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| 1. TITLE OF THE CERTIFICATE (ES) |
| Certificado de Profesionalidad de nivel 3 en COMT0111 GESTIÓN COMERCIAL INMOBILIARIA |

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| 2. TRANSLATED TITLE OF THE CERTIFICATE (EN) |
| Professional Certificate Level 3 in COMT0111 PROPERTY SALES MANAGEMENT (This translation has no legal status) |

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| 3. PROFILE OF SKILLS AND COMPETENCES |
| <p>The holder of this certificate will have acquired the general competence to find and market properties, taking part in and guiding the negotiations and legal, tax and financial sales procedures involved in the purchase or rental of buildings, in direct contact with clients, or through a variety of sales channels, coordinating a sales team and using English where required. This general competence is divided into the following skills units (UC):</p> <ul style="list-style-type: none"> - Find and arrange property agency services (UC0810_3). - Sell and market properties through different marketing channels (UC0811_2). - Assist in the legal, tax and financial mediation and handling of property operations (UC1701_3). - Manage the sales force and coordinate the commercial team (UC1001_3). - Communicate in English with an independent user level in commercial activities (UC1002_2). <p>The professional skills are acquired through the learning outcomes defined within the related Training Modules (MF):</p> <ul style="list-style-type: none"> - Finding and prospecting property (MF0810_3). - Marketing property management (MF0811_2). - Property trade advice (MF1701_3). - Management of sales force and commercial teams (MF1001_3). - Professional English for commercial activities (MF1002_2). - Practical training at the workplace module in Property sales management (MP0404) <p>(See legal basis for all learning outcomes information acquired by the holder of this Certificate in each MF).</p> <p>As a reference the learning outcomes include in the Practical training at the workplace that complete and reinforce the learning outcomes acquired in the other training modules, are:</p> <ul style="list-style-type: none"> - Apply techniques for finding properties through cold calling on possible clients in different situations and contexts related to property activity. - Organise information and data from different property portfolios using storage techniques in conventional and digital format. - Apply techniques for sales and overcoming client objections in typical product sale and/or property agency service operations. - Monitor operations, visits and contacts using commercial management software systems and applying criteria of quality and continuous improvement in the property marketing service. - Inform and support the property sales operations related to the legal, financial and tax documentation needed for property operations. - Take part in the company's working processes, following the rules and instructions established at the workplace. |

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THIS CERTIFICATE

The holder of this certificate may work in the real-estate sector, in property promotion activities and property agency services, and in the public sector, in public-sector rental organisations and agencies. The most pertinent occupations and positions are:

- Estate property agent.
- Property salesperson. Estate property Commercial.
- Estate property Prospect responsible
- Property sales advisor.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the national/regional authority providing accreditation/recognition of the certificate

The Ministry of Employment and Social Security or the corresponding autonomous regional administration within the scope of its competence, in the name of the King. The certificate is valid throughout Spain.

Level of the certificate

The Professional Certificate Level 3 of the National Repertoire of Professional Certificates corresponds to level 4 of the International Standard Classification of Education (ISCED-P 2011).

The European Qualification Framework (EQF) level:

Grading scale/Pass requirements

The grading scale and pass level of the training modules are expressed on a scale of 0 to 10. The minimum score for a pass is 5 in every training module including a pass in the practical training at the workplace module.

The grading system is as follows:

- FAIL: 0 to 4.9
- PASS-SATISFACTORY: 5 to 6.9
- PASS-GOOD: 7 to 8.9
- PASS-EXCELLENT: 9 to 10

Access to next level of education/training

This Professional Certificate Level 3 gives access to Professional Certificate Level 3 within the same professional area and family.

For validation purposes, the educational authorities will recognise the professional module or modules of the VET diplomas corresponding to the skills units included in the training modules of this certificate.

Legal basis

Royal Decree 614/2013 of 2 August, establishing six professional certificates in the professional family Trade and Marketing, which are included in the National Repertoire of Professional Certificates. (Appendix VI, COMT0111).

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

This certificate may be acquired by:

1. Training: Completion with a pass grade of the face-to-face or online training programme.
2. Recognition of the professional skills acquired through professional experience or non-formal training (prior learning): Completion of a process of skills evaluation and accreditation in all the skills units making up the professional certificate.
3. Dual training: Completion of a training and apprenticeship contract, which may range from 1 year (or 6 months, if stipulated as such in the collective agreement) to 3 years, during which effective working time is combined with time dedicated to training under the training programme for the professional certificate.

The training method (number 1 above) requires successful completion of the training modules and the practical training at the workplace:

| Description of vocational training received | Percentage of total programme (%) | Duration (hours) |
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| Training modules | 93 | 540 |
| Practical training at the workplace | 7 | 40 |
| Total duration of training leading to the certificate | | 580 |

Entry/access requirements:

- *Bachiller* Diploma (upper secondary education); or
- Professional Certificate Level 2 in the same professional area.
- If neither of the above or higher certifications are held, a pass in the key skills tests.

Additional information: Professional certificates are instruments for official accreditation of the professional qualifications in the National Catalogue of Professional Qualifications for all economic activities, within the scope of the labour administration. The National Repertoire of Professional Certificates is divided into three qualification levels (Level 1, Level 2 and Level 3), and by sectors into 26 professional families and 102 professional areas. More information is available at: www.sepe.es

National Europass Centre: www.oapee.es

(*) **Explanatory note:** This document is designed to provide additional information about the specified certificate, but has no legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications; Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates; and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information is available at: <http://europass.cedefop.eu.int>

Information on Professional Certificates of the Map of Qualifications and Vocational Training in Spain

