

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
Fax: (868) 652-7847

www.roytec.edu

marketing@roytec.edu



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DIPLOMA IN
REAL ESTATE
BROKERAGE



PROGRAMME OBJECTIVES

This Diploma in Real Estate Brokerage is 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 broker. The programme is targeted specifically at individuals who are engaged in Real Estate practice, Banking and Mortgage Services, Property Appraisal and Brokerage services. Individuals interested in a career in Real Estate Management will also be considered.

OVERALL AIMS

- To provide individuals with the technical, legal, technological and managerial knowledge needed to conduct the business of real estate brokerage.
- To familiarise individuals with the theories, principles and contemporary issues involved in the sale, purchase, lease, ownership, transfer of real estate from the contractual, financial and agency perspectives of real estate transactions.
- To expose individuals to fundamental concepts of real estate valuation, finance, investment, brokerage management including closing statements and how these activities are linked with external agencies such as banks, government departments and investors.
- To provide individuals with an appreciation of ethical responsibilities and principles of professional conduct relevant to the business of real estate locally, regionally and globally.
- To equip individuals with an understanding of the increasingly sophisticated needs of commercial clients and customers and the rudiments of the changing real estate industry locally, regionally and globally.
- To introduce individuals to the fundamentals of financial planning in the context of real estate operations and investments.

PROGRAMME STRUCTURE

This programme is conducted over two (2) academic years on a part-time basis. Classes meet for one – three (3) hour session per week for twelve (12) weeks for each course.

COURSES COVERED

PRE-REQUISITE WORKSHOPS

- PERSONAL FINANCIAL PLANNING
- TECHNOLOGY APPLICATIONS FOR REAL ESTATE BROKERAGE

CORE COURSES

- FUNDAMENTALS OF BUSINESS ORGANISATIONS
- PRINCIPLES OF REAL ESTATE LAW
- PROFESSIONAL REAL ESTATE BROKERAGE
- PRINCIPLES OF APPRAISAL AND REAL ESTATE VALUATION
- PRINCIPLES OF MORTGAGE FINANCING
- REAL ESTATE INVESTMENT ANALYSIS
- PRINCIPLES OF PROPERTY MANAGEMENT
- PRACTICUM

ENTRY REQUIREMENTS

A minimum of five 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.

AND

Successful completion of the UWI-ROYTEC/AREA Certificate Course in Real Estate Sales. Individuals may also be considered on the basis of their work experience in Real Estate, relevant training and educational background as deemed equivalent by UWI-ROYTEC's Admissions Committee. Applicants may be subject to an interview.

