



National Diploma in Real Estate (Agent)

This is the qualification a person must hold before s/he is entitled to apply for an agent’s licence. A minimum of 170 credits is required.

This qualification incorporates the National Certificate in Real Estate (Branch Manager) qualification. If you have completed the branch manager’s qualification, you won’t need to repeat the units you have done and the credits you achieved count towards the minimum of 170 credits required to achieve the National Diploma in Real Estate (Agent).

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
- units from the agent elective section to the qualification total of 170 credits.

Compulsory units:

Unit Id	Title	Level	Credit
4693	Develop new business plans for real estate firms	6	8
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
5146	Demonstrate knowledge of directing real estate entities under the Companies Act 1993	5	5
23132	Identify, evaluate, and manage risk in a real estate context	6	6
26153	Develop a policies and practice manual to support real estate best practice	5	10

Unit 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
22306	Demonstrate knowledge of lawful structure for real estate business entities	5	4
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
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
23146	Prepare Agreement for Sale and Purchase of a Business relating to sale of franchise operations	4	4
23150	Prepare Sale and Purchase Agreements for complex situations relating to residential property	4	4
26149	Demonstrate knowledge of licensing and code of professional conduct under the Real Estate Act 2008	4	4
23152	Prepare Sale and Purchase Agreements for complex situations relating to rural property	4	4
26152	Explain the principles of ethics applying to real estate practice	5	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

Agent elective:

The balance of credits, if required, to achieve a qualification minimum of 170 credits may come from the following:

Unit Id	Title	Level	Credit
4683	Complete contracts and obtain authorities to manage commercial and industrial properties	5	4
4684	Prepare management plans for commercial and industrial properties	5	6
4685	Attract and qualify tenants for commercial and industrial properties and prepare lease agreements	5	7
4686	Manage tenants and leases for commercial properties	5	5
4687	Manage commercial properties	5	5
4688	Report on the performance of commercial properties	6	5
22303	Apply entrepreneurship and innovation in a property investment context	6	5
22305	Apply entrepreneurship and innovation to managing a rental roll	6	6
22308	Manage tenanted apartments for a body corporate on an ongoing basis	4	4
22309	Prepare and conduct a body corporate meeting	5	3
4669	Demonstrate knowledge of appraisal and complete investment analyses of residential properties	4	5
4713	Prepare appraisals of multi-unit residential properties	4	4
15501	Prepare appraisals of lifestyle properties	4	4

Unit Id	Title	Level	Credit
23144	Appraise and complete agency agreements for larger sized businesses	4	6
23151	Demonstrate an understanding of the sub-division process and appraise vacant residential land	5	5
23153	Prepare appraisals of horticultural and specialised unit properties	4	5
23154	Prepare appraisals of pastoral and arable properties	4	5
26151	Appraise, complete and explain agency agreement for smaller and medium sized businesses	6	9