

HOW TO APPLY

The following are required on submission of each completed Application Form:

- The original and a copy of CXC / GCE O'Level and CAPE / GCE A-Level certificates.
- Non-refundable application fee of \$120.00 (Linx, manager's cheque or credit card only, no cash or personal cheques).
- One (1) Passport-sized Photograph.
- The original and a copy of the following forms of National Identification: Birth Certificate and National ID Card or Passport.
- The original and a copy of your Marriage Certificate/ Affidavit. (This is applicable if the name on the certificate is different from the name on the application form.)

Applicants wishing to apply for exemptions must do so at the time of application. Exemptions will only be considered when supported by original copies of Transcripts.

Applications must be sent to:

The Manager, Registry Services

UWI School of Business and Applied Studies Limited
(UWI-ROYTEC)

#136-138 Henry Street, Port-of-Spain.

PLEASE NOTE: Applicants who have lost or misplaced their original Certificates / Transcripts are required to request a Letter / Certified Duplicate Copy from the Ministry of Education or awarding institution.

Please visit our website to access the online application option.



UWI SCHOOL OF BUSINESS AND
APPLIED STUDIES LIMITED
trading as

ROYTEC

VISION

To be the tertiary institution of choice, that meets national and international standards of quality through its distinction and leadership in the areas of business, education and technology studies, para-professional programmes and corporate training.

MISSION

To position the institution as the preferred provider of applied studies in Trinidad and Tobago and to enhance corporate competitiveness by producing a work ready graduate who is a highly skilled and competent practitioner, a critical thinker, an innovator, an entrepreneur, and a socially engaged individual.

CORE VALUES

- Excellence
- People-Centeredness
- Integrity
- Equity
- Quality
- Engagement
- Innovation
- Life Long Learning

NORTH CAMPUS

136-138 Henry Street,
Port of Spain, Trinidad, WI
Tel: (868) 225-1299
Fax: (868) 623-7338

SOUTH CAMPUS

Naparima College, Lute Drive,
San Fernando, Trinidad, WI
Tel: (868) 225-1299
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UWI SCHOOL OF BUSINESS AND
APPLIED STUDIES LIMITED
trading as

ROYTEC



CERTIFICATES IN REAL ESTATE MANAGEMENT

in association with



PRINCIPLES OF REAL ESTATE SALES

COURSE OVERVIEW

This programme in Real Estate Sales offers a unique combination of theory and practice that aims to develop the professional competencies of practitioners in the real estate industry. The programme will certify individuals who have attained the requisite academic and technical knowledge, and possess the professional standards of conduct appropriate for certification as a real estate agent.

WHO SHOULD ATTEND

Persons interested in Real Estate Sales.

DURATION

14 Weeks.

COURSE CONTENT

- APPRAISALS / PRINCIPLES OF ESTIMATING VALUE
- BROKER OPERATING PROCEDURE
- DETAILS OF BUILDING CONSTRUCTION
- MARKETING THE LISTING
- MORTGAGES
- REAL ESTATE INVESTMENT
- RENTING AND LEASING OF PROPERTIES
- SALES TECHNIQUES
- THE LAWS OF TRINIDAD & TOBAGO AFFECTING REAL ESTATE
- THE REAL ESTATE INDUSTRY

This course does not qualify persons to open their own agency.

INTRODUCTION TO REAL ESTATE VALUATION

COURSE OVERVIEW

This course provides a practical introduction to real estate valuation. It will assist real estate sales practitioners, valuation and appraisal technicians, and other industry practitioners such as bankers and insurance personnel, in understanding and applying the basic principles and techniques of real property valuation. Upon completion, the graduate will have a working knowledge about valuation and appraisal theory, the real estate environment and markets and the services customers expect from real estate valuers and appraisers. It covers the major decisions and considerations when performing the function of real estate valuation and explains the economic and financial principles on which the discipline is based. Participants will be exposed to the various step-by-step processes that influence the value of real property and the preparation and interpretation of valuation reports.

WHO SHOULD ATTEND

Persons interested in Real Estate Valuation.

DURATION

14 Weeks.

COURSE CONTENT

- THE APPRAISAL PROCESS
- APPRAISAL PRINCIPLES: PURPOSE AND USE
- BUILDING INSPECTION AND DESCRIPTION
- MARKET CONDITIONS: IMPACT ON VALUE
- NEIGHBOURHOOD ANALYSIS
- RECONCILIATION AND PREPARATION OF REPORT
- REAL ESTATE MATHEMATICS AND LEGAL ASPECTS OF REAL ESTATE
- SITE INSPECTION AND DESCRIPTION
- TIME VALUE OF MONEY
- THE THREE (3) CLASSICAL APPROACHES TO VALUATION
- VALUATION METHODOLOGY

This course does not qualify persons as valuers. Candidates will be required to use HP 12C calculator.

THE REAL ESTATE INDUSTRY

The real estate industry is rapidly growing in Trinidad and Tobago and the wider Caribbean, and clients will continue to depend more on the advice of real estate sales agents. Clients would also place a considerable amount of trust in agents who act as legitimate consumer representatives. Therefore, from a stakeholder perspective, the real estate industry would be well served by a pool of knowledgeable career professionals who are appropriately qualified to practice.

ENTRY REQUIREMENTS

Minimum of five (5) CXC passes (General Proficiency) Grades I and II (Grade III accepted from June 1998 onwards) or five GCE O' Level passes, Grades A, B and C (or equivalent) including English Language and Mathematics.

Applicants may also be considered on the basis of their work experience, training and educational background as deemed relevant by UWI-ROYTEC Admissions Committee to be the equivalent of the above for the purpose of study and may be subject to an interview.

