

National Certificate in Real Estate (Branch Manager) (Level 5)

Level 5

Credits 103

This qualification has been **reviewed**. The last date to meet the requirements is 31 December 2021.

This qualification was republished in December 2019 to extend the last date for entry into programmes leading to the qualification from 31 December 2019 to 31 December 2020 and to extend the last date for assessment from 31 December 2020 to 31 December 2021.

This qualification was republished to remove reference under transition information to the New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, Māori Business and Management, and Real Estate) (Level 6) [Ref: 2460]. This was because the New Zealand Certificate in Real Estate (Branch Manager) (Level 5) [Ref: 3580] was subsequently developed.

Transition Arrangements

This qualification has been reviewed and will not be replaced by a New Zealand qualification.

For detailed information see [Review Summaries](#) on the NZQA website.

The last date for entry into programmes leading to award of this qualification is 31 December 2020.

This qualification contains standards that expire before the last date of assessment. People wishing to complete the qualification using those standards will need to gain credit for them before they expire.

It is anticipated that no existing candidates will be disadvantaged by these transition arrangements. However, anyone who feels that they have been disadvantaged may appeal to The Skills Organisation at the address below.

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	May 2007	30 June 2010
Revision	2	March 2008	30 June 2010
Review	3	April 2010	31 December 2013
Republished	3	June 2010	31 December 2013
Revision	4	August 2012	31 December 2019
Review	5	April 2016	31 December 2021
Republished	5	January 2017	31 December 2021
Republished	5	August 2018	31 December 2021
Republished	5	December 2019	31 December 2021

Standard Setting Body

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REVIEWED

National Certificate in Real Estate (Branch Manager) (Level 5)

Level	5
Credits	103

Purpose

This National Certificate is the qualification that meets the legislative requirements for a licence to operate as a branch manager in the real estate industry.

This National Certificate is awarded to people who have demonstrated competence in the knowledge and skills required of licensed branch managers in the real estate agency industry.

The compulsory section of this qualification allows the candidate to demonstrate knowledge in a range of skills and knowledge required of a branch manager.

Holders of the qualification are able to: outline plans for real estate projects; implement the marketing function; manage the staffing function; facilitate performance of employees and contractors; manage trust accounts; implement internal controls and conduct internal checks and audits; manage the preparation of real estate contracts; facilitate the discharge of real estate contracts, manage real estate contracts of agency; explain leasing, legal, and financial matters to clients and prospective customers; provide clients and prospective customers with advice on resource management issues; demonstrate understanding of legal matters affecting real estate licensees; and prepare agency agreements and appraisals of commercial and industrial sites and qualify clients.

Holders of this qualification are also able to demonstrate knowledge of: team management and team building methods; financial transactions and financial statements; land ownership, transfer of ownership, and titles; the law of contract and the law of agency; misleading and deceiving conduct and misrepresentation; council zoning and building law needed as a real estate agent; licensing and code of professional conduct under the Real Estate Agents Act 2008; and requirements for properly supervising and managing a real estate business.

This qualification is structured with elective sections offering flexibility and a broad skill-base necessary for running a real estate business. The elective section of this qualification enables candidates to demonstrate knowledge and skills required for business appraisal, residential appraisal, and rural appraisal.

Holders of this qualification may apply to the Real Estate Agents Authority for a real estate branch manager's licence under the provisions of the Real Estate Agents (Licensing) Regulations 2009. They must do so if they wish to operate as a branch manager in the real estate industry.

This qualification has been designed to provide an exit point for salespeople wanting a licence to operate as a real estate branch manager and is intended to follow on from the National Certificate in Real Estate (Salesperson) (Level 4) [Ref: 1543] with which it shares some standards. All of the standards in this qualification are in the National Diploma in Real Estate (Agent) (Level 5) [Ref: 1731] and candidates are encouraged to undertake further training to progress to this qualification.

Special Notes

Entry requirements

Real estate licensees require proficient communication skills. People entering programmes of education and training leading to the award of this qualification must demonstrate the capacity to understand requirements and instructions, and communicate to the required industry level. This must be evidenced by one of the following:

- a minimum of 8 Level 2 credits in English, 4 in writing, and 4 in reading;
- IELTS overall test scores of 6.0; or
- the demonstration of equivalent knowledge and skills.

Licensing requirements

This qualification meets the licensing requirements to be licensed as a real estate branch manager by the Real Estate Agents Authority as set out in the Real Estate Agents (Licensing) Regulations 2009. For licensing purposes, this document must be read in conjunction with the Real Estate Agents (Licensing) Regulations 2009.

Recognition of Current Competence (RCC)/Recognition of Prior Learning (RPL)

The RCC and RPL processes recognise the knowledge and skills gained from work and experience, or from courses or study undertaken. Candidates go through an assessment process to gain credit for standards. The assessment process is carried out by accredited organisations.

Candidates should contact The Skills Organisation for more information regarding RCC/RPL.

Credit Range

	Compulsory	Business Appraisal Elective
Level 3 credits	3	-
Level 4 credits	26	6-9
Level 5 or above credits	60	-
Minimum totals	89	6

	Residential Appraisal Elective	Rural Appraisal Elective
Level 4 credits	0-5	4-5
Level 5 or above credits	0-5	-
Minimum totals	4	4

Requirements for Award of Qualification

Award of NZQF National Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided on the New Zealand Qualifications Authority (NZQA) website: <http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

Summary of Requirements

- Compulsory standards
- Business Appraisal Elective – A minimum of 1 standard as specified
- Residential Appraisal Elective – A minimum of 1 standard as specified
- Rural Appraisal Elective – A minimum of 1 standard as specified

Detailed Requirements

Compulsory

The following standards are required

Service Sector > Real Estate > Real Estate Management

ID	Title	Level	Credit
4694	Outline plans for real estate projects	4	3
4695	Implement the marketing function in real estate firms	5	5
4696	Manage the staffing function in real estate firms	5	5
4697	Facilitate performance of employees and contractors in real estate firms	5	5
4698	Demonstrate knowledge of team management and team building methods appropriate for real estate firms	5	4
4699	Demonstrate knowledge of financial transactions and financial statements for real estate firms	4	4
4700	Manage trust accounts in real estate firms	5	4
4702	Implement internal controls and conduct internal checks and audits in real estate firms	5	3
4703	Manage the preparation of real estate contracts	5	4
4704	Facilitate the discharge of real estate contracts	5	3
4705	Manage real estate contracts of agency	5	3

Service Sector > Real Estate > Real Estate Practice and Law

ID	Title	Level	Credit
4707	Explain leasing, legal, and financial matters to clients and prospective customers	5	4
4714	Provide clients and prospective customers with advice on resource management issues	6	8
23134	Demonstrate knowledge of land ownership, transfer of ownership, and titles	5	4
23135	Demonstrate knowledge of the law of contract and the law of agency in a real estate context	4	5
23136	Demonstrate knowledge of misleading and deceptive conduct and misrepresentation for real estate practice	4	4
23138	Demonstrate knowledge of council zoning and building law needed to act as a real estate salesperson	3	3
23141	Demonstrate understanding of legal matters affecting real estate licensees	5	4
26149	Demonstrate knowledge of licensing and code of professional conduct under the Real Estate Act 2008	4	4
26154	Demonstrate knowledge of requirements for properly supervising and managing a real estate business	5	4

Service Sector > Real Estate > Rural, Residential, Commercial and Business Sales

ID	Title	Level	Credit
4674	Prepare agency agreements and appraisals of commercial and industrial sites and qualify clients	4	6

Business Appraisal Elective

A minimum of 1 standard

Service Sector > Real Estate > Rural, Residential, Commercial and Business Sales

ID	Title	Level	Credit
23144	Appraise and complete agency agreements for larger sized businesses	4	6
26151	Appraise, complete and explain agency agreements for smaller and medium sized businesses	4	9

Residential Appraisal Elective

A minimum of 1 standard

Service Sector > Real Estate > Rural, Residential, Commercial and Business Sales

ID	Title	Level	Credit
4669	Demonstrate knowledge of appraisal and complete investment analyses of residential properties	4	5
4713	Prepare appraisals of multi-unit residential properties	4	4
23151	Demonstrate an understanding of the sub-division process and appraise vacant residential land	5	5

Rural Appraisal Elective

A minimum of 1 standard

Service Sector > Real Estate > Rural, Residential, Commercial and Business Sales

ID	Title	Level	Credit
15501	Prepare appraisals of lifestyle properties	4	4
23153	Prepare appraisals of horticultural and specialised unit properties	4	5
23154	Prepare appraisals of pastoral and arable properties	4	5

Previous versions of the qualification

Version 4 was issued following a change of responsibility from Real ITO to ETITO and a revision of unit standards in the qualification. Main changes included: standard setting body details amended; titles of standards 23135 and 23136 amended to reflect unit standard revisions.

This qualification contains standards that have been substituted for, and standards that replace earlier standards. For the purposes of this qualification, people who have gained credit for the expiring standards are exempt from the requirement to gain credit for the replacement standards – see table below.

Credit for	Exempt from
4689, 4712	23144, 26151
4709	23153, 23154
4710	23157
23142, 23143	26151

Version 3 was republished in June 2010 to change the last date for assessment for superseded versions of the qualification from 31 May 2010 to 30 June 2010. This was done to accommodate late assessment and re-assessments against standards that were to be used to meet qualification and licensing requirements prior to 30 June 2010. Version 3 was issued following a full review of the licensing requirements under the Real Estate Agents Act 2008 resulting in development of the Real Estate Agents (Licensing) Regulations 2009. The qualification was updated to incorporate the new requirements for a real estate branch manager's licence. Changes included – prerequisite requirement removed; minimum credit requirements increased from 87 to 103; standard levels and credits updated; standards 23142 and 23143 replaced by standard 26151; standard 22314 replaced by 26154; standards 125 and 4708 removed; standards 23134-23136, 23138, 23141, and 26149 added.

Version 2 was issued following Ministerial approval of a Rule change required by the Real Estate Institute of New Zealand to enable the Council of REINZ to approve changes to the qualification and licensing requirements. The qualification was revised to allow more realistic transition following the approval of the changed licensing requirements. The date that exemptions could be used for transition was extended to 30 April 2009. Transition arrangements were published on the REINZ website (<http://www.reinz.co.nz/>) and in the RE Journal and via e-newsletters.

Version 1 was designed to provide a pathway to the National Diploma in Real Estate (Licensee) (Level 5) [Ref: 0100] and an exit point for people wanting the Certificate of Approval as Branch Manager only.

Certification

The certificate will display the logos of NZQA, The Skills Organisation and the organisation that has been granted consent to assess against standards that meet the requirements of the qualification (accredited).

Classification

This qualification is classified according to the classification system listed on the Directory of Assessment Standards (DAS) and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

DAS Classification		NZSCED	
Code	Description	Code	Description
295	Service Sector > Real Estate	080503	Management and Commerce > Sales and Marketing > Real Estate

Quality Management Systems

Providers and Industry Training Organisations must be granted consent to assess by a recognised Quality Assurance Body before they can register credits from assessment against standards. Organisation with consent to assess and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Consent to assess requirements and the moderation system are outlined in the associated Consent and Moderation Requirements (CMR) for each standard.