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THE PRE-LICENSING COURSE FOR SALESMEN COURSE CURRICULUM

1.0 COURSE OF STUDY DESCRIPTION

The Pre-Licensing Course for Salesmen consists of ten teaching weeks in which eight (8) modules are taught in one hundred and eight (108) hours. Four weeks after the end of teaching, students will be required to complete a formative (i.e., ungraded) group assignment that they will present to a panel of built environment experts in a critique session with their classmates. In addition to this, eight weeks after the end of teaching students will sit the pre-licensing examination.

The modules in the programme are centred on three main areas: local legislations related to or governing aspects of real estate sales agency, real estate agency in practice and aspects of the built environment (such as construction, urban planning, and property valuation), which real estate agents must be knowledgeable on to operate successfully, especially in a competitive market. Successfully passing this course will allow you to apply to the Real Estate Board of Jamaica to receive a real estate salesman licence.

2.0 COURSE OF STUDY OBJECTIVES

Upon successful completion of the course, students should be able to:

1. Work collaboratively with other built environment professionals to provide advice to clients which will result in the effective utilisation of their resources.
2. Demonstrate knowledge of real estate agency, the legal framework governing it along with the principles and practices of other built environment fields of study that complements the professional activities of real estate sales agents.
3. Demonstrate practical knowledge on how to measure and calculate the internal and external areas of buildings, the international real estate agency and brokerage standards and the Real Estate (Dealers and Developers) Act (Code of Ethics) Regulations.
4. Amalgamate their knowledge on real estate agency, the legal aspects of real estate agency, planning and development, property valuations, property inspections and measurement, and marketing to successfully promote, sell, lease, and rent different types of properties.

3.0 MODULE CONTENT

Module 1: Property Law

(15 Lecture Hours)

This module focuses on the different types of rights and interests in land and the principles which govern the creation, transfer, and extinction of these rights in Jamaica. Students who successfully complete the course should be able to demonstrate achievement of the learning outcomes associated with each unit listed below:

Unit 1: General Principles of Property Law

1. Explain the concept of land.
2. Examine the basis of legal theories.
3. Explain the Doctrine of Tenure and Estates.

Unit 2: The Transfer, Protection and Extinguishment of Rights and Interests

1. Identify and describe the types of freehold interests in land.
2. Describe the characteristics and essential terms of a lease.
3. Explain the covenants of a tenant and covenants of a landlord.
4. Define and describe the types of easements and the types of profits.
5. Define and identify the types of licences.
6. Define what is a restrictive covenant.
7. Identify the characteristics of restrictive covenants.

Unit 3: Mortgages in Relation to Land

1. Explain the nature and creation of mortgages.
2. Explain the rights and remedies of a mortgagor and mortgagee.

Unit 4: Inter Vivos Transfers

1. Explain the provisions of legislations that relate to inter vivos transfer of property in Jamaica. Specifically, those provisions on:
 - a. the registration of land in the Registration of Titles Act.
 - b. the ownership of common property, the disposition of common property and the creation of easements and restrictive covenants in the Registration (Strata Title) Act.
 - c. covenants for title, the discharge of encumbrances on sale, execution of a purchase deed, mortgages, and leases in the Conveyancing Act.
2. Identify and describe the steps involved in the real estate sale transaction process in Jamaica.

Unit 5: Transfers on The Death of a Testator

1. Identify the characteristics of a valid will.
2. Outline the role and duties of an executor.
3. Explain the steps involved in probating a will.
4. Describe the process by which properties of a testator are transferred.

Learning Resources:

Required:

Dixon, M. Modern Land Law. Abingdon: Routledge, 2023. 13th Edition. The sixth edition of the text can be accessed at <https://file.hukum.uns.ac.id/data/PDIH%20File/e-book/Martin%20Dixon%2C%20MODERN%20LAND%20LAW.pdf>

Recommended:

The Conveyancing Act 1889. This legislation may be accessed at <https://laws.moj.gov.jm/library/statute/the-conveyancing-act>

The Registration of Titles Act 1889. This legislation may be accessed at <https://nla.gov.jm/sites/default/files/Registration%20of%20Titles.pdf>

The Registration (Strata Titles) Act 1969. The legislation may be accessed at <https://laws.moj.gov.jm/library/statute/the-registration-strata-titles-act>

Module 2: Planning and Development

(15 Lecture Hours)

The Planning and Development of Land centres on the development process created by local town and country planning legislations. The module also gives attention to the shortcomings of the legal framework and the implications those shortcomings create for planning in Jamaica. At the end of this module students should be able to demonstrate achievement of the learning outcomes associated with each unit listed below:

Unit 1: Introduction to Planning and the Planning Process

1. Define Planning.
2. Describe the planning process.
3. Explain the role of government in the planning process.
4. Explain the role of the private sector in the planning process.
5. Discuss the importance of planning to the economic development of Jamaica.

Unit 2: The Development Process

1. Explain the provisions of the Local Improvement Act in relation to:
 - a. The definition of key terms in the act – subdivision, parish council,
 - b. The subdivision approval process
 - c. The basis on which applications for subdivision approval are approved or denied.
 - d. Penalties for the subdivision and selling of land without approval, for failure to comply with conditions of approval and for any breaches committed under the act.
2. Explain the provisions in the Town and Country Planning Act in relation to the development of land:
 - a. The definition of key terms in the act – Authority, Local Authority, Local Planning Authority, Minister, Building, Advisory Planning Committee, Planning Permission, development, material change of use, materials not regarded as development and use classes.
 - b. Development Orders
 - i. Interim development orders
 - ii. Confirmed development orders.
 - c. Planning Permission
 - d. The types of planning applications
 - e. The planning application process
 - f. The planning register.
 - g. Revocation and modification of planning permission
 - h. The enforcement of planning control
 - i. The determination of compensation
 - j. The basis on which appeals may be granted.
 - k. The Appeals Process
3. Discuss the implications of the provisions of the Town and Country Planning Act and Local Improvement Act on:
 - a. The stages of the development process: pre-consultation, team selection, drafting, finalisation of plans, the decision-making process, the appeals process, the construction process and monitoring and enforcement.
 - b. The formulation of the development team.

- c. Sustainable development

Unit 3: Shortcomings of the Planning Legislative Framework

- 4. Analyse the need for legislative reform:
 - a. The outdated nature of local planning legislations.
 - b. The inability of local planning legislations to adequately address urban sprawl, squatting, climate change, sustainability concerns and environmental degradation.

Learning Resources:

Required:

The Local Improvements Act 1914. The legislation may be accessed at <https://laws.moj.gov.jm/library/statute/the-town-and-country-planning-act>

Town and Country Planning Act 1958. The legislation may be accessed at <https://laws.moj.gov.jm/library/statute/the-town-and-country-planning-act>

Recommended:

McHardy, P. 2002. Urban and Regional Planning in Jamaica. Upfront Publishing.

Module 3: Fundamentals of Construction (12 Lecture Hours)

This module focuses on the methods and materials used in building construction. It also emphasises building finishes and the component areas of buildings on floor plans. At the end of this module students will be able to demonstrate achievement of the learning outcomes associated with each unit listed below:

Unit 1: The Building Process

- 1. Describe the building process.
- 2. Explain the stages of construction:
 - a. Site preparation and foundation pour.
 - b. The completion of floors, walls, and roofing systems.
 - c. The completion of plumbing, electrical works and heating, ventilation, and air conditioning (HVAC).
 - d. Construction finishes and fixtures.
 - e. Interior trimmings and exterior grading
- 3. Outline the functional requirements of buildings.

Unit 2: Building Materials, Substructure and Superstructure

- 1. Identify and describe different types of building materials.
- 2. Identify and distinguish between the type of materials used to construct buildings.
- 3. Describe the types of foundations used in construction.
- 4. Outline the factors affecting the use of the different types of foundation.
- 5. Describe the floor systems, wall systems and roof systems used in construction.
- 6. Identify and distinguish between:
 - a. The types of staircases used in buildings of different use classes.
 - b. The types of windows used in buildings of different use classes.
 - c. The types of doors used in buildings of different use classes.

Unit 3: Building Finishes

1. Define building finishes.
2. Describe the types of building finishes:
 - a. Plastering
 - b. Pointing
 - c. Painting
 - d. Varnishing
 - e. Dis-tempering
 - f. White washing
 - g. Colour washing
3. Outline the factors influencing the use of finishes in buildings of different use classes.
4. Identify and distinguish between the types of roof finishes, wall finishes, and floor finishes used in buildings of different use classes.

Unit 4: Floor Plans

1. Define what is a floor plan.
2. Outline the purpose of floor plans.
3. Identify the component areas of buildings on floor plans.
4. Create not-to-scale floor plan sketch.

Learning Resources:

Required:

Allen, E. and Iano, J. Fundamentals of Building Construction: Methods and Materials. New Jersey: John Wiley & Son, 2014. 6th Edition.

Module 4: Introduction to Valuations

(9 Lecture Hours)

Essentials of Property Valuation introduces students to the principles of valuation methods, bases of value and the key components of valuation reports. At the end of this module students will be able to demonstrate achievement of the learning outcomes associated with each unit listed below:

Unit 1: Introduction to the Real Estate Market

1. Describe the real estate market.
2. Identify and describe the segments of the real estate market.
3. Explain the factors influencing the demand and supply of real estate.
4. Compare real estate to other asset classes.
5. Describe the Jamaican real estate market.

Unit 2: Principles of Valuation

1. Explain the purpose of valuations.
2. Explain the role of the valuer.
3. Differentiate between market value, cost, price and worth.
4. Describe the principle of Highest and Best Use.
5. Compare market and non-market bases of value.
6. Explain valuation accuracy and standardisation.

Unit 3: Methods of Valuation

1. Describe the methods of valuation:
 - a. The Sales Comparable Approach
 - b. The Investment Method
 - c. The Contractor's Method
 - d. The Residual Method
 - e. The Profits or Accounts Method

Unit 4: The Valuation Report

1. Describe the elements of a valuation report:
 - a. Physical Description
 - b. Legal Description
 - c. Market Analysis
 - d. Valuation
 - e. Conclusions

Learning Resources:

Required:

Royal Institution of Chartered Surveyors Global Standards (31 January 2022). Required reading: Valuation Professional Standards (VPS) 1, 3, 4 and 5. The global standards may be accessed at [RICS%20Global%20Valuation%20Standards%202022.pdf](#)

International Valuation Standards (31 January 2022) General Standards; IVS 400. This document may be accessed at [International%20Valuation%20Standards.pdf](#)

Recommended:

Wyatt, P. Property Valuation. United Kingdom: John Wiley and Sons, 2013. 2nd edition. Recommended reading: Chapters 3, 5 – 9.

Sharing the true potential of the real estate sector with the managing director of Real Estate, Sue Brown #56. RICS Podcasts. You may listen to this podcast by clicking the following link:

https://www.ivoox.com/en/rics-sharing-the-true-potential-of-the-real-audios-mp3_rf_102229497_1.html

Agents + Appraisers: Create a Winning Team for Your Clients. Drive with NAR Podcasts. 6 March 2023. You may listen to this podcast by clicking the following link:

<https://www.nar.realtor/magazine/drive/agents-appraisers-create-a-winning-team-for-your-clients>

Module 5: Property Inspection and Measurement (9 Lecture Hours)

This module introduces students to the current international standards on property inspection and measurements. It also provides practical demonstration to students on how to use the standards and local property databases to identify, inspect and measure properties of different use classes. At the end of this module students should be able to demonstrate achievement of the learning outcomes associated with each unit listed below:

Unit 1: Property Identification

1. Identify the title reference and valuation roll number of properties.
2. Use the title reference and valuation roll number to access the registered title and deposited plan of properties.
3. Use GIS enabled applications to locate properties and describe their physical characteristics,
4. Write the legal description and physical description of properties.
5. Write an area analysis of locations.

Unit 2: Property Inspection

1. Describe the state of repairs of properties.
2. Identify property amenities.
3. Prepare property inspection sheets.

Unit 3: Property Measurement

1. Identify the principles of the International Property Measurement Standard.
2. Outline International Property Measurement Standards 1, 2 and 3.
3. Calculate the area of buildings.
4. Measure component areas of buildings.

Learning Resources:

Required:

Royal Institution of Chartered Surveyors Global Standards (31 January 2022). Required reading: VPS 2. The global standards may be accessed at [RICS%20Global%20Valuation%20Standards%202022.pdf](https://www.rics.org/global-standards/2022/01/valuation-standards-2022/)

International Property Measurement Standards Coalition. The International Property Measurement Standards: All Buildings 2023. This standard may be accessed at <https://fastedit.files.wordpress.com/2023/01/ipms-all-buildings-.pdf>

Other learning resources that will be used to deliver the content on this module are the Eland Jamaica and iMap Jamaica online subscription services offered by the National Land Agency of Jamaica. Google Maps and Google Earth will also be used as learning tools in the module.

Module 6: Principles of Marketing

(9 Lecture Hours)

This module exposes students to the marketing planning process and provides them with the knowledge needed to use marketing principles and concepts to market products and services. At the end of this module students should be able to demonstrate achievement of the learning outcomes associated with each unit listed below:

Unit 1: Introduction to Marketing

1. Define marketing.
2. Compare traditional and contemporary approaches to marketing.
3. Discuss the goals of marketing.

Unit 2: Customer Relations

1. Explain the value of customers.
2. Describe relationship development strategies.

Unit 3: Marketing Research

1. Compare strategic and tactical marketing.
2. Identify and describe business and consumer markets.
3. Define marketing research and discuss its importance to businesses.
4. Explain the steps that are involved in conducting marketing research.

Unit 4: Marketing Plans

1. Explain how to create a marketing plan:
 - a. Differentiate products, services, and customer experience.
 - b. Identify and describing pricing strategies.
 - c. Selection of a suitable pricing strategy:
 - i. Pricing position, pricing segment, pricing capability, competitive pricing reaction strategy
 - d. Discuss the nature of supply chain management and its importance for the coordination of people, processes, information, and resources.
 - e. Identify and differentiate promotional tools.
 - f. Explain the relationship between market analysis, marketing planning, marketing implementation and marketing control.
 - g. Outline the role that the marketing mix plays in motivating potential target markets to accept a product or service.

Learning Resources:

Required:

Principles of Marketing. University of Minnesota Libraries Publishing Edition 2015. *Principles of Marketing* is adapted from a work produced and distributed under a Creative Commons license (CC BY-NC-SA) in 2010 by a publisher who has requested that they and the original author not receive attribution. This adapted edition is produced by the University of Minnesota Libraries Publishing through the eLearning Support Initiative. This text can be accessed at <https://open.lib.umn.edu/principlesmarketing/>

Recommended:

Dawes, J. 2021. Marketing Planning & Strategy: A Practical Introduction. Sage Publications Ltd.

Module 7: Contract Law for Real Estate Agents (12 Lecture Hours)

In this module students will be taught the baseline concepts, principles and issues of contract and tort law that are of relevance to real estate sales agents along with the ethical issues that arise from agency relationship between agents, buyers, and sellers. Thus, the module complements the Real Estate Agency and Code of Conduct module by highlighting the importance of adhering to ethical principles when conducting the business of real estate sales, leases, and rentals. At the end of this module students will be able to demonstrate achievement of the learning outcomes associated with each unit listed below:

Unit 1: Fundamentals of Contract Law

1. Define a contract.
2. Explain the characteristics of a valid and legally binding contract:
 - a. Offer
 - b. Acceptance
 - c. Consideration
 - d. The intention to create legal relations.
 - e. The capacity to contract
 - f. Certainty.
3. Outline the general legal principles that govern the interpretation of contracts.
4. Explain the ways in which contracts may be discharged:
 - a. agreement/consent
 - b. the impossibility of performance
 - c. the lapse of time
 - d. operationalisation of the law.
5. Explain the ways to be in breach of a contract:
 - a. Failure to perform.
 - b. Acting in a manner that prevents the performance of a party.
6. Identify and describe common remedies for a breach of contract:
 - b. The award of damages
 - c. Specific performance
 - d. Injunction
 - e. Rescission

Unit 2: Law of Agency and the Real Estate Agent

1. Outline the Vendors and Purchaser's Act.
2. Describe the fiduciary duties of sales agents to the seller.
3. Describe the fiduciary duties of cooperating sales agents to the seller.
4. Describe the fiduciary duties of sales agents to the buyer.
5. Discuss the Dual Agency Problem.
6. Examine the need for a buyer's sales agent.

Unit 3: Torts

1. Explain the common types of tort lawsuits filed against sales agents:
 - a. Misrepresentation
 - i. Intentional misrepresentation
 - ii. Negligent misrepresentation
 - iii. Innocent misrepresentation
 - b. Negligence

Learning Resources:

Required:

Mayer, D. et al. 2012. *Foundations of Business Law and Legal Environment*. Saylor Foundation Publisher. This text was adapted by The Saylor Foundation under a Creative Commons Attribution-Non-commercial-ShareAlike 3.0 License without attribution as requested by the work's original creator or licensee. The text can be accessed at the link:

<https://open.umn.edu/opentextbooks/textbooks/foundations-of-business-law-and-legal-environment> . Required Reading: Chapters 7 and 8.

Stone, R. 2002. *The Modern Law of Contract*. 5th Edition. London, Sydney, Portland, and Oregon: Cavendish Publishing Limited.

Recommended:

Valbrune, M. et al. 2019. *Business Law Essentials*. OpenStax Publisher. *Business Law Essentials* a work produced and distributed under a Creative Commons license (CC BY-NC-SA). This text can be accessed at: <https://open.umn.edu/opentextbooks/textbooks/business-law-i-essentials> .

Recommended Reading: Chapters 6 and 7.

Module 8: Real Estate Agency and Code of Conduct (27 Lecture Hours)

In this module, students will be taught the legal framework governing real estate sales agency in Jamaica, the Anti-Money Laundering Regime governing agents along with practical insights on an agent's expected professional conduct and professional activities. Thus, this module seeks to provide students with an indigenous teaching and learning experience of real estate sales agency. At the end of this module, students should be able to demonstrate achievement of the learning outcomes associated with each unit listed below:

Unit 1: The Real Estate Dealers and Developers Act (REDDA) and Regulations

1. Explain the objectives of the REDDA.
2. Explain the structure and function of the Real Estate Board.
3. Outline the provisions of the REDDA that relate to:
 - a. the registration and licensing of dealers and salesmen
 - b. the suspension and cancellation of registration.
 - c. the regulation of development schemes and registration of developers.
 - d. pre-payment contracts.
 - e. The advertisement of properties.

Unit 2: Proceeds of Crime Act (POCA)/Anti-Money Laundering Regulations

1. Define anti-money laundering (AML) and terrorism financing (TF).
2. Outline the principles and requirements of the risk-based approach to money laundering and terrorism prevention for countries.
3. Outline the objectives of the AML regulatory framework for real estate dealers and salesmen.
4. Outline the provisions of the AML regulatory framework with respect to:
 - a. Client Due Diligence
 - b. Customer Due Diligence
 - c. Enhanced Due Diligence
 - i. Risk assessment of businesses
 - ii. Politically exposed persons and their relatives
 - d. Employee Due Diligence

Unit 3: Ethical Obligations of Real Estate Agents

1. Define the concepts of ethics and professionalism.
2. Explain the general ethical obligations of real estate agents.
3. Explain the ethical obligations of the seller's and buyer's agent.
4. Explain the ethical obligations of real estate agents to:
 - a. their dealer/broker
 - b. their sub-agents
 - c. the real estate industry
 - d. clients who are vulnerable people: the elderly, minorities, and persons with disabilities.
 - e. the society in general
5. Explain how real estate agents are to:
 - a. ensure that client data and information remain confidential.
 - b. hold and handle client data and information.
 - c. reduce their risk to personal safety.

Unit 4: Accepting Instructions

1. Outline the importance of conducting conflict of interest checks.
2. Outline the importance of confirming the identity of potential clients.
3. Explain the elements of terms of engagement with:
 - e. buyers.
 - f. sellers.
 - g. sub-agents.

Unit 5: Listing Contracts

1. Describe the types of listing contracts.
2. Identify the elements of listing contracts.
3. Identify and describe the types of real estate listings.
4. Outline the principles of co-brokering.
5. Explain the concept 'procuring cause'.
6. Outline how refusing to co-broke can create a conflict of interest.

Unit 6: From Listing to Closing

1. Describe the Multiple Listing Service (MLS).
2. Outline the functions of the MLS.
3. Assess how the Multiple Listing Service (MLS) can create a conflict of interest and dual agency problem that involves buyers, the buyer's agent, and the seller.
4. Apply property inspection standards of practice and the International Property Measurement Standards 1 and 2 to create a property database with their peers.
5. Amalgamate marketing concepts and techniques to promote/advertise a property.
6. Conduct property searches in a property database.
7. Outline the role of agents when they are:
 - a. acting on behalf of a seller.
 - b. acting on behalf of a buyer.
8. Explain how real estate agents end instructions from clients.

Learning Resources:

Required:

The Real Estate Dealers and Developers Act 1988. The legislation can be accessed at <https://laws.moj.gov.jm/library/statute/the-real-estate-dealers-and-developers-act>

The Real Estate Dealers and Developers (Code of Ethics) Regulations 1998. The regulations can be accessed at <https://laws.moj.gov.jm/library/statute/the-real-estate-dealers-and-developers-act>

The Proceeds of Crime Act 2007. This legislation can be accessed at <https://laws.moj.gov.jm/library/statute/the-proceeds-of-crime-act>

The Proceeds of Crime (Designated Non-Financial) (Real Estate Dealers) Order, 2013. The order may be accessed at <https://www.fid.gov.jm/www/wp-content/uploads/>

The Terrorism Prevention Act 2015. This legislation can be accessed at <https://laws.moj.gov.jm/library/statute/the-terrorism-prevention-act>

The Terrorism Prevention (Designated Reporting Entity) (Real Estate Dealers) Order, 2017. The order may be accessed at <https://www.fid.gov.jm/www/wp-content/uploads/2019/11/TPA-DNFBP-RealEstateDealers-final-order.pdf>

The Real Estate Board of Jamaica Proceeds of Crime Act Compliance Regime Guidance Note. This guidance note may be accessed at [The%20Real%20Estate%20Board's%20Compliance%20Regime.pdf](https://www.fid.gov.jm/www/wp-content/uploads/2019/11/TPA-DNFBP-RealEstateDealers-final-order.pdf)

National Association of Realtors. 2021. Handbook on Multiple Listing Policy. 3rd edition. This handbook may be accessed at https://www.nar.realtor/sites/default/files/documents/2021_NAR_HMLP_210112.pdf. Required reading: Part One.

Code of Ethics and Standards of Practice of the National Association of Realtors. 2023. This document may be accessed at <https://cdn.nar.realtor/sites/default/files/documents/2023-coe-standards-of-practice-2022-12-28.pdf>

RICS Professional Standards and Guidance, Global: Real Estate Agency and Brokerage. 2016. 3rd Edition. This standard may be accessed at [August 2016 Real Estate Agency And Brokerage 3rd Edition.pdf](https://www.fid.gov.jm/www/wp-content/uploads/2019/11/TPA-DNFBP-RealEstateDealers-final-order.pdf)

Recommended:

Tech to Help Your Clients in a Tight Market. Drive with NAR Podcasts. 7 March 2022. You may listen to this podcast by clicking the following link: <https://www.nar.realtor/magazine/drive/episode-1-tech-to-help-your-clients-in-a-tight-market>

Be Who You are But Keep it Professional. Drive with NAR Podcasts. 1 November 2022. You may listen to this podcast by clicking the following link: <https://www.nar.realtor/magazine/drive/episode-11-be-who-you-are-but-keep-it-professional>

Prove Your Value to Clients When You Lack Experience. Drive with NAR Podcasts. 17 January 2023. You may listen to this podcast by clicking the following link: <https://www.nar.realtor/magazine/drive/prove-your-value-to-clients-when-you-lack-experience>

Serving a Diverse Clientele Raises Your Credibility. Drive with NAR Podcasts. 6 February 2023. You may listen to this podcast by clicking the following link: <https://www.nar.realtor/magazine/drive/serving-a-diverse-clientele-raises-your-credibility>

4.0 TEACHING AND LEARNING STRATEGIES

Live virtual lectures, pre-recorded lectures, independent study, practical demonstration, and community-based learning strategies will be used to deliver the course curriculum. **In addition to the course lecture hours, students are being encouraged to conduct 15 hours of independent study in each week of the course (that is from the start date of the course to the date of your initial sitting of the pre-licensing examination).**

5.0 ATTENDANCE POLICY

Your success in this course is dependent on your full engagement and active participation. As such, you to log into the learning management software that will be used for the course several times in each week to attend lectures and to study. It also your responsibility to check course updates that have been sent to you via to the learning management software.

You are expected to attend at least eighty percent (80%) of the total teaching hours (i.e., at least eighty-six hours). If you are not present for at least 86 hours of classes due to illness or an extenuating circumstance such as the death of a family member and is able to provide a medical certificate in the case of illness or notarised documented proof of an extenuating circumstance, you will be given the opportunity to attend the classes you missed when they are next offered at no additional cost. If however, you would like to do make up classes for the hours you were absent before the modules have been scheduled to be offered, make up classes can be provided at an additional cost which will be calculated based on the number of class hours you have missed.

If you have not fulfilled the attendance requirement and have not provided a medical certificate in the case of illness or notarised documented proof of an extenuating circumstance, you can request make up classes at an additional cost which will be calculated based on the number of class hours you have missed. Otherwise, in order to sit the pre-licensing examination, you must redo the entire course for the entire course fee. Additional details on the attendance policy are provided in the Student's Handbook.

6.0 TECHNOLOGICAL REQUIREMENTS

The Open EduCat learning management software will be used to host live virtual lectures and all learning materials on the course. In addition, all lectures will be recorded, and the transcripts of each session will be provided so that you may listen and read the content delivered outside of class hours. Therefore, to be fully engaged in the course you must have access to the internet to watch or hear lectures. No special software must be purchased to take this course. In the module Property Measurement and Inspection, free online GIS enabled tools such as Google Earth and iMap Jamaica will be used to teach students how to locate properties and describe their physical characteristics.

The PowerPoint lecture presentations, links to articles, podcasts, YouTube videos and practice exam questions are located on the Open EduCat website for the course. To ensure that you can participate in the learning activities on the course you will be required to have:

- Access to a working computer that has a current operating system with updates installed, plus speakers or headphones to hear lecture presentations (transcripts provided).
- Reliable Internet access.
- A current Internet browser that is compatible with Open EduCat.
- Microsoft Word as your word processing programme.
- Reliable data storage such as a USB drive or Office 365 OneDrive cloud storage.

7.0 ASSESSMENT STRATEGIES

The only summative (i.e., graded) assessment that will be used in this course is the pre-licensing examination that consists of 100 multiple choice questions broken down into eight sections as follows:

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|--|--------------|
| • Section 1: Property Law: | 14 questions |
| • Section 2: Planning and Development: | 14 questions |
| • Section 3: Fundamentals of Construction: | 11 questions |
| • Section 4: Property Valuations: | 8 questions |
| • Section 5: Property Inspection and Measurement: | 8 questions |
| • Section 6: Principles of Marketing: | 8 questions |
| • Section 7: Contract Law for Real Estate Agents | 11 questions |
| • Section 8: Real Estate Agency and Code of Conduct: | 26 questions |

Students **must achieve a grade of at least seventy percent (70%) to pass** the pre-licensing exam and thereby successfully complete the course. In addition, please note that the evaluation and grading scale that will be used for this course is the Pass-Fail Grading Option. In practical terms, this means that when students receive their examination result, they will be advised on whether they passed or fail, the specific grade they received, and a breakdown of the marks obtained for each section of the examination, **but they will not be provided with a letter grade. For example, A, B or C.**

In addition to the pre-licensing examination, two types of formative (i.e., ungraded) assessments will be used to assess student learning:

1. practice multiple choice questions on the content covered in each module.
2. A group assignment in which students must apply their knowledge on real estate agency, the legal aspects of real estate agency, planning and development, property valuations, property

inspections and measurement, marketing tools and concepts to successfully promote a residential property to a panel of built environment experts.

8.0 ACADEMIC INTEGRITY

The Real Estate Training Institute is a partner in your learning, and it is important to us that all assessments – formative and summative – be a true reflection of your learning and understanding. With the increasing presence of artificial intelligence options to complete presentations comes a limitation that jeopardizes the academic team’s ability to evaluate your knowledge on our course content and denies you of the ability to master the skill of effectively promoting/advertising real estate. Therefore, the suspicious use of artificial intelligence presentation makers will be regarded as cheating, which is defined as misleading others to think or believe that the academic work that have been produced is an accurate reflection of one’s knowledge, thinking and/or creativity on the subject matter of the academic work.

As a student at the Real Estate Training Institute, you are expected to practice the highest standards of academic integrity. Any departure from this expectation will result in you being required to:

1. complete a pre-recorded lecture on the importance of adhering to principles of academic integrity and
2. redo the course for the entire course fee at a future date when it is next offered.

Additional details on Academic Integrity are provided in the Student’s Handbook.

9.0 CURRICULUM DEVELOPMENT AND OWNERSHIP

Curriculum Developer:	Dr. Tina Beale, FHEA Senior Director/Principal, The Real Estate Training Institute
Curriculum Owner:	The Real Estate Board of Jamaica
Date of Original Version:	May 14, 2023
Curriculum Reviewer(s):	
Date of First Revision:	