

MILTONS MATSEMELA TRAINING ACADEMY
SAQUA ID: 118714 REAL ESTATE LEVEL 4 QUALIFICATION PROCESS

	APPLICATION FROM PRINCIPAL	Once the application form, certified ID, and curriculum vitae have been received from the Principal Property Practitioner, MMTA will contact the Candidate Property Practitioner's mentor—who must hold a valid full-status PPRA registration for at least six months—to facilitate an accurate assessment of the student. The INDUCTION form will then be emailed to the Candidate Property Practitioner, who must submit it to MMTA on the first day of the INDUCTION.		
	INDUCTION	The Candidate will attend the NQF Real Estate Level 4 Induction: SAQA ID 118714 333402000-00-00 The Candidate will receive a printed Learner Guide KM 01 – 06, the Learner Summative Assessment KM 01 - 06, and the Work Experience Module Practical Workbook WM 01 - 06 Learner Practical Assessment must be handed in at the Induction		
	EVALUATION 	MMTA will evaluate the INDUCTION and issue a confirmation email authorising the Candidate to proceed with Module 1. MMTA will register the Candidate's information for Learner Enrolment and Readiness with the EISA and the Quality Council for Trades and Occupations (QCTO).		
	MODULE 1	Learner Guide 333402000-00-00-KM-01 Learner Summative Assessment 333402000-00-00-KM-01 Learner Practical Assessment 33340200-00-00-PM-01	Fundamentals of the Macro Environment impacting the property and real estate sector Principles of relevant legislation and contract law	Specific contracts relevant to transactions Regulations impacting the industry
	EVALUATION 	Submit the evaluated WM-01: Completed and signed by the Principal or Mentor Property Practitioner, and acknowledged with a receipt confirmation signature by MMTA Closed-book Assessment KM-01: If deemed competent, MMTA will issue a confirmation email authorising progression to Module 2		
	MODULE 2	Learner Guide 333402000-00-00-KM-02 Learner Summative Assessment 333402000-00-00-KM-02 Learner Practical Assessment 33340200-00-00-PM-02	Elements of developing a Code of Conduct Concepts of a Code of Conduct Implications of a Code of Conduct within the industry	Ethical Best Practices Application of the Code of Conduct within a work context
	EVALUATION 	Submit the evaluated WM-02: Completed and signed by the Principal or Mentor Property Practitioner, and acknowledged with a receipt confirmation signature by MMTA Closed-book Assessment KM-02: If deemed competent, MMTA will issue a confirmation email authorising progression to Module 3		
	MODULE 3	Learner Guide 333402000-00-00-KM-03 Learner Summative Assessment 333402000-00-00-KM-03 Learner Practical Assessment 33340200-00-00-PM-03	Elements of Client Engagement in a Client-centric Manner Concepts of Researching the Client Base in your area Fundamentals of Verbal and Non-Verbal Communication	Basic Principles of Negotiation Dynamics of Innovative Problem-solving Principles of Conflict Resolution
	EVALUATION 	Submit the evaluated WM-03: Completed and signed by the Principal or Mentor Property Practitioner, and acknowledged with a receipt confirmation signature by MMTA Closed-book Assessment KM-03: If deemed competent, MMTA will issue a confirmation email authorising progression to Module 4		
	MODULE 4	Learner Guide 333402000-00-00-KM-04 Learner Summative Assessment 333402000-00-00-KM-04 Learner Practical Assessment 33340200-00-00-PM-04	Fundamentals of Personal Branding Elements of Professional Branding	Dynamics of Performance Management Fundamentals of Time Management
	EVALUATION 	Submit the evaluated WM-04: Completed and signed by the Principal or Mentor Property Practitioner, and acknowledged with a receipt confirmation signature by MMTA Closed-book Assessment KM-04: If deemed competent, MMTA will issue a confirmation email authorising progression to Module 5		
	MODULE 5	Learner Guide 333402000-00-00-KM-05 Learner Summative Assessment 333402000-00-00-KM-05 Learner Practical Assessment 33340200-00-00-PM-05	Elements of Marketing Property and Real Estate Fundamentals of Buying and Selling Property and Real Estate Principals of Letting and Renting a property	Concepts of Community Scheme Management The Importance of After-sale Services
	EVALUATION 	Submit the evaluated WM-05: Completed and signed by the Principal or Mentor Property Practitioner, and acknowledged with a receipt confirmation signature by MMTA Closed-book Assessment KM-05: If deemed competent, MMTA will issue a confirmation email authorising progression to Module 6		
	MODULE 6	Learner Guide 333402000-00-00-KM-06 Learner Summative Assessment 333402000-00-00-KM-06 Learner Practical Assessment 33340200-00-00-PM-06	Principles of Budgeting Personal Financial Planning	Concepts of Taxation Fundamentals of Business Planning
	EVALUATION 	Submit the evaluated WM-06: Completed and signed by the Principal or Mentor Property Practitioner and acknowledged with a receipt confirmation signature by MMTA Closed-book Assessment KM-06: If deemed competent, MMTA will issue the Statement of Results (SOR) to EISA, the student and QCTO.		
	EISA 	The MMTA student will register at an QCTO registered Assessment Quality Partner (AQP) to write a closed-book External Integrated Summative Assessment (EISA). If deemed competent the Assessment Quality Partner (AQP) will confirm The Quality Council for Trades and Occupation (QCTO).		
	CERTIFICATION	The Quality Council for Trades and Occupation will issue the MMTA Student their QCTO Real Estate Level 4 Certification SAQA ID 118714 Real Estate Level 4.		

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LIST OF ABBREVIATIONS

AC	Assessment Centre	AQP	Assessment Quality Partner
DHET	Department of Higher Education and Training	EISA	External Integrated Summative Assessment
LMIS	Learner Management Information System	FISA	Final Integrated Summative Assessment
NAMB	National Artisan Moderation Body	MoU	Memorandum of Understanding
NQF	National Qualification Framework	NLRD	National Learner's Record Database
MMTA	Miltons Matsemela Training Academy	MM	Miltons Matsemela
QC	Quality Council	OQSF	Occupational Qualification Sub-Framework
PPRA	Property Practitioners Regulatory Council	QCTO	Quality Council for Trades and Occupation
RPL	Recognition of Prior Learning	PPA	Property Practitioners Act
SDP	Skills Development Provider	SAQA	South African Qualification Authority
SLA	Service Level Agreement	SETA	Sector Education and Training Authority
SOR	STATEMENT OF RESULTS	SME	Subject Matter Expert

QCTO Learnership is registered with the Department of Higher Education and Training, effective from Tuesday the 8th of November 2022 and they comply with the Regulations in terms of Sections 36, 16(d), 17(3), and 17(6) of the Skills Development Act 1998 (Act No. 97 of 1998)