

Guidelines on the Implementation of Practical Training

1. Introduction

1.1 In terms of Sub-regulation 33.2.3 of the Property Practitioners Regulations, 2022 (“the Regulations”), subject to a few exceptions, no person shall be entitled to practice as a property practitioner unless such a person has first completed a practical training course in respect of non-principal property practitioners relevant to the industry in which such person has sat their professional designation examination. The practical training course shall constitute a minimum of six modules and is to be completed over a maximum period of six months.

1.2 During the consultation process envisaged in the Regulations, the PPRA in conjunction with the real estate sector also adopted practical training modules which align with the workplace experience modules contained in the **Occupational Certificate: NQF4 Real Estate Agent (ID:118714)** qualification. Enrolment of candidates on this qualification will be with effect from 1 July 2024.

2. PURPOSE

The purpose of these guidelines is to define the new framework that will be applicable in the implementation of the practical training course. It will also assist in defining the eligibility requirements for candidate property practitioners who are required to partake in the practical training course.

3. SCOPE OF APPLICATION

3.1 These guidelines shall apply to candidate property practitioners who will be registered and issued with a fidelity fund certificate as such from **1 July 2024**, subject to the eligibility criterion set out below.

3.2 This, therefore, means that all candidate property practitioners who are registered as such prior to **1 July 2024** shall be required to comply with the 2008 Education and Training Regulation processes, i.e. completion of the compulsory 12-month internship and submission of the letter confirming that the logbook was completed and signed-off by the principal and/or mentor.

4. Candidate property practitioners eligible to undergo practical training

4.1 The PPRA and the real estate sector agreed that requiring candidate property practitioners who have completed the NQF4 Real Estate Agent qualification to undergo practical training which they would have completed within their qualification, amounts to a duplication of effort. **Therefore, candidate property practitioners who enrol for and complete the NQF4 Real Estate Agent occupational qualification will not be required to do the practical training course.**

4.2 **Registered candidate property practitioners who have been exempted from acquiring the Real Estate Agent occupational qualification in terms of the equivalency exemption policy of the PPRA, will be mandated to undergo the practical training course in terms sub-regulation 33.2.3.** This is required due to the fact that these candidates would not have been previously exposed to practical real estate training.

5. The period within which the practical training course must be completed

The practical training course which will constitute a maximum of six modules must be completed over a maximum period of six months. This provision must be read together with the provisions of sub-regulation 33.4.5 which bars any person from being a candidate property practitioner in excess of 180 days (six months) unless they make an application to the PPRA and show worthy cause why they should be a candidate property practitioner in excess of 180 days.

6. Mentorship of candidate property practitioners

6.1 Candidate property practitioners must perform and act under the supervision of a registered property practitioner who is either a principal property practitioner or has qualified as a property practitioner and has experience of over 6 months in that capacity.

6.2 Thus, only property practitioners mentioned above are eligible to function as mentors and supervisors to the candidate property practitioners for the purposes of the completion of the practical training course.

6.3 The mentors to candidate property practitioners will undergo a training programme in order to ensure that they are properly trained and equipped to discharge the task of mentoring candidate property practitioners.

7. The 6 Workplace Experience Modules

7.1 The 6 Workplace Experience Modules that candidate property practitioners are mandated to complete are the following:

- (a) Procedures to identify the property and real estate environment and comply with legislative and regulatory framework;
- (b) Processes and procedures for applying the Code of Conduct and adhering to ethical business principles;
- (c) Procedures to build internal and / or external client relationships and databases;
- (d) Procedures to build a brand reputation and develop a target market;
- (e) Practices to manage the property and real estate function; and
- (f) Process to apply financial business principles

8. The role to be played by the PPRA

8.1 In discharging its oversight and approval responsibilities, the PPRA will require the candidate property practitioners to submit a letter confirming that they have completed all six modules of the practical training course, which letter must be co-signed by their mentors. This requirement will be applicable to all candidates irrespective of whether they have completed the NQF4 Real Estate Agent qualification or applied for an equivalency exemption.

8.2 The PPRA has set up a mailbox where letters confirming completion of the practical training courses must be sent. Therefore, letters must be sent to this email address: practicaltraining@theppra.org.za

8.3 The PPRA will issue a letter of approval once it has received confirmation that the practical training course modules have been completed in full.

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