

**Award in Real Estate Branch Manager, MQF Level 4 (12 ECTS) – Module 1 – 6:  
Award in Real Estate Consultant; MQF Level 4 (8 ECTS) – Modules 1 – 4.**

**Full course details:**

Module 1: Legal Aspects of Real Estate						
Attendance	Mode of Delivery	Assessment (pass mark: 50%)	Hours of total learning			
			Contact hours	Supervised placement	Self-study	Assessment
Compulsory	Face-to-face	Multiple-choice test	10	21	13	6
<p><b>Module description:</b> This module will deal with the different legal aspects of Real Estate. The legislation tackled would include: Chapter 615 Land Registration Act Contracts Law Civil law Anti-Money Laundering Legislation Planning/BCA Related legislation GDPR legislation Contract types, Konvenju, Titles Verification of Title</p> <p><b>Learning Outcomes</b> <b>Competences:</b> At the end of the module/unit the learner will have acquired the responsibility and autonomy to: a) Independently research and comprehend the legal frameworks governing real estate transactions, including contract laws, anti-money laundering legislation, GDPR responsibilities, konvenji, verification of titles etc. b) Analyse and interpret legal documents such as leases, deeds, contracts, and planning legislation to identify rights, obligations, and potential risks. c) Identify legal issues and seek the advice of a lawyer to apply appropriate problem-solving strategies to resolve disputes or mitigate risks in real estate transactions.</p> <p><b>Knowledge:</b> At the end of the module/unit the learner will have been exposed to different legislation relating to real estate including: a) Chapter 615 b) Land Registration Act c) Contracts Law d) Civil law e) Anti-Money Laundering Legislation</p>						

- f) Planning/BCA Related legislation
- g) GDPR legislation
- h) Contract types, Konvenju, Titles
- i) Verification of Title

**Skills:**

At the end of the module/unit the learner will have acquired the following skills:

- a) Assist customers with the legal aspects of real estate, including Land Registration Acts, Contracts' Law, GDPR, Title Verification, Anti-Money Laundering, Contract law, and other relevant legislation.

**Module-Specific Learner Skills**

At the end of the module the learner will be able to:

- a) Assess a situation and report any suspicious transaction with respect to anti money laundering to the relevant authorities
- b) Appraise a situation if a transaction is identified to be in clear breach of property legislation
- c) To advise clients on data protection best practices
- d) To appraise taxation and ground rent implications of a promise of sale
- e) To advise clients on planning legislation and regulations.

**Module-Specific Digital Skills and Competences**

At the end of the module/unit, the learner will be able to

Use the PA website and its Mapserver to determine zoning limitations and other relative data.

**Module 2: Financial Aspects of Real Estate**

Attendance	Mode of Delivery	Assessment (pass mark: 50%)	Hours of total learning			
			Contact hours	Supervised placement	Self-study	Assessment
Compulsory	Face-to-face	Multiple-choice test	10	21	13	6

**Module Description:**

This module will deal with the different financial aspects of Real Estate. The topics tackled would include:

- Financial Management and Methodologies
- VAT issues
- Valuations
- Record management
- FIAU
- AML procedures
- Funding of Terrorism aspects
- Due Diligence Approaches
- Financial returns/reports to the related entities
- Self-employment and Organizational behaviour

**Learning Outcomes:****Competences:**

At the end of the module/unit the learner will have acquired the responsibility and autonomy to:

- a) Analyse the different financial methodologies for the efficient and effective management of financial resources;
- b) Advice clients on VAT implications of real estate transactions;
- c) Evaluate real estate properties using various valuation methods such as comparable sales approach, income approach, and cost approach to determine their fair market value;
- d) Monitor transactions to ensure that FIAU directives and AML/CT procedures are adhere d to;
- e) Carry out due diligence to ensure that no AML/CT transgressions occur;
- f) Produce financial returns & reports to the related entities;
- g) Manage personal finances and other obligations to work as a self-employed and working within an organisation.

**Knowledge:**

At the end of the module/unit the learner will have been exposed to the following:

- a) Identify the different financial methodologies for the efficient and effective management of financial resources;
- b) Define VAT implications of real estate transactions;
- c) Use various valuation methods such as comparable sales approach, income approach, and cost approach to determine their fair market value;
- d) Recall FIAU & AML/CT procedures;
- e) Identify due diligence procedures;
- f) Understand all financial returns & reports to the related entities;
- g) Recognise the importance to manage personal finances and other obligations to work as a self-employed and working within an organisation.

**Skills:**

At the end of the module/unit the learner will have acquired the following skills:

- a) Use different methodologies for optimal financial management;
- b) Work out on any VAT issues concerning real estate;
- c) Prepare property valuations using different methodologies;
- d) Keep good record management to satisfy all legal obligations;
- e) Identify any AML shortcomings and identify when there is need to liaise with FIAU;
- f) Conduct due diligence and KYC procedures;
- g) Prepare and submit financial returns/reports to the related entities
- h) Work within an organisation and adhere to its standards.

### Module 3: Technical Aspects of Real Estate

Attendance	Mode of Delivery	Assessment (pass mark: 50%)	Hours of total learning			
			Contact hours	Supervised placement	Self-study	Assessment
Compulsory	Face-to-face	Multiple-choice test	10	21	13	6

**Module description:**

This module will deal with the different technical aspects of Real Estate. The topics tackled would include:

- Principles of Real Estate Management;
- Valuations and record keeping;
- Building Construction;
- Health and Safety;
- Sanitary regulations;
- Planning, BCA, OHS and relevant policies and procedures;
- Structural knowledge;
- Permits requirements;
- Procedural issues;
- Identification of common defects and malpractice.

**Learning outcomes:**

**Competences:**

At the end of the module/unit the learner will have acquired the responsibility and autonomy to:

- a) Understand the principles of real estate management;
- b) Produce valuations;
- c) Uphold health & safety policies when visiting construction sites;
- d) Understand sanitary regulations and identify any shortcomings;
- e) Understand Planning, BCA, OHS and relevant policies and procedures;
- f) Have sound knowledge on structural issues;
- g) Identify common defects and malpractice.

**Knowledge:**

At the end of the module/unit the learner will gain information on the following aspects:

- a) The principles of real estate management;
- b) Property valuations;
- c) Health & safety policies on construction sites;
- d) Relative sanitary regulations and identify any shortcomings;
- e) Planning, BCA, OHS and relevant policies and procedures;
- f) Structural issues and common defects and malpractice

**Skills:**

At the end of the module/unit the learner will have acquired the following skills:

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- a) To adopt the principles of real estate management;
- b) To work out property valuations applying different methodologies depending on the case;
- c) To apply relevant health & safety policies on construction sites;
- d) To ensure that sanitary regulations are followed;
- e) To identify Planning, BCA, OHS and relevant policies and procedures.;
- f) To Identify structural issues and common defects and malpractice.

**Module 4: Communication Aspects of Real Estate**

Attendance	Mode of Delivery	Assessment (pass mark: 50%)	Hours of total learning			
			Contact hours	Supervised placement	Self-study	Assessment
Compulsory	Face-to-face	Presentation	10	21	13	6

**Module description:**

This module will tackle communication and soft skills, including:

- Leadership skills
- Consumer regulations
- Marketing and advertising skills
- Communication skills
- Sales and strategies and techniques
- General etiquette
- Interpersonal skills
- Client behaviour and expectations
- Advertising Ethics.

**Learning outcomes:**

**Competences:**

At the end of the module/unit the learner will have acquired the responsibility and autonomy to:

- a) Demonstrate adequate leadership skills;
- b) Uphold consumer regulations;
- c) Adopt marketing and advertising skills;
- d) Adopt sales strategies;
- e) Practice general etiquette and interpersonal skills;
- f) Manage client expectations and expectations;
- g) Practice advertising ethics.

**Knowledge:**

At the end of the module/unit the learner will have gained information about the following:

- a) Adequate leadership skills;
- b) Consumer regulations;
- c) Marketing and advertising skills;
- d) Sales strategies;
- e) General etiquette and interpersonal skills;
- f) Client expectations and expectations;
- g) Advertising ethics.

**Skills:**

At the end of the module/unit the learner will have acquired the following skills:

- a) Practice leadership skills;
- a) Adopt relevant consumer regulations;
- b) Effectively apply marketing and advertising campaigns;
- c) Adopt efficient sales strategies;
- d) Practice general etiquette and interpersonal skills;
- e) Meet client expectations and expectations;
- f) Practice advertising ethics.

**Module-Specific Digital Skills and Competences**

At the end of the module/unit, the learner will be able to

Use digital tools to design and launch advertising and media campaigns.

### Module 5: Additional Legal Aspects of Real Estate

Attendance	Mode of Delivery	Assessment (pass mark: 50%)	Hours of total learning			
			Contact hours	Supervised placement	Self-study	Assessment
Compulsory	Face-to-face	Multiple-choice test	10	21	13	6

**Module description:**

The topics taught in this module include:

- Process of Sale
- Immovable Property Rules
- Searches and Tax Information
- Stamp Duty and Capital Transfer Tax
- Legal, Notarial, Architects, Planning and related Professionals
- Rental, Buy-to-Let and Sales Aspects

**Learning outcomes:****Competences:**

At the end of the module the learner will have acquired the responsibility and autonomy to:

- a) Advise clients on the process of sale;
- b) Advise clients on Property Rules
- c) Explain the process of Searches and guide clients on Tax Information, including Stamp Duty and Capital Transfer Tax;
- d) Communicate with Legal, Notarial, Architects, Planning and related Professionals;
- e) Negotiate Rental, Buy-to-Let and Sales Aspects.

**Knowledge:**

At the end of the module/unit the learner will have been exposed to the following:

- a) The process of property sales, including taxes and stamp duty payable together with the way to interact with other professionals (bankers, notaries, architects etc.)

**Skills:**

At the end of the module the learner will have acquired the following skills to be able to process the legal documents of the property sale, and be able to ask important questions to the notary or lawyer when identifying legal issues.

**Module-Specific Learner Skills**

- a) At the end of the module/unit the learner will be able to  
 b) Stay updated with changes in property regulations;  
 c) Identify the types of searches required in different scenarios;  
 d) Comprehend the tax implications of property transactions.

### Module 6: Additional Business Aspects of Real Estate

Attendance	Mode of Delivery	Assessment (pass mark: 50%)	Hours of total learning			
			Contact hours	Supervised placement	Self-study	Assessment
Compulsory	Face-to-face	Multiple-choice test	10	21	13	6

**Module description:**

The topics taught in this module include:

- Business management skills;
- Principles of Economics;
- Finances and Employee management;
- Human Resources;
- Assisting in banking Relations;
- Sales forecasting and budgeting.

**Learning outcomes:****Competences:**

At the end of the module the learner will have acquired the responsibility and autonomy to:

- a) Understand the fundamentals of business operations and strategic planning;  
 b) Understand basic economic concepts such as supply and demand, market structures, and economic indicators;  
 c) Recognize the importance of effective employee management in achieving business objectives.  
 d) Recognize the importance of compliance with labor laws and employment regulations;  
 e) Guide clients to seek the best banking solutions for their property needs;  
 a) Estimating future sales revenue and prepare cash flow statements and setting up a budget plan to ensure smooth cash flow operations..

**Knowledge:**

At the end of the module the learner will have been exposed to the following:

- a) The principles of effective decision-making and problem-solving in a business context;
- b) Recognize the impact of economic policies on business operations;
- c) Understand financial management principles including budgeting forecasting, and financial reporting;
- d) Knowledge of banking regulations and compliance requirements to better assist clients;

**Skills:**

At the end of the module/unit the learner will have acquired the following skills:

- a) Analytical skills to assess business performance and make informed decisions;
- b) Analyse economic data to interpret market trends and economic data;
- c) Leadership skills to manage and motivate employees;
- d) HR compliance to ensure adherence to legal and regulatory requirements;
- e) Identifying and resolving issues in banking processes

**Module-Specific Digital Skills and Competences**

At the end of the module/unit, the learner will be able to

- a) Use of MS Excel and other digital tools for sales forecasting, budget plans etc.