



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

New EAAB policy seeks to assist estate agents who, due to proven physical or other disability or impairment, are not able to sit for, or write, the Professional Designation Examination

The Board of the EAAB recently approved the introduction of a new education policy which creates a feasible alternative to the writing of the Professional Designation Examination (PDE) for currently registered estate agents who, due to proven physical or other disability or impairment, are not able to sit for, or write, the PDE. The underlying objective of the policy is not only to assist qualifying applicants but, also, to relieve them of any disadvantage that might otherwise result should they not be able timeously to pass the PDE.

It is essential, however, that persons seeking to rely on the policy be able satisfactorily to prove that, due to physical or other disability or impairment, they are unable to sit for, or write, the PDE. Written applications made pursuant to the policy are to be addressed to the EAAB and should also include a certified copy of the applicant's identity document as well as a copy of the current fidelity fund certificate issued to the applicant by the EAAB. The relevant application must, furthermore, clearly and concisely indicate the nature of the physical or other disability or impairment preventing the applicant from sitting for, or writing, the PDE.

In terms of the policy the application must also be accompanied by an original medical certificate, recently issued by a practicing medical practitioner, which concisely indicates the precise nature of the physical or other disability or impairment that prevents the applicant from sitting for, or writing, the PDE. It is necessary, in addition, that the medical practitioner confirm that, in his/her professional opinion, the applicant is not able to sit for, or write, the PDE.

Written applications received by the EAAB will be considered by the Chief Executive Officer as soon as practically possible after receipt. The Chief Executive Officer, having regard to the content of the relevant medical certificate, will make a determination as to whether the applicant should be granted the latitude of a special arrangement as an alternative to

writing the PDE. The applicant will be informed of the decision accordingly as soon as possible thereafter.

Once the initial application has been approved, the applicant will be required not only to lodge a Portfolio of Evidence with the EAAB for assessment but, also, to undergo an oral examination. It is necessary that the Portfolio of Evidence fully and accurately describes the precise nature of the estate agency services rendered, and activities performed, by the applicant on a day-to-day basis while it must be supported by appropriate authenticating documentary evidence. The applicant will, moreover, be required to indicate, in a signed statement, that s/he has read, fully understands and agrees to comply with the Code of Conduct for Estate Agents. The Applicant will, in addition, be required to provide a summary of the main legislative acts which the applicant believes estate agents should generally be acquainted with and to furnish a brief indication of the implications of the identified legislation insofar as it impacts upon the estate agency sector in general and estate agents in particular.

Portfolios of Evidence that are received by the EAAB will be assessed as soon as possible. If they are found to be satisfactory the applicants concerned will be invited to attend an oral examination. The oral examination will, as far as possible, be based on the relevant PDE study material for non-principal or principal estate agents, as the case may be. It will be necessary, thus, that applicants obtain a copy of the relevant study material prior to the oral examination. The examiners may, in addition, discuss with and question the applicant on any other relevant or factual matters necessary to satisfy themselves that the applicant is, indeed, a fit and proper person to be granted an exemption from writing the PDE.

If, after the conclusion of the oral examination, the examiners agree that the applicant has discharged the onus of demonstrating sufficient knowledge, ability and competence and is also a fit and proper person, the applicant may be granted an exemption from writing the PDE, whether for principal or non-principal estate agents, as the case may be. If, on the other hand, the examiners feel that the grant of a PDE exemption to the applicant is not warranted, the application for an exemption may be refused. The applicant will, in each case, be advised, in writing, of the decision of the examiners as soon as practically possible after the oral examination. Provision is also made in the policy for the lodging of an appeal in the event that the candidate concerned is dissatisfied at the outcome of any particular phase in the entire decision-making process.

The aggregate non-refundable fee payable by the applicant to the EAAB for the consideration of the special application, the assessment of the Portfolio of Evidence and, where applicable, the conduct of the oral examination, will be determined annually in advance by the EAAB. No application for a special arrangement as an alternative to the writing of the PDE can be considered until satisfactory proof of payment of the fee has been furnished by the applicant concerned.

It is sincerely hoped that the implementation of the policy will go a long way in assisting qualifying estate agents fully to meet their educational obligations to enable them to practice as professional estate agents.

Interested persons are requested to access the relevant policy document on the EAAB's website at www.eaab.org.za.