skills.

Qualification/Programme Schedule & Payment Details
REAL ESTATE

Please attach this schedule to the Training Agreement

Company name	
Trainee full name	

A. Real Estate Qualification/Programme

Select the relevant Qualification/Programme that you are enrolling for and then fill in the Payment Details.

1. Salesperson

Selection	Qualification/Programme	Programme Number	Price (incl GST)	Duration
☐	National Certificate in Real Estate (Salesperson) (Level 4) *An employment agreement or contract of engagement with a licensed real estate company needs to be attached for this qualification only.*	02797V4-IN-306	$1,095.00	6 months
☐	*Recognition of Current Competency - REAL Knowledge (Salesperson) Standard Please sign the declaration below	02797V2-IN-306-REAL	$454.25	

2. Property Management

Selection	Qualification/Programme	Programme Number	Price (incl GST)	Duration
☐	New Zealand Certificate in Residential Property Management (Level 4) Property Manager	07788V1-IN-306	$994.75	7 months
☐	New Zealand Certificate in Residential Property Management (Level 4) Property Manager	07787V1-IN-306	$994.75	12 months
☐	*Recognition of Current Competency - New Zealand Certificate in Residential Property Management (Level 4) Property Manager Please sign the declaration below	03403V1-IN-306-APL	$994.75	

3. Branch or Agent Management

Selection	Qualification/Programme	Programme Number	Price (incl GST)	Duration
☐	National Certificate in Real Estate (Branch Manager) (Level 5)	02798V2-IN-306	$1,995.25	18 months
☐	National Diploma in Real Estate (Agent) (Level 5)	03069V2-IN-306	$2,990.00	30 months
☐	*Recognition of Current Competency - Branch Manager Please sign the declaration below	02798V2-IN-306-APL	$2,990.00	
☐	*Recognition of Current Competency – Agent Please sign the declaration below	03069V2-IN-306-APL	$3,910.00	

***Declaration if enrolling in the Recognition of Current Competency (RCC):**

- **For RCC Salesperson or Branch or Agent I verify with my signature that I have been licensed for a minimum of two years.**
- **For RCC Property Management I verify with my signature that I have been in a property management role/company for the last two years.**

Please Sign _____ **Date** _____

4. Recognition of other qualifications

If you hold one of the Qualifications (known as Schedule 3) listed below, you may be recognised as meeting the prescribed qualification that a person must hold to be licensed, together with the completion of an assessment by The Skills Organisation and demonstration of sufficient knowledge.
A response letter will be sent to you advising of the next step in the process. You may be required to complete a one-hour contact assessment depending on the type of application.

Select the relevant Qualification/Programme and then indicate the Schedule 3 Qualification and year it was conferred.

Selection	Qualification/Programme	**Academic record or membership attached	Price
☐	Salesperson Recognition of Schedule 3 Qualifications	☐	$345.00

Schedule 3 - **Qualification (Please enclose a certified copy of your academic record or membership)	Year conferred
Bachelor of Commerce (Valuation and Property Management) conferred by Lincoln University after 1992	
Bachelor of Property conferred by Auckland University after 1992	
Bachelor of Business Studies (Real Estate) conferred by Massey University after 1992	
Bachelor of Business Studies (Valuation and Property Management) conferred by Massey University between 1992 and 2005	

Membership of the Royal Institution of Chartered Surveyors as a member or Fellow with chartered designation in general practice, commercial property, residential property, or valuation	
Bachelor of Property Administration conferred by Auckland University after 1987	
Bachelor of Business Studies (Valuation and Property Management) that meets the requirements of the Property Institute of New Zealand conferred by Massey University after 2005	

****Enclose a certified copy of your academic record or membership (do not send the original documents)**. A certified copy of an academic record must have; the recognised logo of the learning institution, state the date your qualification was conferred or completed, show each paper taken and needs to be marked with a stamp of certification. If your qualification is not in your given name, please support your application with copies of name change documentation.

If a certified copy is not available a verified document is acceptable. This is a photocopy of the original, signed as true and accurate which can only be verified by a JP, lawyer or NZ Police.

5. Trans-Tasman Mutual Recognition Application (NSW licensees only)

Only for those who have gained their Real Estate qualifications in New South Wales, Australia, tick the box and fill in the details. You will be required to complete an assessment (unit standard 23137). Full information will be provided in a response letter.

Selection	Qualification Name	Date licence transferred to NZ	***TTMR licence attached	Price
☐			☐	$345.00

*****Enclose a certified copy of your TTMR licence from REAA.**

6. Single Units

Selection	List unit numbers	Price/unit (in. GST)
☐		$195.00

B. Payment Details

Select whether the programme is paid for by the trainee or employer:

Trainee ☐ **Employer** ☐ **(Complete the following if the employer is making payment)**

Name of person/company making payment	
Billing address (if not previously given)	
Email (for invoice/receipt)	

Method of payment (tick one)

i. Direct credit (via internet banking)

☐ **Direct credit** **Please complete Particulars/Code/Reference fields and Date Paid as below or your application may be delayed.**

Account name	The Skills Organisation	**Account number**	12-3107-0037798-00
Particulars	Real Estate	**Code/Ref**	Full name of trainee
Date paid (dd/mm/yyyy)			

ii. Credit card (available for the majority of programmes)

☐ **Credit card** **Go to http://www.skills.org.nz/payment/ and follow the on screen process to make a secure online payment by credit card.**

Receipt number		**Name on receipt**	

On completion you will be emailed a receipt, enter the receipt details above or your application will be delayed.

C. Checklist

Have you enclosed:

- ☐ Training Agreement (signed by you and your employer)
- ☐ Proof of identity documentation (verified by an appropriate person if required)
- ☐ Contract of engagement or employment contract (for the salesperson qualification only)
- ☐ Previous qualification documentation (where applicable)
- ☐ Payment details completed

Important note: Enrolling in the National Certificate in Real Estate (Salesperson) qualification allows you to train towards the prescribed qualification that a person must hold before s/he can apply for a salesperson's licence. If you are not actively licensed as a salesperson, you cannot hold yourself out to be a salesperson or act in any way to carry out real estate agency work prior to being licensed as a salesperson, as defined in the Real Estate Agents Act 2008.