

Real Estate Agency Principal

ANZSCO: 612113

Group C

Job description

Real Estate Agency Principal manages the overall activities of a real estate agency. Registration or licensing is required.

About this document

- The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.
- The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Real Estate Agency Principal is a VETASSESS Group C occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Diploma or higher, in a field highly relevant to the nominated occupation.

In addition to this, applicants must have at least one year of post-qualification employment at an appropriate skill level completed in the last five years in a field which is highly relevant to the nominated occupation. If employment is not post-qualification, then three additional years of highly relevant employment are required.

If the qualification is not in a highly relevant field, two years of employment at an appropriate skill level, completed in the last five years which is highly relevant to the nominated occupation is required. This is reduced to one year if there is an additional qualification at least at AQF Certificate IV level in a highly relevant field.

A positive assessment of both qualifications and employment is required for a positive Skills Assessment Outcome.

GROUP	Criteria for a positive Skills Assessment			
	Minimum comparable Diploma or higher AQF level	With highly relevant major field of study	Additional highly relevant qualifications*	Highly relevant employment duration**
1	# +	+	N/A	+ O O 1 YEAR minimum
2	# +	No highly + relevant major	Minimum AQF Certificate IV leve with highly relevant major	+ (0 0 1 YEAR minimum
3	# +	No highly +	No additional highly relevant qualifications	+ 0 0 2 YEARS minimum
Pre-qualification methodology can apply to Group C occupations				
	Highly relevant employment duration**	With or without highly relevant major field of study	Additional highly relevant qualifications*	Minimum comparable Diploma or higher AQF level
4	3 YEARS TIME TO THE STATE OF TH	+ N/A +	N/A	+

- * Additional qualifications in a highly relevant field of study include those comparable to the following levels:
- AQF Diploma
- AQF Advanced Diploma
- AQF Associate Degree or
- AQF Graduate Diploma

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^{**} Highly relevant paid employment duration (20 hours or more per week)

Qualification

Highly relevant major fields of study include:

- Real Estate Agency Management is the study of the developing, purchasing, leasing and selling buildings, businesses and properties, as well as the associated management and business skills to operate a real estate agency.
- > Property Services (Agency Management)

This occupation requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field highly relevant to the nominated occupation.

Employment Criteria

Highly relevant tasks include, but are not limited to:

- 1 accepting and listing properties and businesses for sale and lease, conducting inspections, and advising buyers on the merits of properties and businesses and the terms of sale or lease
- 2 cataloguing and detailing land, buildings and businesses for sale or lease and arranging advertising
- 3 developing and implementing business plans, budgets, policies and procedures for the agency

Additional tasks may include, but not be limited to:

- Develops and implements business plans, budgets, policies and procedures for the agency
- Maintains and monitors business records and prepares financial statements and reports
- Arranges the purchase of supplies and maintains office support systems and facilities
- > Selects, trains and supervises staff
- Identifies and implements competitive advertising and marketing techniques
- Implements and monitors customer service standards and strategies
- Maintains and monitors sales and property management systems
- Ensures that real estate practices, statutory duties and legal requirements are observed
- Authorises listings of properties for sale or rent
- Ensures compliance with occupational health and safety regulations