

From the outset, an Intern Estate Agent must work towards completing an EAAB-Intern Logbook/Portfolio of Evidence [POE] within 12 months from the date of first issue of an Intern Fidelity Fund Certificate [FFC]

All Intern Estate Agents entering the Real Estate Profession, as from: 1 Jan 2013:-

- have to have a signed contract of employment with an EAAB Registered Real Estate Firm and ...
- apply for and hold, a valid Intern Fidelity Fund Certificate [FFC] and ...
- **complete an EAAB Logbook/POE** - within the initial 12 month Internship period [and submit same to the EAAB for Assessment]

The **IEASA/EATA Intern Logbook Prep. Session** – offered **Nationally**, is structured to enable an Intern Agent, together with an Intern's Principal/Mentor, to complete an Intern Logbook as per requirements: **Logging an Intern Agent's Training and Education on** - Company Policies & Procedures, Estate Agency Affairs Act, EAAB Code of Conduct and the Financial Intelligence Centre Act [FIC] – to name a few of the 'mandatory' obligations, associated with employing an Intern Estate Agent ... as well as the **participation in the 'on the job' practical activities** performed by Estate Agents, daily and as part of their service to clients.

So as to assist an Intern Estate Agent, at the beginning of a new career, in a somewhat complex and often confusing process, the **IEASA/EATA Intern Logbook Prep. Session** will help alleviate the stress associated with this 'mandatory' requirement.

Due to COVID19, We now offer the Intern Logbook Prep. Session, remotely.

The session is conducted via Zoom with 'on line' facilitation and guidance and with the support of the material, that is made available/couriered to You, once We receive an Enrolment form and proof of payment

*** The Remote 'on line' Process from Registration...**

- ✓ complete and return the Registration form together with Proof of Payment
- ✓ the Logbook Material is ready for collection in Table View [in approx. 2-3 working days **OR...** Couriered – PostNet to PostNet – [takes an additional 2-3 working days]
- ✓ On **receipt of the Logbook Material**, mail the Facilitator for confirmation of the **Date** of the next EAAB Remote Logbook Zoom session
- ✓ a Zoom invite is emailed to You and
- ✓ the process begins....

How often are the sessions run:

Usually from Tuesdays to Thursdays – weekly and by email confirmation

Duration:

Sessions start at: 09:30 and run for approx. 2 hours [with short breaks in between] and a little extra time, if required

Support:

Session facilitated by: Meryl Muller

Support by email addressed to the Facilitator: eata@webafrica.org.za

Cost:

R 1 275.00 [material collected in Table View – or add: R99.00 for courier – Postnet to PostNet]

To Enrol:

Read and complete the Enrolment form and email back to: eata@webafrica.org.za **together** with Proof of Payment