

New Zealand Certificate in Real Estate (Branch Manager) (Level 5)

The best way to advance your real estate career is with a New Zealand Certificate in Real Estate (Branch Manager) (Level 5). This qualification will allow you to carry out agency work on behalf of an agent and supervise real estate salespersons.

Qualification code NZ3580

Level : 5

Credits : 60

Workload >

Allow 10-12 hours of study per credit. Your workload may be higher around assessment due dates.

Study type >

Open.

Cost >

See the qualification page on the website.

Student loan >

You can get a student loan for this qualification if you meet the criteria. Visit studylink.govt.nz for more information.

Career Opportunities

This qualification will enable you to apply for your branch manager's licence if you have at least 3 years' experience in real estate agency work. Your 3 years' experience must have been gained within the last 10 years and can be completed concurrent with your study.

How to apply

Go to the choose courses tab on the qualification page on our website. Select courses from the compulsory group and click add to enrolment plan. You'll be taken through our enrolment process, which you can save and exit from at any time.



Qualification structure

The programme consists of three (3) compulsory courses. There are no elective components in this programme.

Compulsory courses in this programme are listed in the order that they should be studied. Go to the qualification page on our website and click on each course for a full description, prerequisites and availability before applying to enrol.

Course Code	Course Name	Credits
COMPULSORY		
RES500	Managing People in a Real Estate Context	20
RES501	Supervising Appraisals and Agency Agreements	20
RES502	Quality and Compliance	20

Entry requirements

To gain entry into this qualification you need to have a minimum of ten credits or more at Level 2 from Literacy, Communication or English including five in writing and five in reading, or be able to demonstrate equivalent knowledge or skills.

What you will learn

When you achieve this qualification you will be able to:

- apply professional, ethical, and culturally appropriate leadership and communication skills to support and develop licensees and other staff to improve engagement and productivity, resolve problems, and enhance an effective branch environment;

- supervise licensees and other staff to carry out agency work, applying broad compliance knowledge of current New Zealand law relevant to the real estate industry;
- supervise and support licensees with property inspections and appraisals to ensure quality and compliance with regulations and standards;
- supervise and support licensees to ensure quality and compliance with agency authorities, facilitate complex sale and purchase agreements, facilitate complex lease agreements, and to discharge real estate contracts to comply with the current regulatory environment;
- apply principles and practices of operations management including trust accounts, sales/marketing, human resources, and risk management to achieve and enhance the objectives of the branch of a real estate agency;
- apply effective communication skills and methods to convey information to external stakeholders and networks.

English language requirements

International students must also have an IELTS (Academic) score of 5.5 with no band score lower than 5.0, or equivalent.

Domestic students for whom English or Māori is not their first language must also have an IELTS (Academic) score of 5.5 with no band score lower than 5.0, or equivalent.

Visit openpolytechnic.ac.nz/englishlanguage to view our English language criteria.

Computer and online access

To complete this programme you will need access to a laptop or desktop computer, reliable broadband internet connection and a data plan able to support online learning such as streaming of videos (including YouTube), downloading content, and writing and submitting online assessments. If you are unsure if your current computer or internet access allows you to complete your online learning with us, please contact us before applying to enrol.

Visit openpolytechnic.ac.nz/online to view our online learning and study tools.

International students and domestic students living overseas

You can study this programme part time if you're an international student living in New Zealand or overseas. If you're living in New Zealand you will need to be in paid employment with a valid work permit.

You can study this programme if you're a New Zealand citizen living overseas.

Visit openpolytechnic.ac.nz/study-with-us/distance-learning-with-us/international-students for more information about the special conditions and fees which you'll need to meet.

Real estate licence

To be licensed as a Branch Manager, individuals must have three years' work experience operating as a licensee and meet all remaining licensing requirements set in the Real Estate Agents (Licencing) Regulations 2009. Please visit the Real Estate Authority (REA) website for more detail.

Please note that this qualification will only enable you to apply for a Real Estate Branch Manager's license in New Zealand as the course content has been designed specifically for the New Zealand real estate industry.

