



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

REAL ESTATE POST-TRAINING SUPPORT PROGRAMME

POST-TRAINING SUPPORT PROGRAMME

KZN REAL ESTATE LEARNERSHIP PROGRAMME

PROGRAMME OVERVIEW

Programme	KZN Real Estate Learnership Programme	Programme Format	Virtual Training / Masterclasses
Beneficiaries	454 Learners	Programme Duration	10 Weeks
Facilitator	Hlubi Dlomo	Delivery Cohort	Joint Virtual Cohort
Session Format	Weekly 2-hour session	Scheduled Time	Tuesdays, 09:00–11:00

Prepared as a programme-level training and learner reference document

1. Programme Purpose

This Programme Overview sets out the structure, focus and intended outputs of the 10-week Post-Training Support Programme for 454 beneficiaries of the KZN Real Estate Learnership Programme.

The programme provides weekly virtual masterclasses designed to support the transition from training into active early-practice participation. The programme combines PPRA compliance and professional obligations with practical real estate sales, marketing, client management, business administration, digital systems, entity setup and tax administration.

2. Delivery Model

- Ten weekly virtual masterclasses delivered to a joint virtual cohort.
- Each session is scheduled for two hours, from 09:00 to 11:00.
- Sessions are scheduled for Tuesdays.
- Zoom links are communicated through the programme WhatsApp group and posted on the PPRA post-training support platform.
- The post-training support platform provides access to digital learning materials, masterclass resources and assignment submission facilities.
- The programme facilitator is Hlubi Dlomo.

3. Programme Structure

The programme progresses from digital onboarding and PPRA regulatory readiness into practical early-practice capabilities, followed by portfolio review, assessment and programme close-out.

Programme Stage	Sessions / Focus
Stage 1 — Digital Readiness	Session 1: Virtual onboarding and digital readiness.
Stage 2 — PPRA Practice Readiness	Sessions 2–4: FFC compliance, professional obligations and CPD.
Stage 3 — Practical Early-Practice & Independent Contractor Masterclasses	Sessions 5–8: Sales and digital marketing; client management and personal branding; CRM, client pipeline and business management; CIPC BizPortal, SARS tax administration and financial literacy.
Stage 4 — Portfolio & Assessment	Session 9: Portfolio review and digital attendance certification.
Stage 5 — Programme Close-Out	Session 10: Programme closing, reviews, questions and way forward.

4. Ten-Session Programme Overview

The following overview reflects the approved 10-session training schedule and provides the programme-level description of each masterclass.

Session	Date	Presenter	Masterclass Focus	Key Topics / Practical Activity
1	06 October	SDP	Virtual Onboarding & Digital Readiness	Real Estate Post-Training Platform Orientation; platform navigation and

Session	Date	Presenter	Masterclass Focus	Key Topics / Practical Activity
				registration; access to digital study materials, masterclass toolkits and assignment submission; virtual classroom etiquette, attendance tracking and participant engagement expectations.
2	13 October	PPRA	PPRA Practitioner FFC Compliance	FFC status and renewal obligations; change of employment requirements and process; FFC Status Upgrade; PPRA Firm Registration; Firm FFC requirements.
3	20 October	PPRA	PPRA Practitioner Professional Obligations	Compliance obligations of candidate and non-principal practitioners; employment and supervision requirements; record keeping; reporting duties; professional risk management; working under a principal agency.
4	27 October	PPRA	PPRA Continuous Professional Development (CPD)	CPD awareness; role of CPD in professional development; CPD planning for new practitioners; tracking CPD obligations; PPRA education requirements; CPD 2026 Curriculum Training.
5	03 November	Facilitator	Real Estate Sales Practice & Digital Marketing	Mandate acquisition strategies; sole, open and exclusive mandates; sales pitches and buyer/seller objections; deal pipeline tracking; digital area farming; multi-channel property marketing; Facebook and Instagram campaigns; virtual open houses.
6	10 November	Facilitator	Client Management & Personal Branding	End-to-end client onboarding; service level standards; communication SOPs; managing client expectations and conflict; long-term relationships; professional real estate bio; LinkedIn optimisation; value proposition and professional positioning.
7	17 November	Facilitator	CRM, Client Pipeline & Business Management	CRM fundamentals; lead capture, qualification and segmentation; structured follow-up; workflow alerts and reminders; transaction milestones;

Session	Date	Presenter	Masterclass Focus	Key Topics / Practical Activity
				POPIA and client data; one-page real estate business plan covering targets, budgets and KPIs.
8	24 November	Facilitator	CIPC BizPortal, SARS Tax Admin & Financial Literacy	CIPC BizPortal company registration and compliance; SARS eFiling and tax administration; tax registration and Tax Clearance Certificates; commission structures, splits and incentives; bond and mortgage calculations; transfer duties and legal fees.
9	01 December	Facilitator	Portfolio Review, Assessment & Certification	Review of practical evidence; competency assessment; evaluation and participant feedback; performance reporting; certification and future roadmap.
10	08 December	PPRA / Facilitator	Programme Closing and Reviews	Programme reviews; questions and answers; review of key learning; programme close-out and way forward.

5. Session-by-Session Learning Overview

The following sections provide a concise learner-facing description of what each session will cover. Detailed facilitator guides, presentations, workbooks, practical activities and assessment materials are issued as the corresponding session deliverables.

Session 1 — Virtual Onboarding & Digital Readiness

06 October | 09:00–11:00 | Presenter: SDP

Real Estate Post-Training Platform Orientation; platform navigation and registration; access to digital study materials, masterclass toolkits and assignment submission; virtual classroom etiquette, attendance tracking and participant engagement expectations.

Session 2 — PPRA Practitioner FFC Compliance

13 October | 09:00–11:00 | Presenter: PPRA

FFC status and renewal obligations; change of employment requirements and process; FFC Status Upgrade; PPRA Firm Registration; Firm FFC requirements.

Session 3 — PPRA Practitioner Professional Obligations

20 October | 09:00–11:00 | Presenter: PPRA

Compliance obligations of candidate and non-principal practitioners; employment and supervision requirements; record keeping; reporting duties; professional risk management; working under a principal agency.

Session 4 — PPRA Continuous Professional Development (CPD)

27 October | 09:00–11:00 | Presenter: PPRA

CPD awareness; role of CPD in professional development; CPD planning for new practitioners; tracking CPD obligations; PPRA education requirements; CPD 2026 Curriculum Training.

Session 5 — Real Estate Sales Practice & Digital Marketing

03 November | 09:00–11:00 | Presenter: Facilitator

Mandate acquisition strategies; sole, open and exclusive mandates; sales pitches and buyer/seller objections; deal pipeline tracking; digital area farming; multi-channel property marketing; Facebook and Instagram campaigns; virtual open houses.

Session 6 — Client Management & Personal Branding

10 November | 09:00–11:00 | Presenter: Facilitator

End-to-end client onboarding; service level standards; communication SOPs; managing client expectations and conflict; long-term relationships; professional real estate bio; LinkedIn optimisation; value proposition and professional positioning.

Session 7 — CRM, Client Pipeline & Business Management

17 November | 09:00–11:00 | Presenter: Facilitator

CRM fundamentals; lead capture, qualification and segmentation; structured follow-up; workflow alerts and reminders; transaction milestones; POPIA and client data; one-page real estate business plan covering targets, budgets and KPIs.

Session 8 — CIPC BizPortal, SARS Tax Admin & Financial Literacy

24 November | 09:00–11:00 | Presenter: Facilitator

CIPC BizPortal company registration and compliance; SARS eFiling and tax administration; tax registration and Tax Clearance Certificates; commission structures, splits and incentives; bond and mortgage calculations; transfer duties and legal fees.

Session 9 — Portfolio Review, Assessment & Certification

01 December | 09:00–11:00 | Presenter: Facilitator

Review of practical evidence; final competency assessment; evaluation and participant feedback; performance reporting; certification and future roadmap.

Session 10 — Programme Closing and Reviews

08 December | 09:00–11:00 | Presenter: PPRA / Facilitator

Programme reviews; questions and answers; review of key learning; programme close-out and way forward.

6. Programme Learning & Practical Outputs

The programme is structured to move learners from orientation and compliance readiness towards practical early-practice application. Across the sessions, learners are exposed to practical tools, templates, activities and structured learning tasks.

Learning Area	Programme Output / Application
Digital Readiness	Access and use of the post-training support platform and digital learning environment.
PPRA Practice Readiness	Understanding of FFC requirements, professional obligations and CPD responsibilities.
Sales & Marketing Application	Practical approaches to mandate acquisition, sales execution, lead pipeline management and digital marketing.
Client & Professional Brand	Practical client onboarding, communication, personal branding and professional positioning.
Business & CRM Readiness	CRM and pipeline concepts, client data management, business planning, targets, budgets and KPIs.
Business Administration & Financial Literacy	CIPC/BizPortal, SARS administration and practical understanding of commissions and property-related financial calculations.
Portfolio & Assessment	Compilation and review of practical evidence and final competency assessment.
Post-Programme Action	Programme review, participant feedback and a defined way forward.

7. Programme Delivery Evidence

The programme deliverables are supported by appropriate delivery and learner evidence. The evidence generated through the programme is intended to demonstrate delivery of the approved training intervention and participation by the beneficiary cohort.

- Session attendance records.
- Virtual training delivery records and supporting screenshots or session records where applicable.
- Session presentations and customised training content.
- Learner workbooks, worksheets, checklists and practical activities.
- Completed learner assignments and practical outputs.
- Session assessments and competency evidence.
- Portfolio review and assessment records.
- Learner feedback and programme evaluation information.
- Programme close-out and reporting documentation.

8. Alignment to Tranche 1 Deliverables

The programme materials form part of the Tranche 1 deliverable framework for the Post-Training Industry Support Programme. The deliverable structure covers facilitation and master trainer requirements, customised training content, and learner-facing manuals, workbooks, e-learning materials and practical learning resources.

Tranche 1 Deliverable	Application Across the 10-Session Programme
Facilitation & Master Trainer	Session plans, facilitator guides, presentation delivery, practical exercises, learner engagement and session evidence.
Content Creation & Customisation	Training content customised to early-practice property practitioners and the approved session topics.
Training Manuals & E-Learning Packs	Learner workbooks, practical worksheets, templates, digital resources and supporting learning materials.

9. Programme Completion

The 10-session Post-Training Support Programme provides a structured progression from digital onboarding and regulatory readiness through practical early-practice capabilities, portfolio review, assessment and programme close-out. The programme is designed to provide learners with practical knowledge, supporting resources and structured opportunities to apply the subject matter covered during the intervention.

Programme Schedule: 06 October 2026 – 08 December 2026

Total Sessions: 10 | Total Scheduled Contact Time: 20 Hours

Document Control

Document Title	PPRA KZN Real Estate Learnership Programme — Post-Training Support Programme Overview
Document Type	Programme Overview
Programme	KZN Real Estate Learnership Programme
Beneficiary Cohort	454 Learners
Programme Duration	10 Weeks / 10 Sessions