

APPRENTICESHIP AND ADVANCED APPRENTICESHIP IN SELLING RESIDENTIAL PROPERTY

APPRENTICESHIP and ADVANCED APPRENTICESHIP *	
LEVEL 2 NVQ – Seven Units.	LEVEL 3 NVQ – Nine Units
Level 2 – 5 mandatory and 2 Optional units	Level 3 – 5 mandatory and five optional units
Level 2 Mandatory units are: 1, 2, 4, 5, 14 plus two units from a choice of the following: 6, 13, 17, 19, 24	Level 3 Mandatory units are: 1, 2, 12, 13 and either 18 or 21 plus four units from the following: 3, 6, 7, 8, 9, 10, 11, 14, 15, or 16, 17, 19, 20, 22, 24, 25, 26
UNITS	
1	Contribute to the safety and security of people and property
2	Develop customer relationships
3	Sell products and services to customers in face to face settings
4	Progress enquiries from customers
5	Distribute marketing materials to customers
6	Organise market appraisals of customer's property
7	Monitor changes in the local property market
8	Negotiate Sales
9	Provide market appraisals of properties
10	Obtain instructions to sell properties
11	Produce marketing materials for individual properties
12	Implement marketing plans for the sale of properties
13	Advise prospective buyers on properties
14	Organise viewings of properties
15	Conduct accompanied visits around property areas
16	Conduct accompanied visits around development sites
17	Conduct accompanied viewings of properties
18	Negotiate the sale of properties in England, Wales and Northern Ireland
19	Qualify prospective buyers
20	Progress sales to their conclusion
21	Negotiate the sale of properties in Scotland
22	Negotiate part-exchange of properties
23	Agree the specifications of new properties with customers
24	Hand over new properties to customers
25	Provide after-sales support to customers
26	Contribute to the design of the company's marketing materials
Key Skills	
Application of Number at Level 2	
Communications at Level 2	
No Technical Certificate required for Level 2	NFOPP Certificate in the Sale of Residential Property at Level 3

* **The Advanced Apprentice, on completion of the full qualification, is able to apply for membership of the NAEA.**