

REAL ESTATE

NQF L5 (SAQA ID 20188) RPL



Candidate Screening Form

Notes to the RPL Advisor

- 1 Purpose of this document**

The purpose of this document is to provide guidelines to the provider in screening and selecting the appropriate candidates for the RPL assessment against the National Certificate Real Estate Level 5 (20188)
- 2 How to use this document**

 1. This document is used to review candidate application forms, and /or conduct a structured interview with the candidate.
 2. All candidate credentials / responses must be recorded, and the RPL Advisor / interviewer must sign the form on completion of the screening activity or interview.
 3. On completion of the Selection Sheet, the RPL Advisor is required to make a judgement on the suitability of the candidate for RPL assessment purposes on the relevant unit standards
 4. The decision on RPL suitability must be communicated to potential RPL candidates.
 5. Successful candidates must be referred to the selected training provider for entry into the RPL process.
 6. Unsuccessful candidates must be informed of the reasons of non-suitability, and alternative training and development options discussed with them.
- 3 Qualification ELOs**

The following exit level outcomes will be targeted for the RPL assessment.

 1. Co-ordinate and manage the human resources in a real estate business.
 2. Provide appropriate information for integrating marketing plans with business process.
 3. Prepare and maintain financial reports and records within a real estate environment.
 4. Analyse, interpret, implement and control real estate principles, systems and policies. Specialization Area – Valuation, Real Estate Practice or Property Management

Candidate Details

1 **Candidate Name and Surname**

2 **Candidate ID Number**

3 **Candidate's position in Organization**

Candidate Selection Criteria

	Selection Criteria	Met	Not met	Comments
		Requirements	Requirements	
1	Candidate is in possession of a valid South African ID Document, a valid, current Fidelity Fund Certificate and is currently registered as an Estate Agent with the Real Estate Agency Affairs Board			
2	Candidate is currently employed in the capacity of Principal Real Estate Agent and has been actively working in real estate for at least 2 - 5 years.			

	Selection Criteria	Met Requirements	Not met Requirements	Comments
3	Candidate has a minimum of NQF level 4 literacy, numeracy and communication skills – at least a Grade 12 certificate or above.			
4	Candidate has evidence of a level 4 qualification or equivalent in real estate or related study areas.			
5	Candidate's CV shows sufficient prior exposure to the real estate environment to select a specialist stream in real estate practice, property management or valuation			
6	Candidate has evidence of attending professional development interventions before or since his/her entry into real estate as a career.			
7	Candidate is computer literate, has worked on an organizational database and has access to organizational records such and commission structures, marketing information systems, HR data.			
8	Candidate is performing the duties of a Principal Agent, and manages a real estate franchise / business for at least 2 years			

Note to the RPL Advisor Interviewer

Candidate must qualify on all criteria listed to be regarded as a suitable candidate for RPL assessment against the National Certificate in Real Estate level 5.

Candidate Suitability

	Yes	No
Candidate is suitable for selection as a potential RPL assessment candidate		

Special Needs of the Candidate

Comments and Recommendations

RPL Advisor / Interviewer Details

**1 Interviewer Name and
Surname**

**2 Interviewer position in
organization**

3 Date of Interview

**4 Signature of
Interviewer**
