

National Certificate in Real Estate (Branch Manager)

This is the qualification a person must hold before s/he is entitled to apply for a branch manager's licence.

To achieve this qualification you must complete:

- all of the compulsory units
- a minimum of one unit from the business appraisal elective section
- a minimum of one unit from the residential appraisal elective section
- a minimum of one unit from the rural appraisal elective section.

Compulsory units:

Unit 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
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
26154	Demonstrate knowledge of requirements for properly supervising and managing a real estate business	5	4
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	4	5
23136	Demonstrate knowledge of misleading and deceiving conduct and misrepresentation	4	4

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

Business appraisal elective:

A minimum of one unit.

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

Residential appraisal elective:

A minimum of one unit.

Unit 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 one unit.

Unit 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