

CPD Training Roadmap – Level 1

Annex A

Level 1	Core Category 1 Professional Ethics, Estate Agents Act and Regulations	Core Category 2 Laws, Government Policies and Regulations related to Estate Agency Work	Core Category 3 Practice-Related Knowledge and Issues
For Salespersons at Initial / Intermediate level to acquire Professional Knowledge	<p>Professional Ethics; Ethical Responsibilities of Salespersons incorporating Code of Ethics & Professional Client Care <i>(Recommended)</i></p> <p>Estate Agents Act and Regulations <i>(Recommended)</i></p>	<p>Rules, Policies and Procedures</p> <ul style="list-style-type: none"> - HDB Resale/Subletting Transactions - Private Residential Property Transactions (Sale & Lease) - CPF and Taxation Policies <i>(Recommended)</i> <p>Rules, Policies & Procedures for Commercial / Industrial / Foreign Property Transactions (Sale & Lease) <i>(Special Interest)</i></p> <p>Conveyancing Knowledge for Sale Transactions / Law pertaining to Tenancy <i>(Recommended)</i></p> <p>Personal Data Protection Act and its impact on Industry <i>(Recommended)</i></p> <p>Government legislation and regulations pertaining to real estate e.g. Housing Developers (Control & Licensing) Act; Land Titles Act</p>	<p>CEA Practice Guidelines (not restricted to):</p> <ul style="list-style-type: none"> - Professional Service Manual <i>(Recommended)</i> - Prevention of Money Laundering and Countering the Financing of Terrorism <i>(Recommended)</i> - Ethical Advertising - Use of Prescribed Estate Agency Agreement Forms - OTPs and Sales and Purchase Agreements <p>Real Estate Seminars/ Congress on core subjects</p>

CPD Training Roadmap – Level 2

Level 2	Core Category 1 Professional Ethics, Estate Agents Act and Regulations	Core Category 2 Laws, Government Policies and Regulations related to Estate Agency Work	Core Category 3 Practice-Related Knowledge and Issues
For Salespersons at Advanced Level / Team Leaders to acquire in-depth understanding of Professional Knowledge / Problem Solving and Management Skills to Manage a Team	<p>Professional Ethics; Ethical Responsibilities of Salespersons incorporating Code of Ethics & Professional Client Care <i>(Recommended)</i></p> <p>Estate Agents Act and Regulations <i>(Recommended)</i></p> <p>Code of Practice for Estate Agents incorporating proper systems control over supervision of salespersons and ensuring compliance <i>(Recommended)</i></p>	<p>Rules, Policies and Procedures</p> <ul style="list-style-type: none"> - HDB Resale/Subletting Transactions - Private Residential Property Transactions (Sale & Lease) - CPF and Taxation Policies <i>(Recommended)</i> <p>Rules, Policies & Procedures for Commercial / Industrial / Foreign Property Transactions (Sale & Lease) <i>(Recommended)</i></p> <p>Conveyancing Knowledge for Sale Transactions / Law pertaining to Tenancy <i>(Recommended)</i></p> <p>Personal Data Protection Act and its impact on Industry <i>(Recommended)</i></p> <p>Government legislation pertaining to real estate e.g. Housing Developers (Control & Licensing) Act; Land Titles Act</p> <p>Collective Sale/En Bloc <i>(Special Interest)</i></p>	<p>CEA Practice Guidelines such as</p> <ul style="list-style-type: none"> - Professional Service Manual <i>(Recommended)</i> - Prevention of Money Laundering and Countering the Financing of Terrorism <i>(Recommended)</i> - Ethical Advertising - Use of Prescribed Estate Agency Agreement Forms - OTPs and Sales and Purchase Agreements <p>Complaints Management & Dispute Resolution <i>(Special Interest)</i></p> <p>Real Estate Seminars / Congress on core subjects</p>

CPD Training Roadmap – Level 3

Level 3	<u>Core Category 1</u> Professional Ethics, Estate Agents Act and Regulations	<u>Core Category 2</u> Laws, Government Policies and Regulations related to Estate Agency Work	<u>Core Category 3</u> Practice-Related Knowledge and Issues
For KEOs and Practising Directors/Partners and Salespersons at Senior Management Level to explore finer details of real estate disciplines, advance professional knowledge and develop Leadership and Key Management Skills	Professional Ethics; Ethical Responsibilities of Salespersons incorporating Code of Ethics & Professional Client Care <i>(Recommended)</i> Estate Agents Act and Regulations <i>(Recommended)</i> Code of Practice for Estate Agents incorporating proper systems control over business, corporate governance, recruitment, retention, discipline control, management and supervision of salespersons and ensuring compliance <i>(Recommended)</i>	Conveyancing Knowledge for Sale Transactions / Law pertaining to Tenancy <i>(Recommended)</i> Personal Data Protection Act and its impact on Industry <i>(Recommended)</i> Rules, Policies & Procedures for Commercial / Industrial / Foreign Property Transactions (Sale & Lease) <i>(Recommended)</i> Collective Sale/En Bloc <i>(Special Interest)</i> Government legislation pertaining to real estate e.g. Planning Guidelines <i>(Special Interest)</i>	CEA Practice Guidelines such as - Professional Service Manual <i>(Recommended)</i> - Prevention of Money Laundering and Countering the Financing of Terrorism <i>(Recommended)</i> - Ethical Advertising - Use of Prescribed Estate Agency Agreement Forms Complaints Management & Dispute Resolution <i>(Recommended)</i> KEO Seminars / Real Estate Seminars / Congress on core subjects