

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**

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skills.
Grow by growing others

How is the qualification achieved?

1

You must be working in the real estate industry OR you can enter into a Contract of Engagement with a real estate agency while you study.

2

The learning material is delivered as an online interactive package. You can tackle each topic as soon as you're ready because you will have complete access to all study materials and resources.

3

There is a face-to-face assessment at the end of the programme.

4

Qualification is awarded.

5

You can then apply to the Real Estate Authority (REA) for a Salesperson's licence.

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**

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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.