

# ROAD TO BECOMING AN ESTATE AGENT

An explanation of the New Education regulations from 1 July 2024 as per the PPA

## 1 ENROL FOR NQF 4

**1** In the interest of time, the first step is to enrol for the new Occupational NQF4 with a QCTO - Accredited Institution.

It is not compulsory for estate agents to enrol and complete the NQF4 prior to getting your first FFC, but the PPRA and QCTO made the concession, to accommodate the 180 day deadline to complete educational requirements.

If you have a qualification of NQF6 level or higher, you can apply for exemption from the NQF 4, and only need to complete the 6 practical modules and PDE4 examination. (Remember, the PPRA has discretion on which exemptions they will approve)

## 2 COMPLETE THE FIRST 2 PARTS OF THE NQF4

**2** After you have enrolled for the NQF4, you must complete the theoretical and practical modules. These are the first 75 credits toward the occupational certificate.

## 3 JOIN AN ESTATE AGENCY AND REGISTER FOR YOUR FIRST FFC

After you have completed the first 2 components of the NQF4, you must join an estate agency and register for your first FFC.

Once your first FFC is issued, your 180 days to complete the educational requirements starts.

## 4 DO YOUR 6 PRACTICAL MODULES / WORKPLACE EXPERIENCE

Once you have been issued with your first FFC, you must complete either the 6 Practical Modules (exemption candidates), or the last 75 credits of your NQF4 qualification, known as Workplace Experience.

## 5 WRITE YOUR NQF4 EISA EXAM

**5** Now that you have completed all 150 credits of the NQF4 qualification, you need to write an exit exam at an assessment centre, to finalise your NQF4.

When done, get Principal to sign letter of competency as per PPRA template.

When done, get QCTO Certificate of completion and submit to the PPRA.

## 6 WRITE YOUR PDE4 EXAM

**6** Your last step to full status agent, is to write your Professional Designation Examination with the PPRA.

Make sure the PPRA has updated your qualification status before trying to enrol for the examination.



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## My FFC was issued prior to 1 July 2024, what applies to me?

### SCENARIO 1

- ✓ FFC issued before 1 July 2024
- ✗ Logbook not yet done
- ✗ NQF4 not yet done
- ✗ PDE4 not yet done

#### Next Steps:

- ▶ Complete your Logbook and Submit a Logbook letter of Competency signed by your Principal / mentor to the PPRA when first 12 months of FFC have lapsed.
- ▶ Enroll with a QCTO accredited Institution to complete the NQF4.
- ▶ Write the PDE4 Examination.

### SCENARIO 3

- ✓ FFC issued before 1 July 2024
- ✓ Logbook Completed
- ✗ NQF4 not yet done
- ✗ PDE4 not yet done

#### Next Steps:

- ▶ Enroll with a QCTO accredited Institution to complete the NQF4.
- ▶ Write the PDE4 Examination.

### SCENARIO 5

- ✓ FFC issued before 1 July 2024
- ✓ Logbook Completed
- ✓ NQF4 Completed
- ✓ PDE4 Completed

#### Next Steps:

- ▶ No Action required under the new dispensation!

### SCENARIO 2

- ✓ FFC issued before 1 July 2024
- ✗ Logbook not yet Completed
- ✓ NQF4 Completed
- ✗ PDE4 not yet done

#### Next Steps:

- ▶ Complete your Logbook and Submit a Logbook letter of Competency signed by your Principal / mentor to the PPRA when first 12 months of FFC have lapsed.
- ▶ Write the PDE4 Examination.

### SCENARIO 4

- ✓ FFC issued before 1 July 2024
- ✓ Logbook Completed
- ✓ NQF4 Completed
- ✗ PDE4 not yet done

#### Next Steps:

- ▶ Write the PDE4 Examination.

Remember to gather all letters / certificates of competency for each step you complete, and send it to the PPRA to ensure they update your status accordingly.

