

No. 874

22 August 2008

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

**Real Estate**

registered by Organising Field 11, Services, publishes the following Unit Standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the Unit Standards. The Unit Standards can be accessed via the SAQA web-site at [www.saga.org.za](http://www.saga.org.za). Copies may also be obtained from the Directorate for Standards Setting and Development at the SAQA offices, **Hatfield Forum West, 1067 Arcadia Street, Hatfield, Pretoria.**

Comment on the Unit Standards should reach SAQA at the address below and ***no later than 22 September 2008***. All correspondence should be marked **Standards Setting – SGB Real Estate** and addressed to

The Director: Standards Setting and Development  
SAQA

*Attention: Mr. D Mphuthing*

Postnet Suite 248

Private Bag X06

Waterkloof

0145

or faxed to 012 – 431-5144

e-mail: [dmphuthing@saga.co.za](mailto:dmphuthing@saga.co.za)

DR. S. BHIKHA

DIRECTOR: STANDARDS SETTING AND DEVELOPMENT



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Manage the marketing, selling and leasing of property developments***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
258115	Manage the marketing, selling and leasing of property developments		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
SGB Real Estate			
<b>FIELD</b>		<b>SUBFIELD</b>	
11 - Services		Cleaning, Domestic, Hiring, Property and Rescue Services	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 5	12

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Analyse properties in order to ensure competitive mandates from relevant parties.

**SPECIFIC OUTCOME 2**

Develop marketing, selling and leasing plans for a property.

**SPECIFIC OUTCOME 3**

Implement plans to ensure sales and marketing activities are effectively controlled.

**SPECIFIC OUTCOME 4**

Manage plans to ensure sales and marketing activities are effectively controlled.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

## UNIT STANDARD:

*Manage community schemes*

SAQA US ID	UNIT STANDARD TITLE		
258116	Manage community schemes		
ORIGINATOR	PROVIDER		
SGB Real Estate			
FIELD	SUBFIELD		
11 - Services	Cleaning, Domestic, Hiring, Property and Rescue Services		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	8

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Demonstrate an understanding of the governance aspects of community scheme legislation and the legal basis of schemes not based on legislation.

**SPECIFIC OUTCOME 2**

Manage community scheme finances.

**SPECIFIC OUTCOME 3**

Administer community schemes.

**SPECIFIC OUTCOME 4**

Manage the buildings in a community scheme.

**SPECIFIC OUTCOME 5**

Manage conflict and the resolution of disputes in community schemes.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Manage a Real Estate franchise business***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
258117	Manage a Real Estate franchise business		
<b>ORIGINATOR</b>	<b>PROVIDER</b>		
SGB Real Estate			
<b>FIELD</b>	<b>SUBFIELD</b>		
11 - Services	Cleaning, Domestic, Hiring, Property and Rescue Services		
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 5	12

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Analyse franchising opportunities.

**SPECIFIC OUTCOME 2**

Determine conditions of franchise agreement with franchisor.

**SPECIFIC OUTCOME 3**

Determine and fulfil reporting functions required by franchisor.

**SPECIFIC OUTCOME 4**

Maximise opportunities of franchise relationship.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Market, sell and lease community schemes***

SAQA US ID	UNIT STANDARD TITLE		
258118	Market, sell and lease community schemes		
ORIGINATOR		PROVIDER	
SGB Real Estate			
FIELD	SUBFIELD		
11 - Services	Cleaning, Domestic, Hiring, Property and Rescue Services		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	8

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Market a property in community schemes.

**SPECIFIC OUTCOME 2**

Sell a property in community schemes.

**SPECIFIC OUTCOME 3**

Let and hire a property in community schemes.

**SPECIFIC OUTCOME 4**

Apply after sales service in sales process applicable to community schemes.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Manage an auctioneering business or division***

SAQA US ID	UNIT STANDARD TITLE		
258119	Manage an auctioneering business or division		
ORIGINATOR		PROVIDER	
SGB Real Estate			
FIELD		SUBFIELD	
11 - Services		Cleaning, Domestic, Hiring, Property and Rescue Services	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	12

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Analyse auctioneering as a separate and unique marketing channel in Real Estate.

**SPECIFIC OUTCOME 2**

Apply relevant acts to auctioneering operations.

**SPECIFIC OUTCOME 3**

Manage sales and marketing plans to ensure they are effective.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Integrate the principles of Agricultural property ownership into Real Estate sales and marketing functions***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
258120	Integrate the principles of Agricultural property ownership into Real Estate sales and marketing functions		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
SGB Real Estate			
<b>FIELD</b>		<b>SUBFIELD</b>	
11 - Services		Cleaning, Domestic, Hiring, Property and Rescue Services	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 5	12

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Apply the principles of agricultural property ownership.

**SPECIFIC OUTCOME 2**

Demonstrate an understanding of the agricultural property market.

**SPECIFIC OUTCOME 3**

Determine the value of agricultural property investments.

**SPECIFIC OUTCOME 4**

Demonstrate an understanding of agricultural taxation.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Manage Real Estate business operations***

SAQA US ID	UNIT STANDARD TITLE		
258121	Manage Real Estate business operations		
ORIGINATOR		PROVIDER	
SGB Real Estate			
FIELD		SUBFIELD	
11 - Services		Cleaning, Domestic, Hiring, Property and Rescue Services	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	8

***This unit standard replaces:***

<b>US ID</b>	<b>Unit Standard Title</b>	<b>NQF Level</b>	<b>Credits</b>	<b>Replacement Status</b>
15064	Analyse and interpret real estate principles, practice, information in the real estate environment	Level 5	10	Will occur as soon as 258121 is registered

**SPECIFIC OUTCOME 1**

Analyse the Real Estate environment, in the context of own business niche.

**SPECIFIC OUTCOME 2**

Compile and implement a business plan.

**SPECIFIC OUTCOME 3**

Manage business operations.

**SPECIFIC OUTCOME 4**

Manage business risk.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Manage a business broking business or division***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
258122	Manage a business broking business or division		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
SGB Real Estate			
<b>FIELD</b>		<b>SUBFIELD</b>	
11 - Services		Cleaning, Domestic, Hiring, Property and Rescue Services	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 5	12

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Analyse a business broking business to determine its worth as an investment or business opportunity.

**SPECIFIC OUTCOME 2**

Develop a marketing and sales plan for business broking.

**SPECIFIC OUTCOME 3**

Demonstrate a working knowledge of the relevant Acts and their implications for business broking.

**SPECIFIC OUTCOME 4**

Manage plans to ensure sales and marketing plans are effective.

**SPECIFIC OUTCOME 5**

Manage and apply transaction law in the operation of a business broking operation.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Demonstrate an understanding of real estate economics in the South African context***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
258123	Demonstrate an understanding of real estate economics in the South African context		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
SGB Real Estate			
<b>FIELD</b>		<b>SUBFIELD</b>	
11 - Services		Cleaning, Domestic, Hiring, Property and Rescue Services	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 5	8

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Explain basic economic concepts for real estate economic analysis.

**SPECIFIC OUTCOME 2**

Demonstrate an understanding of real estate markets.

**SPECIFIC OUTCOME 3**

Demonstrate an understanding of the economic factors influencing real estate development.

**SPECIFIC OUTCOME 4**

Demonstrate an understanding of the economic factors affecting the real estate investment market.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Manage the marketing, selling and leasing of properties***

SAQA US ID	UNIT STANDARD TITLE		
258124	Manage the marketing, selling and leasing of properties		
ORIGINATOR	PROVIDER		
SGB Real Estate			
FIELD	SUBFIELD		
11 - Services	Cleaning, Domestic, Hiring, Property and Rescue Services		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	12

***This unit standard replaces:***

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
15054	Manage the marketing, selling and leasing of residential properties	Level 5	12	Will occur as soon as 258124 is registered
15060	Manage the marketing, selling and leasing of agricultural properties	Level 5	12	Will occur as soon as 258124 is registered
15069	Manage the marketing selling and leasing of commercial industrial business properties	Level 5	12	Will occur as soon as 258124 is registered
15074	Manage the marketing, selling and leasing of leisure properties	Level 5	12	Will occur as soon as 258124 is registered

**SPECIFIC OUTCOME 1**

Analyse properties in order to ensure competitive mandates from relevant parties.

**SPECIFIC OUTCOME 2**

Develop marketing, selling and leasing plans for a property.

**SPECIFIC OUTCOME 3**

Implement plans to ensure sales and marketing activities are effectively controlled.

**SPECIFIC OUTCOME 4**

Manage plans to ensure sales and marketing activities are effectively controlled.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Integrate the principles of Commercial/Industrial property ownership into Real Estate sales and marketing functions***

SAQA US ID		UNIT STANDARD TITLE	
258125		Integrate the principles of Commercial/Industrial property ownership into Real Estate sales and marketing functions	
ORIGINATOR		PROVIDER	
SGB Real Estate			
FIELD		SUBFIELD	
11 - Services		Cleaning, Domestic, Hiring, Property and Rescue Services	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	12

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Apply the principles of commercial/industrial property ownership.

**SPECIFIC OUTCOME 2**

Demonstrate an understanding of the commercial property market.

**SPECIFIC OUTCOME 3**

Determine the value of commercial property investments.

**SPECIFIC OUTCOME 4**

Apply commercial property taxation to transactions.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Apply facilities management principles***

SAQA US ID		UNIT STANDARD TITLE	
258126		Apply facilities management principles	
ORIGINATOR		PROVIDER	
SGB Real Estate			
FIELD		SUBFIELD	
11 - Services		Cleaning, Domestic, Hiring, Property and Rescue Services	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	8

***This unit standard replaces:***

<b>US ID</b>	<b>Unit Standard Title</b>	<b>NQF Level</b>	<b>Credits</b>	<b>Replacement Status</b>
15056	Negotiate and manage resources for facilities management	Level 5	4	Will occur as soon as 258126 is registered

**SPECIFIC OUTCOME 1**

Understand and apply key concepts of facilities management.

**SPECIFIC OUTCOME 2**

Comply with legal requirements in managing facilities.

**SPECIFIC OUTCOME 3**

Apply key disciplines for effective facilities management.

**SPECIFIC OUTCOME 4**

Obtain and manage resources necessary to manage facilities.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Develop, implement and control administration of Real Estate systems, policies and procedures***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
258135	Develop, implement and control administration of Real Estate systems, policies and procedures		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
SGB Real Estate			
<b>FIELD</b>		<b>SUBFIELD</b>	
11 - Services		Cleaning, Domestic, Hiring, Property and Rescue Services	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 5	8

***This unit standard replaces:***

<b>US ID</b>	<b>Unit Standard Title</b>	<b>NQF Level</b>	<b>Credits</b>	<b>Replacement Status</b>
15068	Implement and control administration of real estate systems, policies and procedures	Level 5	10	Will occur as soon as 258135 is registered

**SPECIFIC OUTCOME 1**

Manage client records.

**SPECIFIC OUTCOME 2**

Co-ordinate activities in debtors department to enhance financial operating performance and cash flow.

**SPECIFIC OUTCOME 3**

Identify, plan and implement approved Real Estate administrative systems, policies and procedures.

**SPECIFIC OUTCOME 4**

Liaise with tenants, business providers and other role players in Real Estate environment.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Perform market assessments.***

SAQA US ID	UNIT STANDARD TITLE		
258136	Perform market assessments.		
ORIGINATOR	PROVIDER		
SGB Real Estate			
FIELD	SUBFIELD		
11 - Services	Cleaning, Domestic, Hiring, Property and Rescue Services		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	12

***This unit standard replaces:***

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
15085	Perform valuations of agricultural properties used for extensive farming	Level 5	12	Will occur as soon as 258136 is registered

**SPECIFIC OUTCOME 1**

Identify and collect information pertaining to a property.

**SPECIFIC OUTCOME 2**

Analyse the market pertaining to the property.

**SPECIFIC OUTCOME 3**

Determine the value of property or land.

**SPECIFIC OUTCOME 4**

Prepare and present a current market assessment report.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Collate, interpret and utilise financial information in a Real Estate business***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
258137	Collate, interpret and utilise financial information in a Real Estate business		
<b>ORIGINATOR</b>	<b>PROVIDER</b>		
SGB Real Estate			
<b>FIELD</b>	<b>SUBFIELD</b>		
11 - Services	Cleaning, Domestic, Hiring, Property and Rescue Services		
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 5	8

***This unit standard replaces:***

<b>US ID</b>	<b>Unit Standard Title</b>	<b>NQF Level</b>	<b>Credits</b>	<b>Replacement Status</b>
15071	Collate, interpret and utilise financial information in a real estate business	Level 5	5	Will occur as soon as 258137 is registered

**SPECIFIC OUTCOME 1**

Collate, interpret and analyse financial data in order to monitor financial property transactions.

**SPECIFIC OUTCOME 2**

Evaluate financial information against reporting requirements.

**SPECIFIC OUTCOME 3**

Apply financial and investment tools to interpret and report on financial and investment data.

**SPECIFIC OUTCOME 4**

Monitor the implementation of portfolio plan and resulting decisions from basic feasibility studies.

**SPECIFIC OUTCOME 5**

Plan and implement financial controls.

**SPECIFIC OUTCOME 6**

Maintain financial records.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Implement and maintain legal requirements within a Real Estate business***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
258138	Implement and maintain legal requirements within a Real Estate business		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
SGB Real Estate			
<b>FIELD</b>		<b>SUBFIELD</b>	
11 - Services		Cleaning, Domestic, Hiring, Property and Rescue Services	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 5	6

***This unit standard replaces:***

<b>US ID</b>	<b>Unit Standard Title</b>	<b>NQF Level</b>	<b>Credits</b>	<b>Replacement Status</b>
15061	Implement and maintain legal requirements within a real estate business	Level 5	8	Will occur as soon as 258138 is registered

**SPECIFIC OUTCOME 1**

Understand and apply knowledge of property law relevant to the operation of a Real Estate business.

**SPECIFIC OUTCOME 2**

Manage and apply transaction law in the operation of a Real Estate business.

**SPECIFIC OUTCOME 3**

Manage and apply Business law to the governance of the operations of the a Real Estate business.

**SPECIFIC OUTCOME 4**

Mentor and instruct agents and employees on applicable legal principles necessary to execute their job functions in, and the governance of, a Real Estate business.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None