

RPL TOOLKIT – INSTRUMENT 02 – ASSESSMENT MATRIX (MODULES)*To be completed by the accredited SDP*

RPL Candidate Details		SDP Details	
Candidate Name		SDP Entity Name	
Candidate ID No.		SDP Representative Name	
RPL Occupational Qualification Title	Occupational Certificate: Real Estate Agent	SDP QCTO Accreditation No.	
SAQA ID	118714	Assessor Name	
Credits and NQF Level	150, L4	Assessor Registration No.	

The assessment matrix gives an outline of the various means of verification for every module across all three components of learning

Performance Criteria All criteria must be aligned with the curriculum of the SAQA Registered Occupational Qualification	SAQA Credits	Means of Verification tick ✓ if applicable, cross x if not					Met/Not Met	Gap Credits
		POE	Testimonial	Questioning/ Interview	Assessment Task	Workplace Observation		
Knowledge Modules (insert/delete rows as per qualification):								
333402-000-00-KM-01, Legislative and Regulatory Framework, Level 4, 7 Credits.								
333402-000-00-KM-02, Ethical Business Principles, Level 5, 8 Credits.								
333402-000-00-KM-03, Developing Relationships, Level 4, 7 Credits.								
333402-000-00-KM-04, Brand Reputation, Level 4, 3 Credits.								
333402-000-00-KM-05, Property and Real Estate Services, Level 4, 8 Credits.								

333402-000-00-KM-06, Financial Business Principles, Level 4, Level, 5 Credits.								
Total number of credits for Knowledge Modules: 38								
Practical Skill Modules (insert/delete rows as per qualification):								
333402-000-00-PM-01, Employ Macro Trends to Develop Contracts in line with Client Needs and Comply with Legislation, Level 4, 7 Credits.								
333402-000-00-PM-02, Apply Ethical Principles in the Interest of all Stakeholders, Level 5, 8 Credits.								
333402-000-00-PM-03, Build Proficient and Sustainable Client Relationships, Level 4, 6 Credits.								
333402-000-00-PM-04, Develop and Maintain a Personal and Professional Brand Through Innovation and Continuous Improvement, Level 4, 3 Credits.								
333402-000-00-PM-05, Perform Property and Real Estate Duties Resulting in Successful Transactions, Level 4, 8 Credits.								
333402-000-00-PM-06, Implement Sound Financial Practices to Achieve Personal and Business Objectives, Level 4, 5 Credits.								
Total number of credits for Practical Skill Modules: 37.								
Work Experience Modules (insert/delete rows as per qualification):								
333402-000-00-WM-01, Procedures to Identify the Property and Real Estate Environment and Comply with Legislative and Regulatory Framework, Level 4, 13 Credits.								
333402-000-00-WM-02, Processes and Procedures for Applying the Code of Conduct and Adhering to Ethical Business Principles, Level 5, 15 Credits.								
333402-000-00-WM-03, Procedures to Build Internal and / or External Client Relationships and Databases, Level 4, 12 Credits.								
333402-000-00-WM-04, Procedures to Provide Strategic and Operational Consulting Service, Level 4, 9 Credits.								
333402-000-00-WM-05, Practices to Manage the Property and Real Estate Function, Level 4, 15 Credits.								

333402-000-00-WM-06, Process to Apply Financial Business Principles, Level 4, 11 Credits.								
Total number of credits for Work Experience Modules: 75.								
TOTALS								

Assessor Declaration

I, the undersigned RPL Assessor and registered Subject Matter Expert, confirm that the assessment matrix has been completed accurately and reflects my professional judgement of the candidate's competence against the requirements of the registered Occupational Qualification. All decisions recorded are based on valid, authentic, current and sufficient evidence, supported by appropriate means of verification and documentary proof. I declare that the assessment was conducted fairly, transparently and in accordance with Services SETA and QCTO assessment requirements.

Assessor/SME Name: _____

Services SETA Constituent Registration No.: _____

Signature: _____

Date: _____