



The Property Practitioners Regulatory Authority is delighted to share with all stakeholders its draft guidelines which incorporate the Transformation - One learner One Property Practitioner processes within the **Property Practitioners Regulatory Authority** Transformation department for your review, comments and questions.

The objectives for the external stakeholders' consultations include to: –

- (i) Ensure that the Transformation department processes reflects the views and feedback of all relevant industry players;
- (ii) Obtain the buy-in on the development of internal policies and procedures of the Authority regarding One learner One Property Practitioner and ensure that the Authority's policies and procedures reflect best practices.
- (iii) Identify opportunities for enhanced collaboration and further engagements on the guidelines.

The feedback received from key stakeholders would benefit the Authority in finalizing the guidelines, enhance dialogue and inform internal policy and processes within the Transformation department We would be honoured by your participation in this key stakeholders' guidelines consultation.

All organisations/ stakeholders can provide feedback directly to: **onelearner.1pp@eaab.org.za**.

The Authority welcomes your input and is looking forward to receiving your comments. Please note that the final date for submission of comments is **8th March 2022**.

For more information, visit the www.eaab.org.za.



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1. DEFINITIONS

The definitions below are relevant to these guidelines, for a detailed list of definitions please refer to the Property Practitioners Act 22/2019.

1.1 **“Authority”** – means the Property Practitioners Regulatory Authority

1.2 **“Property practitioner” means Property Practitioner”**

- a) means any natural or juristic person who or which for the acquisition of gain on his, her or its own account or in partnership, in any manner holds himself, herself or itself out as a person who or which, directly or indirectly, on the instructions of or on behalf of any other person—
 - i. by auction or otherwise sells, purchases, manages or publicly exhibits for sale property or any business undertaking or negotiates in connection therewith or canvasses or undertakes or offers to canvas a seller or purchaser in respect thereof;
 - ii. lets or hires or publicly exhibits for hire property or any business undertaking by electronic or any other means or negotiates in connection therewith or canvasses or undertakes or offers to canvass a lessee or lessor in respect thereof;
 - iii. collects or receives any monies payable on account of a lease of a property or a business undertaking;
 - iv. provides, procures, facilitates, secures or otherwise obtains or markets financing for or in connection with the management, sale or lease of a property or a business undertaking, including a provider of bridging finance and a bond broker, but excluding any person contemplated in the definition of “financial institution” in section 1 of the Financial Services Board Act, 1990 (Act No. 97 of 1990);



- v. in any other way acts or provides services as intermediary or facilitator with the primary purpose to, or to attempt to effect the conclusion of an agreement to sell and purchase, or hire or let, as the case may be, a property or business undertaking, including, if Licensing Department Guidelines for Stakeholders - VERSION 001/2022 5 performing the acts mentioned in this subparagraph, a home ownership association, but does not include—
 - (aa) a person who does not do so in the ordinary course of business;
 - (bb) where the person is a natural person and that person in the ordinary course of business offers a property for sale which belongs to him or her in his or her personal capacity;
 - (cc) an attorney or candidate attorney as defined in section 1 of the Attorneys Act, 1979 (Act No. 53 of 1979); or
 - (dd) a sheriff as defined in section 1 of the Sheriffs Act, 1986 (Act No. 90 of 1986), when he or she performs any functions contemplated in paragraph (a) of this definition, irrespective of whether or not he or she has been ordered by a court of law to do so; or
- b) includes any person who sells, by auction or otherwise, or markets, promotes or advertises any part, unit or section of, or rights or shares, including time share and fractional ownership, in a property or property development;
- c) includes any person who for remuneration manages a property on behalf of another;
- d) includes a trust in respect of which the trustee, for the acquisition of gain on the account of the trust, directly or indirectly in any manner holds out



that it is a business which, on the instruction of or on behalf of any other person, performs any act referred to in paragraph (a);

- e) for the purposes of sections 34, 46, 48, 59, 60, 61 and 65 includes—
 - i. any director of a company or a member of a close corporation who is a property practitioner as defined in paragraph (a);
 - ii. any person who is employed by a property practitioner as envisaged in paragraph (a) and performs on his, her or its behalf any act referred to in subparagraph (i), (ii), (iv), (v) or (vi) of that paragraph;
 - iii. any trustee of a trust which is a property practitioner as envisaged in paragraph (d);
 - iv. any person who is employed by a property practitioner as envisaged in paragraph (b) and performs on its behalf any act referred to in subparagraph (i), (ii), (iv), (v) or (vi) of paragraph (a); and
 - v. any person who is employed by a property practitioner contemplated in paragraph (a) or (b) to manage, supervise or control the day-to-day operations of the business of that property practitioner;
- (f) includes any person who is employed by or renders services to an attorney or a professional company as defined in section 1 of the Attorneys Act, 1979, other than an attorney or candidate attorney, and whose duties consist wholly or primarily of the performance of any act referred to in subparagraph (i), (ii), (iii), (iv), (v) or (vi) of paragraph (a), on behalf of such attorney or professional company whose actions will be specifically covered by the Attorneys' Fidelity Fund and not the Property Practitioners Fidelity Fund;
- (g) for the purposes of section 61 and any regulation made under section 70, includes any person who was a property practitioner at the time when he or she was guilty of any act or omission which allegedly constitutes sanctionable conduct referred to in section 62,



but does not include an attorney who, on his own account or as a partner in a firm of attorneys or as a member of a professional company, as defined in section 1 of the Attorneys Act, 1979, or a candidate attorney as defined in that section, who performs any act referred to in paragraph (a), in Licensing Department Guidelines for Stakeholders - VERSION 001/2022 6 the course of and in the name of and from the premises of such attorney’s or professional company’s practice, provided that such an act may not be performed—

- i) in partnership with any person other than a partner in the practice of that attorney as defined in section 1 of the Attorneys Act, 1979; or
- ii) through the medium of or as a director of a company other than such professional company; and

1.3 **“Host Employer”** refers to the property practitioner who will be training the candidates

1.4 **“Candidates”** refers to the recruited young people who will be entering the Property sector for the first time.

2. ABBREVIATIONS

FFC	Fidelity Fund Certificate
PDE	Professional Designated Exam
PPRA	Property Practitioners Regulatory Authority



3. INTRODUCTION

The One Learner One Property Practitioner Youth programme is a learnership programme whereby the Transformation Department recruit young people to join the property sector and these young people are placed with a qualified Property Practitioner to complete his/her NQF Level 4 qualification and be in a position to complete the Professional designation examination 4(PDE 4).

On successful completion of the logbook and the PDE 4, the candidate can be upgraded to Professional practitioner in Real Estate. This is to increase the number of property practitioners in the real estate sector.

4. POLICY STATEMENT

- 4.1 To provide for the One Learner One Property Practitioner programme the processes, guidelines and procedures in recruiting and boarding of suitably qualified and competent candidates in a fair and non-discriminatory manner.
- 4.2 This policy is to set-out guidelines for the implementation of the One Learner One Property practitioner programme in the sector and further providing a qualifying criterion for the programme.
- 4.3 This document will ensure that programmes and strategies to be implemented for the One Learner One Property practitioner programme are clearly defined. And that the best possible fairness and non-discrimination approach is adhered to in the advertising, selection and recruitment processes of the Property Practitioner Regulatory Authority (PPRA).



- 4.4 Amongst all these crucial elements is to ensure that a continuous review and monitoring of the performance of the programme is sustainable.

5. QUALIFICATION CRITERIA

To ensure that the minimum requirements are met for any person who may want to be on the programme, the guideline sets out the requirements. And in accordance with the policy the following must be met:

- 5.1 The applicants must be South African citizens.
- 5.1.1 In accordance a precondition into the programme is South African citizenship, therefore this is what must be considered in the first stages of the selection.
- 5.1.2 Prior any applicant can be enrolled into the One Learner One Property practitioner programme; according to they must at least have matric certificate.
- 5.1.3 Applicant must be between the ages of 18-35 years upon application of the One learner One Property Practitioner programme



6. APPLICATION PROCESS AND PROCEDURE

- 6.1 The most important recruitment of the candidate should be undertaken after the approval by Chief Executive Officer (CEO)
- 6.1.1 This Recruitment processes can be waived in consideration of any resolution that would have been passed by the CEO and or the board.
- 6.2 Placement of the advert will be after the approval by the CEO and that will be in a manner that allows a wide pool of applicants as it can be searched.
- 6.2.1 The advertisement for the One Learner one Property Practitioner programme will state the inherent requirements to enter into the programme and the duration in the programme.
- 6.2.2 In addition to the requirements stated in class the advertisement of the programme should also indicate the following that the PPRA is an equal opportunity entity and that the program is open to all without distinction
- 6.3 The advertisement must be placed in at least one newspaper circulating nationwide and on PPRA website; with PPRA “one learner” designated e-mail address.



7. SELECTION PROCESS

- 7.1 A selection panel should be established to conduct the selection process (that is the shortlisting and the interview of potential candidates).
 - 7.1.1 The selection panel should constitute of at least four (4) panel members and shall be constituted by the executive manager or manager duly appointed to be responsible for Transformation Unit, Provincial Transformation Administrator duly appointed to be responsible for Transformation in the specific province or officer of the Human Resource department and an additional member duly appointed by the CEO for this purpose.
- 7.2 The panel should where possible be representative in terms of Race, Gender and Disability.
- 7.3 Each member of selection panel should complete and sign a declaration interest form before commencement of selection process where does a potential conflict of interest of whatsoever kind the affected panel member should withdraw from the selection process.

8. APPOINTMENT PROCESS AND CONDITIONS

- 8.1 Approval of the placement should be executed in the following stipulated processes and conditions whereby Chief Executive Officer should approve the appointment of the One Learner one Property Practitioner Candidates.



- 8.1.1 The offer will be reduced into writing in the standard format and it must be valid for a period of seven (7) where the selected candidate should accept or reject an offer within seven (7) days, unless he/she furnished justifiable reason why he or she could not do so within the prescribed time.

9. INCENTIVES

- 9.1 As part of the One Learner-One Property Practitioner the candidates are given cell phones as part of the programme. The cell phones have data for the candidates to complete their tasks at hand.
- 9.2 Part of the package for the learnership there is a stipend that is given to the candidates to assist in their traveling to and from their work place.

10. MONITORING AND REVIEW

- 10.1 Upon completion of the theory part of the One Learner Programme the candidates will have to complete the PPRA logbook in order to qualify for the PDE 4(Professional Designated Exam)
- 10.2 As part of the One Learner Programme the candidates the PPRA will assist the candidate to complete the PPRA logbook
- 10.3 PPRA will ensure that the candidates are issued with the FFC (Fidelity Fund Certificate).



- 10.4 After the 12 months learnership, the learners/Candidate will be placed under the Incubation for the SMME's to gain more work experience.
- 10.5 learners/Candidate will be receiving the workplace readiness programme as part of the learnership.
- 10.6 Transformation administrator shall assess host employers' premises on the regular basis for assessment of the POEs. And gain host employer will be required to submit monthly attendance registers and reports of placement.
- 10.7 After the 12months completion the learners / candidate will provide the success story, this success stories are the methods of showing others that is it possible to attain the highest level in Property sector.