



Programme structure

To achieve this qualification, you need to successfully complete all three courses in order listed below, starting with RES420. Go to the programme page on our website and click on each course for a full description, prerequisites and availability. Enrol in one course at a time. Once you have successfully completed a course, call us on 0508 650200 and we can arrange your next enrolment, and payment of course fees, over the phone.

Course Code	Course Name	Credits
RES420	Fundamentals of Real Estate	15
RES421	Law for Real Estate Licensees	15
RES422	Real Estate Sales and Marketing	20

What you will learn

Graduates of this qualification, once licensed, will be able to:

- Operate as a real estate salesperson with knowledge of land ownership, land issues, building structures and council compliance.
- Build and manage a database of contacts to establish and maintain a presence in the market place.
- Conduct property inspections and appraisals.
- Facilitate real estate transactions through to settlement using appropriate methods of sale.
- Comply with New Zealand law and standards relevant to the real estate industry.

Entry requirements

To enrol in this programme you need to have a minimum of 10 NCEA Level 2 credits in Literacy, Communication, or English, including five in writing and five in reading, or equivalent.

20 Years old or over

If you are 20 years of age or over and do not hold the minimum entry requirements you will be eligible to be enrolled where your previous educational, work or life experience indicates you have a reasonable likelihood of success.

English language requirements

International students must also have an IELTS (Academic) score of 5.5 with no band score lower than 5.0, or equivalent.

Domestic students for whom English or Māori is not their first language must also have an IELTS (Academic) score of 5.5 with no band score lower than 5.0, or equivalent.

Visit openpolytechnic.ac.nz/englishlanguage to view our English language criteria.

Computer and online access

This programme is delivered 100% online. To complete this programme you will need access to a laptop or desktop computer, reliable broadband internet connection and a data plan able to support online learning such as streaming of videos (including YouTube), downloading content, and writing and submitting online assessments. If you are unsure if your current computer or internet access allows you to complete your online learning with us, please contact us before applying to enrol.

Visit openpolytechnic.ac.nz/online to view our online learning and study tools.

Tutor-led online presentations

Our online presentations cover key topics to support your learning and can be watched from the comfort of your own home or office. You can hear from subject matter experts, get up-to-date industry information, and get extra help from tutors when you need it.

International students and domestic students living overseas

You can study this programme part time if you're an international student living in New Zealand or overseas. If you're living in New Zealand you will need to be in paid employment with a valid work permit.

You can study this programme if you're a New Zealand citizen living overseas.

Visit openpolytechnic.ac.nz/study-with-us/distance-learning-with-us/international-students for more information about the special conditions and fees which you'll need to meet.

Real estate licence

This qualification will only enable you to apply for a Real Estate Salesperson's licence in New Zealand as the course content has been designed specifically for the New Zealand real estate industry.



Passionate
about People
& Property

Let's talk.

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