



THE ESTATE AGENCY AFFAIRS  
BOARD

## **PRACTICE NOTE: ETD03/2013**

### **ON THE GRANT OF EQUIVALENCY EDUCATIONAL EXEMPTIONS**

#### **1. PURPOSE**

The purpose of Practice Note ETD03/2013 is to provide guidance to candidates seeking to apply to the EAAB for the grant of equivalency exemptions against the NQF Level 4 and/or NQF Level 5 real estate qualifications.

#### **2. SCOPE OF THE PRACTICE NOTE**

This Practice Note, which supersedes all previous practice notes and policies issued by the EAAB, shall apply to all estate agents, whether principals or non-principals, who wish to apply to the EAAB for the grant of an equivalency exemption from the NQF Level 4 and/or NQF Level 5 real estate qualifications based on the equivalency qualifications as provided for in the Board approved Equivalency Matrices.

### 3. DEFINITIONS

<b>Term</b>	<b>Definition</b>
EAAB	The Estate Agency Affairs Board
Equivalency qualifications	The various qualifications referred to, from time to time, in the Board approved Equivalency Matrices in respect of the NQF Level 4 and/or NQF Level 5 real estate qualifications.
NQF	The National Qualifications Framework established and implemented by the South African Qualifications Authority.
NQF Level 4 real estate qualification	The Further Education and Training Certificate: Real Estate - required to be completed by non-principal estate agents.
NQF Level 5 real estate qualification	The National Certificate: Real Estate - required to be completed by principal estate agents.
PDE or Professional Designation Examination	The Professional Designation Examination conducted by the EAAB in accordance with regulation 7(3) of the Education Regulations promulgated by Regulation R.633 published in Government Gazette No. 31125 on 4 June 2008.

### 4. EAAB APPROVED EQUIVALENCY MATRICES

- 4.1 The equivalency qualifications shall comprise the EAAB approved Equivalency Matrices in respect of:
- 4.1.1 the Further Education and Training Certificate: Real Estate; and
  - 4.1.2 the National Certificate: Real Estate;
- both dated 16 April 2009, as amended from time to time, against which the equivalency assessments contemplated in paragraph 7 are to be undertaken. Such Equivalency Matrices are attached to this Practice Note and shall form an intrinsic part hereof.
- 4.2 Necessary adaptations and changes may, however, be made by the Education and Training Committee of the EAAB to either or both of the Equivalency Matrices from time to time.

### 5. THE ASSESSMENT OF EQUIVALENCY EXEMPTION APPLICATIONS BY THE EAAB

As from 1 May 2013 only those equivalency exemptions against the NQF Level 4 and/or NQF Level 5 real estate qualifications which have been duly assessed and granted by the EAAB on the basis of the equivalency qualifications shall be accepted by the EAAB.

## 6. PROCEDURE WHEN APPLYING FOR AN EQUIVALENCY EXEMPTION

- 6.1 Candidates must clearly indicate in their equivalency exemption application (more fully referred to in 6.3 below) **whether or not they currently hold a valid fidelity fund certificate issued by the EAAB** and, if so, the status of that fidelity fund certificate (namely, whether an ‘intern’, ‘non-principal’ or ‘principal’ fidelity fund certificate).
- 6.2 Candidates must, furthermore, specifically indicate in such application whether they are seeking to apply for an equivalency exemption against:
- 6.2.1 the NQF Level 4 real estate qualification for non-principal estate agents (the Further Education and Training Certificate: Real Estate); **or**
  - 6.2.2 the NQF Level 5 real estate qualification for principal estate agents (the National Certificate: Real Estate); **or**
  - 6.2.3 both the NQF Level 4 and 5 real estate qualifications.
- 6.3 Candidates wishing to apply to the EAAB for the grant of an equivalency exemption against the NQF Level 4 and/or NQF Level 5 real estate qualifications, as the case may be, are required to prepare, and submit to the EAAB an application in the form of an appropriate Portfolio of Evidence. Such Portfolio of Evidence shall comprise, at least, the following documentation, namely:
- 6.3.1 a letter providing the details required by paragraphs 6.1 and 6.2 above;
  - 6.3.2 the candidate’s full curriculum vitae;
  - 6.3.3 original(s), or certified copy(ies), of all qualifications either awarded to the candidate or in respect of which the candidate relies for the grant of an equivalency exemption;
  - 6.3.4 original(s), or certified copy(ies), of the statement(s) of courses passed towards the attainment of the qualification(s) referred to in 6.2;
  - 6.3.5 original(s), or certified copy(ies), of all professional qualifications and/or designations that may have been awarded to the candidate; and
  - 6.3.6 any such additional documentation as the EAAB may believe are necessary and required for the purpose of assessing the equivalency qualifications.

## **7. THE ASSESSMENT PROCESS**

- 7.1 After the EAAB has received the Portfolio of Evidence referred to in paragraph 6 above from the candidate concerned, that Portfolio of Evidence shall, as soon as reasonably possible, be duly assessed against the equivalency qualifications in accordance with the established criteria for a valid and accurate assessment.
- 7.2 The assessment referred to in 7.1 shall be conducted by EAAB employees who are real estate constituent assessors and/or moderators and who have complied with all relevant South African Qualifications Authority criteria for the registration of assessors and/or moderators for the NQF Level 4 and/or NQF Level 5 real estate qualifications, as the case may be.
- 7.3 Should the EAAB assessors, in their sole discretion, require that the validity of any qualifications submitted by candidates be further confirmed, they may, at the cost of the applicant, have such qualification(s) verified by a registered verification agency or by the Department of Higher Education.
- 7.4 Where a candidate has submitted a foreign qualification or qualifications as equivalency qualifications, the EAAB assessor shall, in writing, request that candidate to have the qualification(s) verified by the South African Qualifications Authority before the qualification(s) can be assessed for exemption purposes.

## **8. ISSUING EQUIVALENCY EXEMPTION LETTERS**

- 8.1 If a candidate, after due assessment of that candidate's qualifications against the equivalency qualifications in accordance with the requirements of paragraph 7, is found to be entitled to the grant of an equivalency exemption in respect of the Further Education and Training Certificate: Real Estate and/or the National Certificate: Real Estate, the EAAB shall issue an appropriate equivalency exemption letter to that candidate specifically indicating the qualification(s) in respect of which the candidate has been found to be entitled to an equivalency exemption.
- 8.2 Should a candidate, however, not be found to be entitled to an equivalency exemption that candidate shall be informed accordingly, in writing, by the EAAB.

## **9. THE RETENTION OF SUBMITTED PORTFOLIOS OF EVIDENCE BY THE EAAB**

The EAAB shall retain the Portfolios of Evidence submitted by equivalency exemption candidates, as well as any other documentary proof pertaining to the equivalency exemption assessment process that was conducted, until they are no longer required for verification or auditing purposes by either the internal or external auditors of the EAAB.

Such Portfolios of Evidence may then be released by the EAAB to the candidates concerned and dispatched to such candidates at their own cost.

## **10. FEE FOR THE EQUIVALENCY EXEMPTION ASSESSMENT**

- 10.1 The fee for the consideration by the EAAB of equivalency exemption applications shall be determined annually in advance by the Education and Training Committee of the EAAB for each financial year.
- 10.2 No application for an equivalency assessment against the equivalency qualifications will be assessed until satisfactory proof of payment of the assessment fee has been provided to the EAAB by the applicant.
- 10.3 The fee levied by the EAAB for the consideration of equivalency exemption applications is non-refundable.

## **11. EFFECTIVE DATE**

This Practice Note shall be effective as from 1 May 2013 from which date all previous Practice Notes pertaining to the assessment and grant of equivalency educational exemptions against the NQF Level 4 and/or 5 real estate qualifications issued by the EAAB are withdrawn.

**Issued by:**

**THE ESTATE AGENCY AFFAIRS BOARD**

**1 May 2013**