



# **Level 3 Certificate in Residential Property Advice and Practice (Sales Progression)**

## Qualification Specification

610/1378/X

CertRPAPSPL322

June  
2023

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# 1. ABBE

## 1.1 Introduction

ABBE, the Awarding Body for the Built Environment is a forward thinking organisation that offers a range of qualifications, benefits and support.

ABBE is regulated by Ofqual for the delivery of a range of qualifications. Our qualifications are nationally recognised helping learners to achieve their full potential and ambitions.

The full range of qualifications can be found on our website at [www.abbqa.co.uk](http://www.abbqa.co.uk)

## 1.2 Mission Statement

**Our Values - Quality through Standards:** Our aim is to provide a high quality experience by building a strong community of mutual support and trust. We can use our collective talents to build meaningful partnerships to help us all to achieve our goals. ABBE is a recognised Awarding Organisation with strong professional integrity.

**Our Vision:** Is that every learner is confident, successful and has the opportunity to achieve their full potential.

**Our Mission:** ABBE Educates, inspires and empowers learners

## 1.3 Qualification Specification

The aim of this specification is to provide learners and centres with information about the content of this qualification. This specification is a live document and, as such, will be updated when required.

## 1.4 Enquiries

Any enquiries relating to this qualification should be addressed to:

ABBE

Birmingham City University

Curzon Building

4 Cardigan Street

Birmingham

B4 7BD

Tel: 0121 331 5174

Email: [abbeenquiries@bcu.ac.uk](mailto:abbeenquiries@bcu.ac.uk)

Website: [www.abbqa.co.uk](http://www.abbqa.co.uk)



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## 2. Qualification Information

### 2.1 Qualification Purpose

This qualification is aimed at those who work in the property sector to progress the sale of residential property from receipt of offer to sales completion by managing the communication between the relevant parties involved in a residential property sale. They will be the primary contact in the sales process and provide information and professional advice to their clients.

### 2.2 Who could take this Qualification?

To take the qualification, learners must be currently working in a Sales Progression role, to recognise their existing abilities but it is also suitable for those with limited experience in sales progression, who are looking to develop their knowledge and understanding of the sales progression process. This can be taken as a standalone qualification or following successful completion of the Level 3 Certificate in Property Advice and Practice (Residential) qualification.

### 2.3 Qualification Number

ABBE Level 3 Certificate in Residential Property Advice and Practice (Sales Progression):  
610/1378/X

### 2.4 Qualification Level

This qualification has been listed on the Regulated Qualifications Framework (RQF) at: Level 3

### 2.5 Total Qualification Time

This qualification is allocated Total Qualification Time (TQT) this includes Guided Learning (GL) expressed in hours, which indicates the number of hours of supervised or directed study time and assessment. Credit has also be allocated to this qualification.

- The Total Qualification Time (TQT) for this qualification is: 150
- Guided Learning (GL) for this qualification is: 62
- Credit Value: 15 credits

### 2.8 Progression

This qualification has been designed to encourage participation in education and training in other related areas by:

- enabling current lettings and property management employees to demonstrate the skills and knowledge that they have gained through their employment enabling learners to achieve a nationally recognised qualification
- providing a template for 'best practice' for new entrants to residential lettings and property management as a guide for their learning and development

This qualification has been designed to encourage participation in education and training in other related areas by:

This qualification forms part of a wider suite of property related qualifications including the:

- ABBE Level 3 Certificate in Residential Property Advice and Practice (Auction)
- ABBE Level 3 Certificate in Residential Property Advice and Practice (Property Management)
- ABBE Level 3 Certificate in Residential Property Advice and Practice (Listings and Market Appraisal)
- ABBE Level 3 Certificate in Residential Property Advice and Practice (Leadership & Management)
- ABBE Level 3 Diploma in Property: Residential Property Advice and Practice



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All of these qualifications have been structured in such a way as to allow easy transfer between them to encourage learners to continue developing.

## 2.7 Age ranges

Pre 16	No
16-18	Yes
18+	Yes
19+	Yes

## 2.8 Structure of the Qualification

To achieve this qualification, learners must achieve one mandatory units.

Mandatory Units				
Unit No.	URN	Unit Name	Level	Credit Value
1	A/650/3931	Understand Sales Progression	3	13
2	Y/650/7611	Property Structure and Defects	3	2

## 2.9 Barred Units

Units with the same title and unit number cannot be combined in the same qualification. Additionally, units with the same title or with the same content at different levels cannot be combined in the same qualification.

## 2.10 Language

ABBE qualifications and assessment materials will be provided through the medium of English.

## 2.11 Grading

This qualification is: Pass/Fail

## 2.12 Pre-course Procedures

ABBE qualifications are available to anyone who is capable of reaching the required standards. They have been developed free from any barriers that unfairly restrict access or progression thereby promoting equal opportunities.

## 2.13 Assessment Principles

This qualification must be assessed according to the ABBE Assessment Principles that can be found on our website [www.abbega.co.uk](http://www.abbega.co.uk)

You **MUST** read the Assessment Principles and fully understand them before delivery on this qualification is undertaken.



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## 3. Qualification Unit

### Unit 1 – Understand Sales Progression

Unit reference Number: A/650/3931

Level: 3

Credit: 13

GLH: 47

#### Unit Summary:

This unit is aimed at those who work in the property sector to progress the sale of residential property from receipt of offer to sales completion by managing the communication between the relevant parties involved in a residential property sale. They will be the primary contact in the sales process and provide information and professional advice to their clients.

#### Assessment Guidance:

For guidance, this unit can be assessed using the following method:

- Examination

#### Learning outcomes:

1. Understand the process of sales progression from offer to completion
2. Understand who is involved and which documents are required with progressing sales of residential property
3. Understand the basic elements of a residential property survey
4. Understand common warranty and insurance schemes for new homes
5. Know how to plan and manage the sale of residential properties
6. Know how to bring sales of residential properties to a close



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## **Unit 2 – Property Structure and Defects**

Unit reference Number: Y/650/7611

Level: 3

Credit: 2

GLH: 15

### **Unit Summary:**

This unit is aimed at those who work in residential sales. It aims to give learners a comprehensive understanding of common property construction, styles and defects that may be associated with them. Successful learners will be able to provide advice relating to the aforementioned.

### **Assessment Guidance:**

For guidance, this unit can be assessed using the following method(s):

- Examination

### **Learning outcomes:**

1. Understand the elements of property structure and their impact on the sales progression process



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