

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

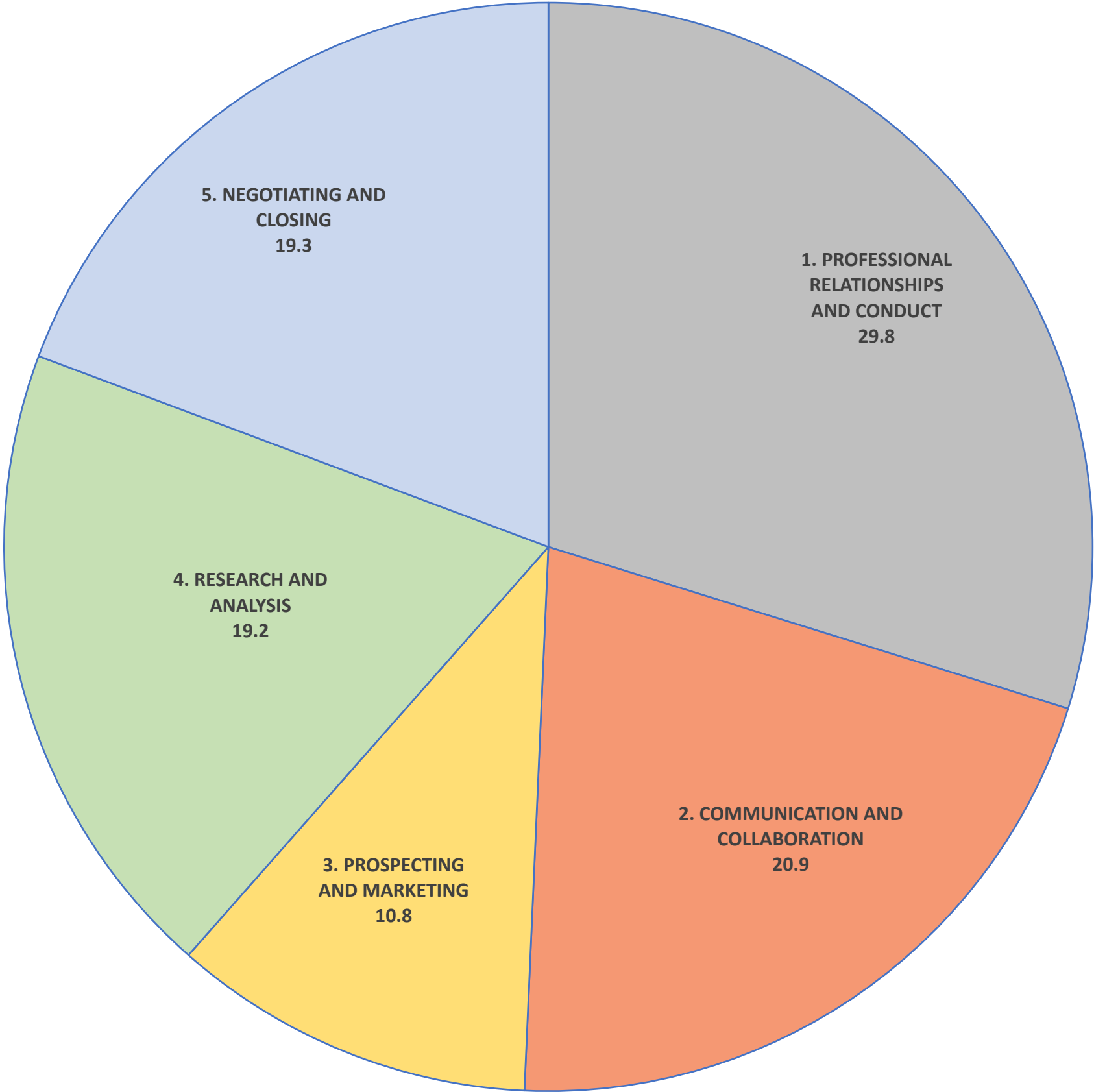
Terms	Clarifications
accepted conventions	agreed, stipulated, or generally accepted standards, norms, social norms, or criteria (e.g., posting on social media, respecting client privacy in marketing)
agency	a relationship established when two parties agree to have one party act on behalf of (represent) the other
obligation	in the case where client insists on withholding disclosures, sever agency relationship
assumptions	impacted by for example, stereotypes, prejudice, biases, conscious or unconscious attitudes
budget and available financing	e.g., lending ratios (Gross Debt Service, Total Debt Service), home ownership incentives and programs (purchase plus, cash to close), closing costs, property taxes
business analysis frameworks	e.g., PESTLE (Political, Economic, Socio-Cultural, Technological, Legal, Environmental), SWOT (Strengths, Weaknesses, Opportunities, Threats)
circumstances	e.g., travel to remote or isolated locations, vacant properties/land, exposure to elements and unexpected circumstances and potential hazards
clauses	parts of text, including standard or specific articles in a legal document
client	a represented party, as defined by the legislation in each jurisdiction. This includes a contractual (or "agency") relationship with a brokerage, representation by an agent with a high level of responsibility, and the brokerage's fiduciary duty and promotion of best interests
commercial sector	type of property (e.g., retail, office, multi-family, land, hotel)
communicate	e.g., formal (including meetings), informal (including social event, breaks, kitchen), spoken (including face to face, phone, virtual), written (including email, chat), body language, space and how we use it, facial expressions, appearance, voice, touch, speed, tone, volume
communication breakdowns	a failure in the exchange of information, often due to the use of ambiguous and confusing messages
communication technology	e.g., online listing databases (such as MLS®), social media
concerns	e.g., inquiries, requests, complaints, service problems, contractual obligations
conflicts of interest	real or apparent incompatibility between the interest of the salesperson and the of the interest of the represented party
context(s)	e.g., client, property type
continuous improvement	to maintain and enhance one's competence through lifelong learning, reflective practice, and integrating learning in a changing environment
customer	e.g., an unrepresented party, as defined by the legislation in each jurisdiction. This may include a contractual relationship with a brokerage and includes service that is honest, conscientious, and competent, but excludes fiduciary duty and promotion of best interests
details	e.g., history, legal requirements, price, closing date, terms, personal characteristics of buyer, conditions, down payment, inclusions, exclusions, commissions paid
disclosures	e.g., the role and nature of the service provided, types of expenses associated with a real estate transaction, financial or other benefit obtained from referrals to other parties, one’s role as a real estate professional in acquiring an interest in a property, material latent defects
discrimination	discrimination is an action or a decision that treats a person or a group negatively on grounds such as their race, age, or disability. All Canadian jurisdictions have human rights laws that protect individuals from discrimination and laws may include specific provisions for real estate. Protected grounds may include: race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, conviction for which a pardon has been granted or a recorded suspended
elements of comparison	e.g., real property rights conveyed, financing terms, conditions of sale, market conditions, location, physical characteristics, economic characteristics, use, and non-realty components of value
essential information	e.g., market-related statistics and trends, zoning changes, current and pending legislation
evaluation	e.g., obtain feedback, observe others, compare with others, identify areas of concern, reflect on successes, errors, omissions
everyone	self, buyers, registrants, other salespersons
external factors	e.g., zoning, location in a community, watershed, liens, history
features	e.g., bathrooms, garages, delivery entrance, parking spaces, building envelope, systems
financial position	includes relevant financials of the client
financial ratios	cap rates, cash on cash, return on equity, internal rate of return, net present value
format, medium	e.g., formal document, email or instant messaging, phone call, video chat, personal visit, social media post
goals	short- and long-term goals, including contingency plans
guidance	e.g., mentor, peers, supervisor, broker, Board member
inclusive behaviour	e.g., treat others as they want to be treated; create a sense of safety for yourself and others; speak up when people are excluded; listen as an ally; link to others’ ideas
informed direction	direction provided by the represented party to the salesperson, which was formed knowing all relevant facts, and options. And where the represented party knows each of the options' advantages and disadvantages and how to mitigate the disadvantages
intended use	considering goals, objectives, rights, and obligations, keeping in mind both direct audiences (including clients) and other potential audiences (including other parties, government bodies)
issues	e.g., information to follow up on with others as appropriate
IT infrastructure	hardware, software, network resources, and services to support information technology processes. These must comply with regulatory requirements
key messages	e.g., relevant details, principal selling features
laws	legislation, subordinate legislation, common law; (an example of complying with specific laws would be: Fulfill Proceeds of Crime - Money Laundering - and Terrorist Financing Act requirements and client identification)
legal resources	professionals, other sources of legal information
legislative obligations and standards of practice	acts, regulations, practice standards, codes of ethics
leverage	e.g., financing options, types of mortgages, levered versus unlevered cash flow, capitalization rate and IIR

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

manage	includes resolve, accommodate, communicate about, report if appropriate; keep private and do not discuss publicly
market value of the enterprise	e.g., income, costs, goodwill
marketing material	e.g., signage, displays, brochures, mailouts, newsletters, business cards, branded envelopes, calendars, property information sheets, sales scripts, demonstration scripts, web content, explainer videos, blog posts, other social media posts
material facts	e.g., grow-op, homicide, contamination, rewired electrical work
nature of the transaction	purchase/sale, investment, or lease (landlord/tenant)
negotiating style	e.g., competing, co-operative, avoiding, compromise, accommodating, facilitating
net effective rent	e.g., tenant allowance, free rent, landlord work, landlord discount rate
network of qualified professionals	collaborate with others to enhance competitiveness, divide risks, set new standards, enter new markets, pursue economies of scale
online content	e.g., text, links, images, video, and tags
online research	e.g., search and browse for contacts, information, and resources; find and review online material
opportunities to improve workflow	e.g., attitudinal shifts, delegation of tasks, reducing interruptions, understanding communication preferences and efficiency, use of organizational software, selecting and/or developing time-planning, reminder, and recording systems
other people	anyone with whom the salesperson interacts, including clients, customers, the public, colleagues, superiors, third parties (including stagers, plumbers, roofers, appraisers, photographers)
outcomes	general background knowledge, trends and situation, and others specific to a particular property or transaction; geopolitical, understanding macro- and micro-factors
outside professionals	e.g., advice from lawyers, appraisers, home inspectors, surveyors, accountants, insurance agents or brokers, mortgage consultants, land use planners, environmental consultants, where such advice is beyond one’s expertise or scope of practice
personal health and wellbeing	e.g., Salesperson's physical, mental, emotional, social, and spiritual health
perspectives	e.g., based on opinions, cultures, language, preference, ability, age, gender, roles, experiences, beliefs, friends, affinity groups
precautions	e.g., keeping belongings safe, making home burglar-proof, removing hazards, dealing with unexpected visitors
prescribed rules	acts and regulations, legal and ethical requirements, brand and industry standards
private and confidential	according to service agreements, federal legislation, provincial legislation, agency law
productivity and collaboration applications	e.g., those used for word-processing; spreadsheets; portable document format; electronic signatures; presentations; email, calendaring, and task management; file hosting, sharing, and management; surveys; notetaking; collaboration; project management; database management; videoconferencing
profiles	underlying needs, concerns, constraints, or conditions (e.g., first-time buyer vs. sophisticated purchaser, health status, special requirements, timing, family circumstances)
promotional activities	e.g., advertising, personal selling, sales promotion, public relations, sponsorship
protocols and tools	e.g., precautions for open houses, placement and maintenance of signage, cleaning and pre-screening protocols, use of customer identification forms, care with personal information, cybersecurity (including device and information security, prevention of malware installation), safety apps and products like emergency buttons, GPS trackers, distress codes
public	e.g., general public, customers
quality	clean, legible, free of errors, uses correct punctuation and spelling
real estate documents	e.g., real estate purchase contracts, disclosures, letters, offer/agreement to lease
real estate taxation	e.g., depreciation, income, capital gain
reasonable inquiries	e.g., it is expected that a Salesperson uncovers all that needs to be disclosed
reasoning and interpersonal skills	e.g., show genuine interest, use supportive and encouraging language, think logically, ask insightful questions, acknowledge opposing points of view, use concrete examples to make a point, present data, alternatives, and solutions
refer	includes providing information and explaining the basis on which the referral is made
regulatory compliance	Meeting all federal, provincial, municipality, and industry related legislation, Rules, regulations, and standards.
relationship	the need for transparency of relationships between self, buyer, seller. It is critical in the case of dual representation
relevant properties	e.g., those similar to the subject property and that have recently sold, are listed for sale, or are under contract
resources	e.g., lawyer, financial analyst, notary, environmental company, home inspector – but not related to specific providers such as plumber, roofer
respond	avoiding, recognizing, disclosing, mitigating impact, and resolving
risks	to the safety of others (e.g., client, customer, neighbours, community, third parties) and oneself
scope of practice	permissible procedures, actions, and processes as set by the regulatory body, in conjunction with an individual’s specific education, experience, and demonstrated competence; determined for each registration category
software	e.g., online listing databases, other software depending on location and nature of practice
speech	tone, inflection, enunciation, volume, and speed
standards and requirements	e.g., legal and ethical requirements, brand standards, privacy expectations
strategies	e.g., informal learning opportunities, mentorship, workshops, conferences, webinars, advanced education
techniques	e.g., questioning, rephrasing, visual support, gestures to enhance understanding as appropriate
units	e.g., price per square foot
visual observation	e.g., land, building envelope, foundation, structure, and systems (electrical, plumbing, heating and cooling, elevators)
working relationships	e.g., roles, responsibilities, levels of effort

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

COMPETENCY DOMAIN	DOMAIN WT.
1. PROFESSIONAL RELATIONSHIPS AND CONDUCT	29.8
2. COMMUNICATION AND COLLABORATION	20.9
3. PROSPECTING AND MARKETING	10.8
4. RESEARCH AND ANALYSIS	19.2
5. NEGOTIATING AND CLOSING	19.3



RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

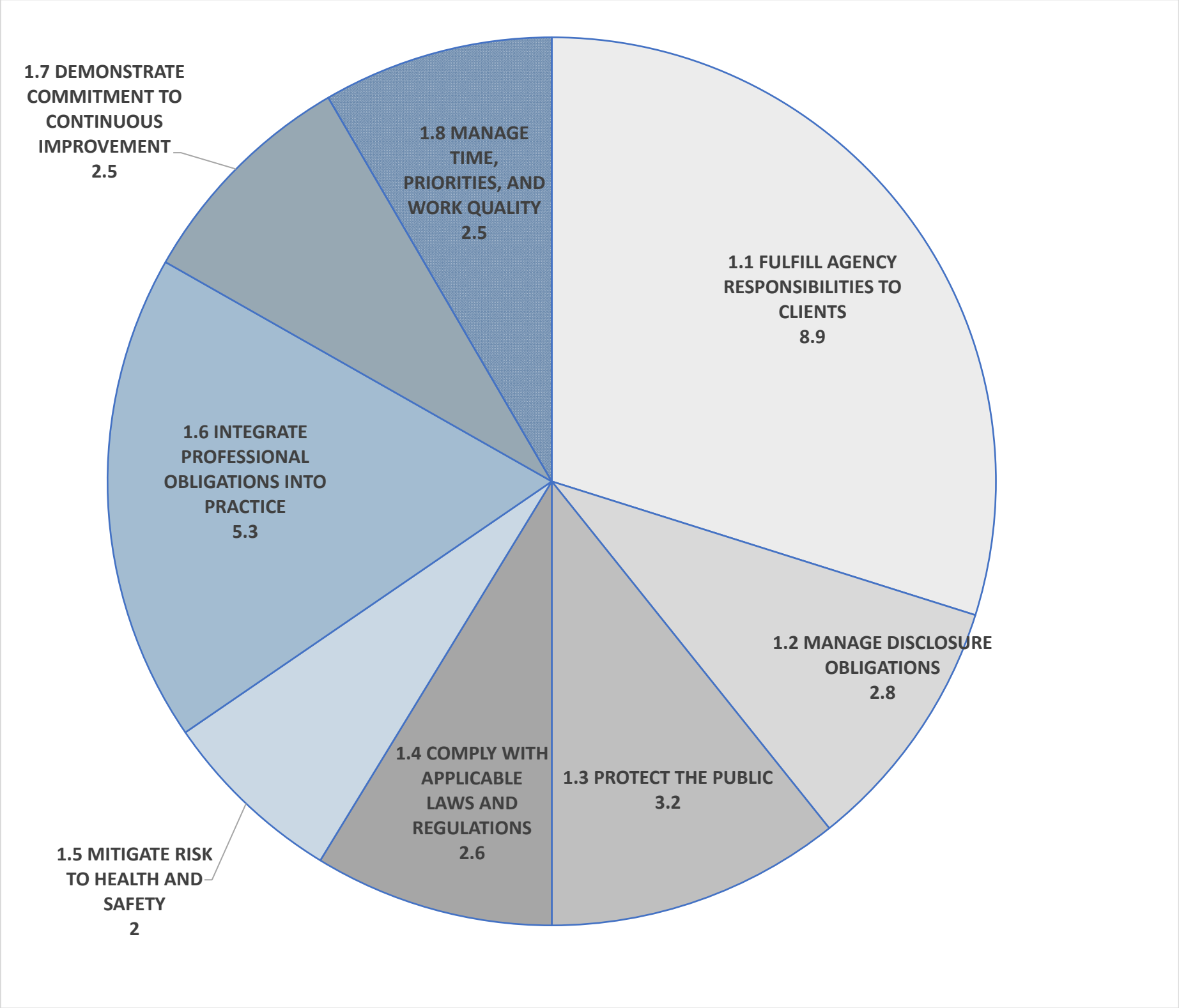
Competency Domain and Title Weights as Percentage of Total Domains				
Competency Domain	Domain Wt.	Competency Title		Competency Wt.
1. Professional Relationships and Conduct	29.8			
		1.1	Fulfill Agency Responsibilities to Clients	8.9
		1.2	Manage Disclosure Obligations	2.8
		1.3	Protect the Public	3.2
		1.4	Comply with Applicable Laws and Regulations	2.6
		1.5	Mitigate Risk to Health and Safety	2
		1.6	Integrate Professional Obligations into Practice	5.3
		1.7	Demonstrate Commitment to Continuous Improvement	2.5
		1.8	Manage Time, Priorities, and Work Quality	2.5
2. Communication and Collaboration	20.9			
		2.1	Communicate Effectively	3.4
		2.2	Advise Clients as Sellers, Landlords, Buyers, or Tenants	8.2
		2.3	Use Communication and Information Technology (IT)	4
		2.4	Establish Meaningful Relationships	3.4
		2.5	Demonstrate Respect for Diversity	1.9
3. Prospecting and Marketing	10.8			
		3.1	Promote Own Business	1.7
		3.2	Coordinate the Development of Marketing Material	1.8
		3.3	Promote Property when Representing the Seller	4.5
		3.4	Demonstrate Business Sense	2.8

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

4. RESEARCH AND ANALYSIS	19.2			
		4.1	CONDUCT RESEARCH	5.4
		4.2	DETERMINE THE QUALITY AND ELEMENTS OF A PROPERTY	6.6
		4.3	PERFORM COMPARATIVE MARKET ANALYSIS	4.9
		4.4	PERFORM FINANCIAL ANALYSIS	2.3
5. NEGOTIATING AND CLOSING	19.3			
		5.1	MANAGE DOCUMENTS AND CONTRACTS	5.7
		5.2	EXPLAIN FINANCIAL IMPLICATIONS (COMMERCIAL)	2.2
		5.3	MANAGE OFFERS AND COUNTER OFFERS	2.4
		5.4	NEGOTIATE WITH INTEGRITY	6.5
		5.5	COMPLETE THE TRANSACTION	2.5
			TOTAL WEIGHT	100

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

1. PROFESSIONAL RELATIONSHIPS AND CONDUCT	
COMPETENCY TITLE	WEIGHT
1.1 FULFILL AGENCY RESPONSIBILITIES TO CLIENTS	8.9
1.2 MANAGE DISCLOSURE OBLIGATIONS	2.8
1.3 PROTECT THE PUBLIC	3.2
1.4 COMPLY WITH APPLICABLE LAWS AND REGULATIONS	2.6
1.5 MITIGATE RISK TO HEALTH AND SAFETY	2
1.6 INTEGRATE PROFESSIONAL OBLIGATIONS INTO PRACTICE	5.3
1.7 DEMONSTRATE COMMITMENT TO CONTINUOUS IMPROVEMENT	2.5
1.8 MANAGE TIME, PRIORITIES, AND WORK QUALITY	2.5





RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

COMPETENCY DOMAIN: 1. PROFESSIONAL RELATIONSHIPS AND CONDUCT

Domain Weight 29.8

COMPETENCY TITLE		PERFORMANCE CRITERIA		SUBJECT LEARNING OUTCOME	SUBJECT L.O. BLOOM'S LEVEL		SPECIFIC LEARNING OUTCOME	SPECIFIC L.O. BLOOM'S LEVEL
1.1 FULFILL AGENCY RESPONSIBILITIES TO CLIENTS  Competency Weight: 8.9%	1.1.1	Understand the foundations of real estate.	1.1.1.1	Assess the foundations of rural real estate.	Evaluate	1.1.1.1.1	Define the term real estate.	Remember
						1.1.1.1.2	Define rural real estate according to REA.	Remember
						1.1.1.1.3	Identify the priority of the various registered interests.	Remember
						1.1.1.1.4	Identify the industry professionals governed by RECA.	Remember
						1.1.1.1.5	Identify the related professionals that may be involved with a real estate transaction.	Remember
						1.1.1.1.6	Outline RECA's role in Alberta's real estate industry.	Remember
						1.1.1.1.7	Identify real estate industry organizations.	Remember
						1.1.1.1.8	List the various authorization outcomes.	Remember
						1.1.1.1.9	Describe the brokers's role in relation to the brokerage.	Remember
						1.1.1.1.10	Define conduct deserving of sanction.	Remember
						1.1.1.1.11	List the four main objectives of a practice review.	Remember
						1.1.1.1.12	List elements associated with real property.	Remember
						1.1.1.1.13	Identify benefits, deductions (including taxation), and related matters that must be addressed when starting at a real estate brokerage.	Remember
						1.1.1.1.14	Identify questions a new licensee may want to ask to orient themselves with their registered brokerage.	Remember
						1.1.1.1.15	Define a "surface lease".	Remember
						1.1.1.1.16	Define the term "public land".	Remember
						1.1.1.1.17	Describe the history of real estate in Alberta.	Understand
						1.1.1.1.18	Explain the purposes of the RECA Board.	Understand
						1.1.1.1.19	Describe the composition of the RECA Board.	Understand
						1.1.1.1.20	Describe RECA Board's obligation to make bylaws and RECA's business public, including posting annual reports.	Understand
						1.1.1.1.21	Describe the RECA Board's powers and responsibilities.	Understand
						1.1.1.1.22	Explain the purpose of the Industry Councils.	Understand
						1.1.1.1.23	Describe the Industry Councils' powers and responsibilities.	Understand
						1.1.1.1.24	Outline the licensing requirements for mortgage brokers.	Understand
						1.1.1.1.25	Describe the licensing requirements for persons who deliver property management services.	Understand
						1.1.1.1.26	Outline the licensing requirements for condominium managers.	Understand
						1.1.1.1.27	Describe the exemptions to the licensing provisions under the REA.	Understand
						1.1.1.1.28	Describe the fines associated with conducting business that requires a licence without a licence.	Understand
						1.1.1.1.29	Explain what is meant by a substantial connection.	Understand
						1.1.1.1.30	Clarify what is meant by right touch regulation.	Understand

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>FULFILL AGENCY RESPONSIBILITIES TO CLIENTS</div> <div>Competency Weight: 8.9% (continued)</div>					1.1.1.1.31	Explain the requirement to cooperate with RECA in an investigation.	Understand
					1.1.1.1.32	Describe the production order powers of the Registrar and of investigators appointed by the Registrar.	Understand
					1.1.1.1.33	Explain the Registrar's Administrative Penalty powers.	Understand
					1.1.1.1.34	Explain the different Professional Conduct Review outcomes.	Understand
					1.1.1.1.35	Summarize the offences under which people may be prosecuted and the possible sanctions.	Understand
					1.1.1.1.36	Describe orders to cease carrying on business and their appeal processes.	Understand
					1.1.1.1.37	Describe how Hearing and Appeal panels are appointed.	Understand
					1.1.1.1.38	Describe the process associated with the service of documents.	Understand
					1.1.1.1.39	Describe the processes associated with an application for a lifetime ban from being able to become licensed again.	Understand
					1.1.1.1.40	Describe the publication provisions related to licensing, conduct deserving of sanction, and other enforcement actions or decision.	Understand
					1.1.1.1.41	Describe RECA’s powers associated with the enforcement and collection of fines or costs.	Understand
					1.1.1.1.42	Describe the purpose and activities of the Alberta Real Estate Foundation.	Understand
					1.1.1.1.43	Describe the Minister's powers associated with the conduct of RECA, the <u>RECA Board</u> or an Industry Council.	Understand
					1.1.1.1.44	Describe the immunity provisions to the Minister, an official administrator, the RECA, the <u>RECA Board</u> or an Industry Council, a member, officer or employee of the RECA.	Understand
					1.1.1.1.45	Summarize the history of rural property ownership in Alberta and Canada.	Understand
					1.1.1.1.46	Summarize the role of real estate associate education and licensing requirements.	Understand
					1.1.1.1.47	Describe the Registrar's powers to place conditions or restrictions on licences.	Understand
					1.1.1.1.48	Describe when licences expire, when they must be renewed, and when they are terminated.	Understand
					1.1.1.1.49	Describe the eligibility requirements for brokerages to be licensed.	Understand
					1.1.1.1.50	Describe the eligibility and education requirements for individuals to be licensed.	Understand
					1.1.1.1.51	Describe the conditions under which the Registrar may grant education requirements' exemptions.	Understand
					1.1.1.1.52	Describe the obligations imposed on prospective licensees and licensees by the Education Code of Conduct for Learners during the pre-licensing and re-licensing education process.	Understand
					1.1.1.1.53	Describe when a Registrar licensing eligibility opinion is not binding.	Understand



RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>FULFILL AGENCY RESPONSIBILITIES TO CLIENTS</div> <div>Competency Weight: 8.9% (continued)</div>					1.1.1.1.54	Describe the duty to notify the Registrar of license application related information changes.	Understand
					1.1.1.1.55	Explain the brokerage registration requirement for associates and associate brokers.	Understand
					1.1.1.1.56	Clarify the licensee requirement to complete re-licensing education before renewing their license.	Understand
					1.1.1.1.57	Clarify licence application requirements.	Understand
					1.1.1.1.58	Explain the benefits of the resources developed by RECA.	Understand
					1.1.1.1.59	Explain how to locate and access RECA resources.	Understand
					1.1.1.1.60	Describe the evolution of real estate self-regulation in Alberta.	Understand
					1.1.1.1.61	Explain the types of agricultural dispositions under which public land may be rented.	Understand
					1.1.1.1.62	Use key terms associated with the <u>REA</u> .	Apply
					1.1.1.1.63	Compare and contrast the different types of real property ownership.	Analyse
					1.1.1.1.64	Outline real property ownership rights and limitations.	Analyse
					1.1.1.1.65	Explain the different interests that may be registered against a title.	Analyse
					1.1.1.1.66	Compare and contrast the rural real estate industries for which a licensee may provide services.	Analyse
					1.1.1.1.67	Compare and contrast the terms <u>property</u> and <u>property ownership</u> .	Analyse
					1.1.1.1.68	Outline the development of common law in Canada.	Analyse
					1.1.1.1.69	Outline the development of designated agency and its adoption in Alberta.	Analyse
					1.1.1.1.70	Outline the activities related to a trade or potential trade in real estate.	Analyse
					1.1.1.1.71	Outline the requirements for RECA authorization (license and registration).	Analyse
					1.1.1.1.72	Outline the steps for an individual to become authorized by RECA to trade in real estate.	Analyse
					1.1.1.1.73	Outline the process for obtaining a certified criminal record check.	Analyse
					1.1.1.1.74	Outline the procedure for real estate professionals to confirm their authorization status.	Analyse
					1.1.1.1.75	Outline the process to change a license or brokerage.	Analyse
					1.1.1.1.76	Outline the scope of practice that a rural real estate license grants.	Analyse
					1.1.1.1.77	Outline the attitudes and abilities required to practice rural real estate.	Analyse
					1.1.1.1.78	Outline the responsibilities that the REA imposes on clients, customers, and consumers.	Analyse
					1.1.1.1.79	Outline the responsibilities that the <u>REA</u> imposes on real estate licensees.	Analyse
					1.1.1.1.80	Outline <u>RECA Board’s</u> bylaw creation responsibilities.	Analyse

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>FULFILL AGENCY RESPONSIBILITIES TO CLIENTS</div> <div>Competency Weight: 8.9% (continued)</div>					1.1.1.1.81	Compare and contrast the role and responsibilities of the Executive Director and the Registrar.	Analyse
					1.1.1.1.82	Outline the leadership role of the broker in relation to associates and associate brokers.	Analyse
					1.1.1.1.83	Outline the licensing requirements for real estate brokers.	Analyse
					1.1.1.1.84	Outline the complaint process related to conduct deserving of sanction.	Analyse
					1.1.1.1.85	Outline RECA's Trust Assurance and Practice Review Program.	Analyse
					1.1.1.1.86	Outline RECA's Professional of Conduct Review Program.	Analyse
					1.1.1.1.87	Outline RECA's disciplinary proceedings.	Analyse
					1.1.1.1.88	Outline the investigation process related to conduct deserving of sanction.	Analyse
					1.1.1.1.89	Outline the decision making process related to conduct deserving of sanction.	Analyse
					1.1.1.1.90	Outline the appeals process related to conduct deserving of sanction.	Analyse
					1.1.1.1.91	Outline the Administrative Penalty appeal process.	Analyse
					1.1.1.1.92	Outline the Registrar's powers to conduct periodic inspections, issue receiving orders, and orders freezing assets.	Analyse
					1.1.1.1.93	Compare and contrast common law and designated agency.	Analyse
					1.1.1.1.94	Outline the requirements that brokerages must meet to practise designated agency.	Analyse
					1.1.1.1.95	Outline the impact of information barriers for brokerages that practise designated agency.	Analyse
					1.1.1.1.96	Outline the development of real property law in Canada.	Analyse
					1.1.1.1.97	Outline the evolution of real estate regulation in Alberta.	Analyse
					1.1.1.1.98	Outline RECA's consumer related function.	Analyse
					1.1.1.1.99	Compare and contrast the benefits, disadvantages, and considerations of the different property types from a buyer's perspective.	Analyse
					1.1.1.1.100	Compare and contrast the benefits, disadvantages, and considerations of the different property types from a seller's perspective.	Analyse
					1.1.1.1.101	Compare and contrast the benefits, disadvantages, and considerations of the different forms of ownership from a buyer's perspective.	Analyse
					1.1.1.1.102	Compare and contrast the benefits, disadvantages, and considerations of the different forms of ownership from a seller's perspective.	Analyse
					1.1.1.1.103	Outline the structure of the rural real estate trade in Alberta (brokerage system).	Analyse
					1.1.1.1.104	Outline the role of a rural real estate associate.	Analyse
					1.1.1.1.105	Explain the need for rural real estate licensing.	Analyse
					1.1.1.1.106	Outline when the Registrar may refuse, suspend, or cancel a license and how these decisions can be appealed.	Analyse
					1.1.1.1.107	Outline the appeals process for Registrar decisions refusal, suspension, or cancelation decisions.	Analyse

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

FULFILL AGENCY RESPONSIBILITIES TO CLIENTS  Competency Weight: 8.9% (continued)					1.1.1.1.108	Outline the principles of trust and confidence in a real estate setting.	Analyse
					1.1.1.1.109	Distinguish the circumstances that make individuals ineligible to become and continue to be licensed.	Analyse
					1.1.1.1.110	Outline how prospective licensees may request the Registrar's opinion regarding their licensing eligibility.	Analyse
					1.1.1.1.111	Outline the benefits of seeking the Registrar's licensing eligibility opinion.	Analyse
					1.1.1.1.112	Outline the prohibitions associated with being registered to multiple brokerages.	Analyse
					1.1.1.1.113	Outline the purposes of Designated agency.	Analyse
					1.1.1.1.114	Outline the broker's role in designated agency.	Analyse
					1.1.1.1.115	Compare and contrast common law and designated agency.	Analyse
					1.1.1.1.116	Compare and contrast a fee simple from a leasehold estate.	Analyse
					1.1.1.1.117	Compare and contrast when a licensee is hired as an employee and as an independent contractor.	Analyse
					1.1.1.1.118	Compare and contrast surface rights and minteral rights.	Analyse
					1.1.1.1.119	Compare and contrast the common types of agricultural land leasing arrangements for privately held land.	Analyse
					1.1.1.1.120	Justify the need for real estate education.	Evaluate
		1.1.1.2	Assess the basics of economics as they relate to rural real estate.	Evaluate	1.1.1.2.1	Outline the characteristics of the real estate market.	Analyse
					1.1.1.2.2	Outline the stages of a typical business cycle.	Analyse
					1.1.1.2.3	Outline the stages of a real estate market cycle.	Analyse
					1.1.1.2.4	Outline the different types of real estate markets.	Analyse
					1.1.1.2.6	Compare and contrast movements and shifts in relation to supply and demand.	Analyse
					1.1.1.2.7	Outline the market indicators that impact supply and demand.	Analyse
					1.1.1.2.4	Explain how supply and demand influence the commercial real estate market.	Analyse
		1.1.1.3	Assess how REA and the Rules are created, amended, and impact licensees.	Evaluate	1.1.1.3.1	Summarize the history of REA.	Understand
					1.1.1.3.2	Explain who oversees REA.	Understand
					1.1.1.3.3	Describe the limitations imposed on Industry Councils associated with the creation of Rules.	Understand
					1.1.1.3.4	Explain the purposes of RECA as stated in REA.	Understand
					1.1.1.3.5	Outline the process required to amend REA.	Analyse
					1.1.1.3.6	Outline how Industry Councils make rules governing licensee conduct.	Analyse
					1.1.1.3.7	Compare and contrast REA, the Rules, the Regulations, and Bylaws.	Analyse
					1.1.1.3.8	Deconstruct REA and the Rules.	Analyse
					1.1.1.3.9	Determine how REA relates to the business of licensees.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>FULFILL AGENCY RESPONSIBILITIES TO CLIENTS</div> <div>Competency Weight: 8.9% (continued)</div>			1.1.1.4	Outline the types of real estate relationships.	Analyse	1.1.1.4.1	Define the term agency relationship as it relates to rural real estate.	Remember
						1.1.1.4.2	Describe the contexts in which a brokerage may not place conditions for a client to terminate an agency relationship.	Understand
						1.1.1.4.3	Describe types of authority in representation relationships.	Understand
						1.1.1.4.4	Describe the limits on authority regarding capacity to contract, delegate, and incur expenses.	Understand
						1.1.1.4.5	Describe the elements of a representation relationship.	Understand
						1.1.1.4.6	Describe how representation relationship may be established.	Understand
						1.1.1.4.7	Differentiate between a rural real estate associate, client, and customer.	Analyse
						1.1.1.4.8	Compare and contrast a representation and non-representation relationship.	Analyse
						1.1.1.4.9	Compare and contrast the duties owed to clients in representation relationships and to non-clients in non-representation relationships.	Analyse
						1.1.1.4.10	Outline the importance of consumers understanding the role of real estate professionals.	Analyse
						1.1.1.4.11	Outline the ways by which an agency relationship may be terminated.	Analyse
						1.1.1.4.12	Assess when the various types of representation authority are appropriate in real estate.	Analyse
						1.1.1.4.13	Outline the services licensees may provide to customers.	Analyse
						1.1.1.4.14	Outline a licensee's obligations in an customer relationship.	Analyse
						1.1.1.4.15	Determine if an individual is a customer based on diverse contexts.	Evaluate
						1.1.1.4.16	Determine services that licensees are prohibited from providing to customers.	Evaluate
	1.1.2	Explain licensee and client obligations in an agency relationship.	1.1.2.1	Assess licensee and client obligations in an agency relationship.	Evaluate	1.1.2.1.1	Define the term agency relationship as it relates to rural real estate.	Remember
						1.1.2.1.2	Differentiate between a rural real estate associate, client, and customer.	Analyse
						1.1.2.1.3	Compare and contrast common law and designated agency.	Analyse
						1.1.2.1.4	Determine the conditions under which a principal must remunerate a licensee acting as their representative.	Evaluate
						1.1.2.1.5	Determine a licensee's general client obligation to: - Perform their mandate in a real estate setting - Act in person - Exercise care and skill - Act honestly - Negotiate favourable terms - Maintain confidentiality - Disclose information - Act in person - Obey lawful instructions	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>FULFILL AGENCY RESPONSIBILITIES TO CLIENTS</div> <div>Competency Weight: 8.9% (continued)</div>						1.1.2.1.6	Determine the fiduciary duties that a licensee owes a client. - Utmost loyalty - Avoid conflicts of interest - Disclose conflicts of interest - Not make secret profits - Handle confidential information properly - To account	Evaluate
						1.1.2.1.7	Determine appropriate actions based on the fiduciary duties in diverse contexts (utmost loyalty, avoid conflicts of interest, disclose conflicts of interest, not make secret profits, handle confidential information properly, to accoun).	Evaluate
						1.1.2.1.8	Determine appropriate actions based on the general obligations in diverse situations: - exercise care and skill - act honestly - negotiate favourable - terms - maintain confidentiality - disclose information - act in person - obey lawful instructions - perform mandate	Evaluate
						1.1.2.1.9	Determine client obligations related to indemnification in a representation relationship in diverse real estate scenarios.	Evaluate
						1.1.2.1.10	Determine client obligations related to remuneration in a representation relationship in diverse real estate scenarios .	Evaluate
						1.1.2.1.11	Determine client obligations related to disclosure in a representation relationship in diverse real estate scenarios.	Evaluate
	1.1.3	Carry out agency relationships with clients that meet applicable laws.	1.1.3.1	Assess how common law and the Rules impact rural real estate agency relationships.	Evaluate	1.1.3.1.1	Describe the licensee's obligations that surpass termination of the agency relationship.	Understand
						1.1.3.1.2	Outline the common law agency requirements on real estate agency relationships.	Analyse
						1.1.3.1.3	Outline licensee obligations under the Rules regarding a sole agency relationship with a seller.	Analyse
						1.1.3.1.4	Outline licensee obligations under the Rules regarding a sole agency relationship with a buyer.	Analyse
						1.1.3.1.5	Outline a licensees' duty to act consistently in accordance with a representation relationship.	Analyse
						1.1.3.1.6	Outline how a real estate relationship may be inadvertently changed.	Analyse
						1.1.3.1.7	Outline potential consequences of acting outside of the established relationship requirements.	Analyse

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>FULFILL AGENCY RESPONSIBILITIES TO CLIENTS</div> <div>Competency Weight: 8.9% (continued)</div>	1.1.4	Act in the best interests of clients.	1.1.4.1	Assess how to best serve clients and represent their intererests in diverse contexts.	Evaluate	1.1.4.1.1	Explain the due diligence required of licensees related to non-resident sellers/landlords.	Understand
						1.1.4.1.2	Outline the different types of clients.	Analyse
						1.1.4.1.3	Outline the principle of client best interest in a real estate setting.	Analyse
						1.1.4.1.4	Outline what real estate professionals should do if buyers wish to sue a nominee or corporation for the transaction.	Analyse
						1.1.4.1.5	Outline what should be discussed with the buyer when the seller is unrepresented.	Analyse
						1.1.4.1.6	Outline what licensees should discuss with a seller when dealing with an unrepresented buyer.	Analyse
						1.1.4.1.7	Compare and contrast the three broad farming operations categories.	Analyse
						1.1.4.1.8	Outline the five types of agricultural operation business arrangements.	Analyse
						1.1.4.1.9	Compare and contrast the three types of custom farming arrangements.	Analyse
						1.1.4.1.10	Outline Alberta foreign ownership restrictions on agricultural land.	Analyse
			1.1.4.2	Assess how to deal with power of attorney, trusteeships, foreclosures, assignee, assignors, and judicial sales.	Evaluate	1.1.4.2.1	Describe how various ownership arrangements affect title when an owner dies.	Understand
						1.1.4.2.2	Outline licensee due diligence requirements when dealing with a real estate sale by one or more executors.	Analyse
						1.1.4.2.3	Outline licensee due diligence requirements when dealing with an assignee or assignor sale or purchase.	Analyse
						1.1.4.2.4	Compare and contrast the different types of judicial real estate sales.	Analyse
						1.1.4.2.5	Outline the general judicial sales process.	Analyse
						1.1.4.2.6	Outline licensee due diligence requirements when dealing with a trustee sale or purchase.	Analyse
						1.1.4.2.7	Compare and contrast the advantages and disadvantages of judicial sales purchases by buyers.	Analyse
						1.1.4.2.8	Compare and contrast the strategies licensees may use to deal with potential disadvantages related to judicial sales purchases by buyers.	Analyse
						1.1.4.2.9	Determine licensee due diligence requirements when dealing with a sale or purchase through a power of attorney.	Evaluate
						1.1.4.2.10	Determine licensee due diligence requirements when dealing with a sale or purchase through a trustee.	Evaluate
						1.1.4.2.11	Determine the circumstances that require probate to facilitate the sale of real estate.	Evaluate



RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>FULFILL AGENCY RESPONSIBILITIES TO CLIENTS</div> <div>Competency Weight: 8.9% (continued)</div>			1.1.4.4	Assess the obligations, responsibilities, and limitations imposed by the <i>Real Estate Act</i> and Rules.	Evaluate	1.1.4.4.1	Describe trade records.	Remember
						1.1.4.4.2	Describe the conditions necessary for individual licensees being able to retain client information or copies of client documents.	Remember
						1.1.4.4.3	Describe the requirements of licensees associated with the solicitation, acceptance, and receipt of money.	Understand
						1.1.4.4.4	Describe the prohibition preventing charging and suing for commissions if the persons provided services requiring a license without a license.	Understand
						1.1.4.4.5	Describe licensees' duties associated with the administration of trust accounts and trust moneys.	Understand
						1.1.4.4.6	Explain the meaning of misrepresentation and how it might occur in practice.	Analyse
						1.1.4.4.7	Outline potential issues related to referring a person to another service provider or third party industry.	Analyse
						1.1.4.4.8	Outline the tasks unauthorized assistants may or may not perform.	Analyse
						1.1.4.4.9	Outline the conditions or events that licensees must report to the Registrar and the associated time lines.	Analyse
						1.1.4.4.10	Outline the responsibilities imposed by the Rules on all licensees.	Analyse
						1.1.4.4.11	Outline the prohibitions imposed by the Rules on all licensees.	Analyse
						1.1.4.4.12	Compare and contrast incentives and inducements.	Analyse
						1.1.4.4.13	Outline the conditions necessary for real estate licensees to communicate incentives and inducements.	Analyse
						1.1.4.4.14	Outline licensee client information protection responsibilities under the Rules.	Analyse
						1.1.4.4.15	Outline licensee obligations to submit all trade records to the brokerage in accordance with brokerage policies and procedures.	Analyse
						1.1.4.4.16	Outline the legislative requirements regarding real estate brokerage record keeping.	Analyse
						1.1.4.4.17	Explain licensee referral related responsibilities.	Analyse
						1.1.4.4.18	Outline licensee obligations associated with the receipt offers, counter offers, acceptance, and waivers.	Analyse
						1.1.4.4.19	Outline the real estate licensees obligations to their brokerage.	Analyse
						1.1.4.4.20	Compare and contrast real estate associate broker specific and real estate broker specific duties and responsibilities.	Analyse
						1.1.4.4.21	Determine when it is required to notify RECA regarding a change of information.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>FULFILL AGENCY RESPONSIBILITIES TO CLIENTS</div> <div>Competency Weight: 8.9% (continued)</div>			1.1.4.5	Assess service agreements for responsibilities and requirements.	Evaluate	1.1.4.5.1	List the benefits of having a written service agreement.	Remember
						1.1.4.5.2	Describe how to amend the service agreement after it is signed.	Understand
						1.1.4.5.3	Interpret how to comply with service agreement requirements under the <u>Rules</u> .	Apply
						1.1.4.5.4	Complete a designated agency exclusive seller representation agreement with a seller.	Apply
						1.1.4.5.8	Complete a common law agency exclusive seller representation agreement with a seller.	Apply
						1.1.4.5.9	Outline the licensees brokerage’s service agreement responsibilities.	Analyse
						1.1.4.5.10	Outline service agreement content requirements.	Analyse
						1.1.4.5.11	Compare and contrast exclusive and non-exclusive representation agreements.	Analyse
						1.1.4.5.12	Assess service agreements for consistency with the intended agency responsibilities and service model.	Evaluate
						1.1.4.5.13	Determine if an individual signing a service agreement on behalf of a client has signing authority.	Evaluate
			1.1.4.6	Outline Brokerage Responsibilities and Prohibitions	Analyse	1.1.4.6.1	Outline real estate brokerage trust account obligations related to trust account reconciliation.	Understand
						1.1.4.6.2	Outline the requirement to provide annual accounting reports to the Registrar.	Understand
						1.1.4.6.3	Outline real estate brokerage record keeping and conversion requirements.	Analyse
						1.1.4.6.4	Outline real estate brokerage trust account obligations.	Analyse
						1.1.4.6.5	Outline real estate brokerage trust account record keeping requirements.	Analyse
						1.1.4.6.6	Outline real estate brokerage trust account obligations related to negative trust account balances.	Analyse
						1.1.4.6.7	Outline real estate brokerage trust account obligations related to trust fund shortages.	Analyse
						1.1.4.6.8	Outline real estate brokerage trust account obligations related to funding requirements.	Analyse
						1.1.4.6.9	Outline real estate brokerage trust account obligations related to trust shortages.	Analyse
						1.1.4.6.10	Outline real estate brokerage trust account obligations related to Registrar notification requirements.	Analyse
						1.1.4.6.11	Outline real estate brokerage prohibitions.	Analyse
						1.1.4.6.12	Determine electronic deposit and trust fund transfer related requirements.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>FULFILL AGENCY RESPONSIBILITIES TO CLIENTS</div> <div>Competency Weight: 8.9% (continued)</div>			1.1.4.9	Work within the scope of brokerage's policies and procedures.	Apply	1.1.4.9.1	Describe the reasons why brokerage set policies and procedures	Understand
						1.1.4.9.2	Describe types of policies and procedures brokerages may implement.	Understand
						1.1.4.9.3	Outline potential consequences of failing to follow brokerage policies and procedures.	Analyse
			1.1.4.10	Assess real estate licensee liability.	Evaluate	1.1.4.10.1	Explain how errors and omissions insurance helps reduce risk.	Understand
						1.1.4.10.2	Explain the purpose of the Real Estate Assurance Fund.	Understand
						1.1.4.10.3	Explain how and when a licensee becomes personally liable to a third party.	Analyse
						1.1.4.10.4	Outline the effect of Tort law on a real estate professional's activities.	Analyse
						1.1.4.10.5	Compare and contrast negligence, recklessness, and intent.	Analyse
						1.1.4.10.6	Outline the various errors and omissions coverage to address civil liability in real estate licensee practice.	Analyse
						1.1.4.10.7	Outline the purpose of errors and omissions insurance.	Analyse
						1.1.4.10.8	Determine a licensee's civil and regulatory liability in diverse situations.	Evaluate
	1.1.5	Follow fiduciary duty of loyalty to clients.	1.1.5.1	Assess situations for fiduciary duties and general obligations to clients.	Evaluate	1.1.5.1.1	Outline the 8 general obligations that a licensee owes a client.	Analyse
	1.1.6	Perform obligations to meet required duty of care.	1.1.6.1	Assess licensee practice and diverse scenarios for required actions to meet duty of care obligations.	Evaluate	1.1.6.1.1	Outline the standard of care to which real estate professionals are held.	Analyse
						1.1.6.1.2	Outline common best practice real estate associate activities that contribute to meeting the standard of care.	Analyse
						1.1.6.1.3	Compare and contrast duty of care obligations between representation relationships and non representation relationships.	Evaluate
	1.1.7	Provide clients with all relevant information on all aspects of the real estate transaction in a timely manner.	1.1.7.1	Assess information disclosure requirements and best practice.	Evaluate	1.1.7.1.1	Describe who determines what is relevant and the process that real estate professionals must follow to determine what is relevant to their client.	Remember
						1.1.7.1.2	Determine what, when, and how to disclose information in keeping with the information disclosure obligation.	Evaluate
	1.1.8	Adhere to lawful instructions and directions from client.	1.1.8.1	Assess the legality of client instructions.	Evaluate	1.1.8.1.1	Describe the consequences associated with a licensees failure to follow lawful instructions.	Remember
						1.1.8.1.2	Determine the legality of client instructions to a licensee.	Evaluate
						1.1.8.1.3	Determine whether a client has provided lawful instructions.	Evaluate
						1.1.8.1.4	Determine licensee options to deal with unlawful client instructions.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>FULFILL AGENCY RESPONSIBILITIES TO CLIENTS</div> <div>Competency Weight: 8.9% (continued)</div>	1.1.9	Keep client information confidential, disclosing only with client's informed written direction or as required by law.	1.1.9.1	Assess situations for client confidentiality issues.	Evaluate	1.1.9.1.1	Describe the benefits of documenting client's consent to their disclosure of confidential information.	Remember
						1.1.9.1.2	Determine when and how you may disclose confidential client information.	Evaluate
	1.1.10	Safeguard and account for property entrusted by client or customers.	1.1.10.1	Outline entrusted client property legislative requirements.	Analyse	1.1.10.1.1	Define client property.	Remember
						1.1.10.1.2	Describe the buyer representatives responsibilities when touring properties.	Remember
						1.1.10.1.3	Describe buyer's representative's duties to leave the property as when accessed.	Remember
						1.1.10.1.4	Describe buyer's representative's duties to follow any conditions placed by the seller/landlord.	Understand
						1.1.10.1.5	Outline licensee property safeguarding responsibilities when you transitioning from another brokerage (broker notification and client notification).	Analyse
	1.1.11	Respond to real and potential conflicts of interest as required by law.	1.1.11.1	Assess known and potential conflicts of interest and the related legislative requirements.	Evaluate	1.1.11.1.1	Describe the implications associated with a licensee entering into a conflict of interest with a client's consent.	Remember
						1.1.11.1.2	Define attributed knowledge.	Remember
						1.1.11.1.3	Clarify what is meant by a conflict of interest.	Understand
						1.1.11.1.4	Define "conflict of interest" according to the Rules.	Analyse
						1.1.11.1.5	Outline conflict of interest prevention strategies and practices.	Analyse
						1.1.11.1.6	Outline how designated agency may prevent certain conflicts of interest.	Analyse
						1.1.11.1.7	Outline licencees' responsibilities regarding perceived or actual conflicts of interests.	Analyse
						1.1.11.1.8	Outline the process for managing conflicts of interest.	Evaluate
						1.1.11.1.9	Recognize circumstances that give rise to unavoidable conflicts of interest.	Evaluate
						1.1.11.1.10	Determine when situations require you to inform the brokerage of a conflict of interest.	Evaluate
						1.1.11.1.11	Determine conflict of interest resolution options.	Evaluate
						1.1.11.1.12	Determine if there is a conflict for brokerages practising agency under the common law.	Evaluate
						1.1.11.1.13	Determine if there is a conflict for brokerages in designated agency.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>FULFILL AGENCY RESPONSIBILITIES TO CLIENTS</div> <div>Competency Weight: 8.9% (continued)</div>			1.1.11.2	Outline Transaction Brokerage fundamentals.	Analyse	1.1.11.2.1	Describe three circumstances in which transaction brokerage is not appropriate.	Understand
						1.1.11.2.2	Describe the most common circumstances under which it is innapropriate for transaction brokerage to be used to resolve conflicts of interest.	Understand
						1.1.11.2.3	Demonstrate who was the first client to establish a representation relationship in diverse contexts.	Apply
						1.1.11.2.4	Outline the concept and purpose of transaction brokerage.	Analyse
						1.1.11.2.5	Outline the role of the transaction facilitator.	Analyse
						1.1.11.2.6	Outline the facilitation services may be provided in transaction brokerage.	Analyse
						1.1.11.2.7	Outline services that may not be provided in transaction brokerage.	Analyse
						1.1.11.2.8	Outline strategies real estate associates may use in transaction brokerage.	Analyse
						1.1.11.2.9	Outline the required steps when clients decline to enter in transaction brokerage.	Analyse
						1.1.11.2.10	Outline the two options for the second client in brokerages practising agency under common law.	Analyse
						1.1.11.2.11	Outline the three options for the second client of brokerages practising designated agency.	Analyse
						1.1.11.2.12	Outline what happens should a transaction not complete.	Analyse
	1.1.12	Inform client buyers of material facts that may impact a decision or purchase.	1.1.12.1	Assess information for associate obligations and client impact.	Evaluate	1.1.12.1.1	Outline an associate's obligation to inform a client regarding material facts.	Analyse
						1.1.12.1.2	Outline potential rural property issues of which prospective buyers should be aware.	Analyse
						1.1.12.1.3	Determine the potential impact of various material facts on client decisions.	Evaluate
	1.1.13	Refer clients to outside professionals.	1.1.13.1	Assess situations for the need to seek the services of other professionals.	Evaluate	1.1.13.1.1	Determine when situations require the services of other professionals.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

1.2	MANAGE DISCLOSURE OBLIGATIONS	Competency Weight: 2.8%	1.2.1	Critically reflect on situations that require disclosures based on legal requirements.	1.2.1.1	Assess legislated disclosure obligations that impact rural real estate practice.	Evaluate	1.2.1.1.1	Compare and contrast a material latent defect, a latent defect, and a patent defect.	Understand
								1.2.1.1.2	Outline the legislated disclosure obligations for material latent defects.	Analyse
								1.2.1.1.3	Outline the legislated disclosure obligations regarding personal trades in real estate.	Analyse
								1.2.1.1.4	Outline the legislated disclosure obligations regarding conflicts of interest.	Analyse
								1.2.1.1.5	Outline the legislated disclosure obligations regarding referrals.	Analyse
								1.2.1.1.6	Outline the legislated disclosure obligations regarding remuneration.	Analyse
								1.2.1.1.7	Outline the legislated disclosure obligations upon receiving confidential information from a consumer in relation to real estate.	Analyse
								1.2.1.1.8	Outline the legislated disclosure obligations under the applicable privacy legislation.	Analyse
								1.2.1.1.9	Outline disclosure time requirements and processes.	Analyse
					1.2.1.2	Justify confidential information disclosure in accordance with the Rules in diverse contexts.	Evaluate	1.2.1.2.1	Outline confidential information disclosure requirements under the <u>Rules</u> .	Analyse
								1.2.1.2.2	Outline the process for disclosing confidential information in accordance with the <u>Rules</u> .	Analyse
								1.2.1.2.3	Determine when and how you may disclose confidential information in accordance with the <u>Rules</u> .	Evaluate
			1.2.2	Explain <u>agency obligations</u> if client instructs to <u>withhold disclosure</u> .	1.2.2.1	Outline licensee's obligations regarding mandatory disclosure.	Analyse	1.2.2.1.1	Outline the process licensees must follow when a client <u>directs</u> them to <u>withhold information</u> the client is required to disclose by law.	Analyse
			1.2.3	Verify that all <u>reasonable inquiries</u> and disclosures have been made.	1.2.3.1	Check disclosures are complete and accurate.	Evaluate	1.2.3.1.1	Describe how licensees must respond to inquiries about information not required to be disclosed where the client has not authorized disclosure.	Remember
								1.2.3.1.2	Determine appropriate processes and procedures to ensure disclosures are complete and accurate.	Evaluate
								1.2.3.1.3	Describe instances where buyer agents may ask questions that the seller/landlord will not want to provide a response (existence of multiple offers, conditional sales, reason for sale).	Evaluate
			1.2.4	Obtain consent, as required.	1.2.4.1	Assess consent requirements.	Evaluate	1.2.4.1.1	Determine consent requirements in diverse situations.	Evaluate
			1.2.5	Document disclosures details.	1.2.5.1	Determine required appropriate documentation.	Evaluate	1.2.5.1.1	Compare and contrast documentation best practices for decisions, directions, communications, and recommendations.	Evaluate



RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

1.3 PROTECT THE PUBLIC  Competency Weight: 3.2%	1.3.1	Act honestly and professionally.	1.3.1.1	Assess situations for public protection and ethical professional best practices.	Evaluate	1.3.1.1.1	Determine how to act honestly and professionally in diverse real estate situations that may impact public protection.	Evaluate
	1.3.2	Exercise care and skill in performing assigned duties.	1.3.2.1	Determine skill and care requirements of diverse assigned duties.	Evaluate	1.3.2.1.1	Compare and contrast the skill and care required to perform assigned duties.	Evaluate
	1.3.3	Accept responsibility for actions.	1.3.3.1	Outline the role and responsibilities of a licensee under self-regulation.	Analyse	1.3.3.1.1	Define "acting with professionalism".	Remember
						1.3.3.1.2	Define a "change agent".	Remember
						1.3.3.1.3	Explain the government's real estate self-regulation objectives.	Understand
						1.3.3.1.4	Describe effective self-regulation outcomes.	Understand
						1.3.3.1.5	Outline how RECA's statement of self regulation applies to a licensee.	Analyse
						1.3.3.1.6	Outline the real estate self-regulation framework.	Analyse
						1.3.3.1.7	Outline the licensee's role in self-regulation.	Analyse
						1.3.3.1.8	Outline the characteristics of a professional mindset.	Analyse
	1.3.4	Stay informed of essential information that affects market conditions.	1.3.4.1	Assess information for impact on market conditions.	Evaluate	1.3.4.1.1	Outline how licensees may stay informed of market relevant information.	Analyse
						1.3.4.1.2	Outline the economic indicators that affect the real estate market.	Analyse
	1.3.5	communicate to unrepresented parties that no agency obligations exist.	1.3.5.1	Outline agency obligations to unrepresented parties.	Analyse	1.3.5.1.1	Outline disclosure requirements for customers.	Analyse
	1.3.6	Advertise properties in accordance with legislative obligations and standards of practice.	1.3.6.1	Assess situations for property advertising related legislative obligations and standards of practice.	Evaluate	1.3.6.1.1	Describe the objectives of Canada's Anti-Spam Legislation	Remember
						1.3.6.1.2	Describe how Canada's Anti-Spam Legislation impacts licensees trading in real estate	Remember
						1.3.6.1.3	Describe the strategies licensees should follow to endure compliance with the Anti-Spam Legislation	Remember
						1.3.6.1.4	Describe common criteria that may be used to determine if an advertisement is false or misleading.	Remember
						1.3.6.1.5	List the important considerations when advertising using the internet or social media.	Remember
						1.3.6.1.6	Define telemarketing and common considerations in using this particular marketing technique.	Remember
						1.3.6.1.7	Describe the common types of misleading advertising claims or representations.	Remember
						1.3.6.1.8	List the recommendations for how to avoid false or misleading advertising.	Remember
						1.3.6.1.9	Describe advertising requirements under the Rules.	Remember
						1.3.6.1.10	Determine how to advertise properties in compliance with applicable legislative obligations and standards of practice.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>PROTECT THE <u>PUBLIC</u></div> <div>Competency Weight: 3.2%</div> <div>(continued)</div>	1.3.7	Handle deposits, explaining, terms of trust, trustee, processing, and disposition.	1.3.7.1	Assess REA mandated responsibilities for licensees, brokerages, and others.	Evaluate	1.3.7.1.1	Describe deposit requirements under the Regualtions and the Rules.	Remember
						1.3.7.1.2	Describe the role of the trustee holding deposits	Remember
						1.3.7.1.3	Explain how the terms of trust and the trustee are subject to negotiation between the buyers and sellers.	Understand
						1.3.7.1.4	Describe the advice to be provided to seller clients if the deposit is not provided or not provided on time.	Analyse
						1.3.7.1.5	Describe the advice tp be provided to buyer clients if they are unable to provide deposits as required.	Analyse
						1.3.7.1.6	Describe the common elements of term of trust terms and how they impact buyers and sellers.	Analyse
						1.3.7.1.7	Outline the role of the licensee in trust deposit disputes and of the need to get legal advice.	Analyse
<div>1.4 COMPLY WITH APPLICABLE LAWS AND REGULATIONS</div> <div>Competency Weight: 2.6%</div>	1.4.1	Comply with the laws that apply to a transaction.	1.4.1.1	Assess transactions for legal and regulatory requirements.	Evaluate	1.4.1.1.1	Describe how the criminal interest rate, fraud and secret commission sections of the Criminal Code of Canada impact the activities of real estate licensees.	Understand
						1.4.1.1.2	Describe the importance of Alberta’s Law of Property Act in real estate transactions.	Understand
						1.4.1.1.3	Describe the importance of the Land Titles Act of Alberta in real estate transactions.	Understand
						1.4.1.1.4	Describe the importance of the Statute of Frauds in real estate.	Understand
						1.4.1.1.5	Describe how the Competition Act relates to real estate brokerages and real estate professionals.	Understand
						1.4.1.1.6	Explain "anti-competitive business practices".	Understand
						1.4.1.1.7	Exemplify common anti-competitive conduct by real estate professionals.	Understand
						1.4.1.1.8	Explain the purpose of the Alberta <i>Environmental Protection and Enhancement Act</i> .	Understand
						1.4.1.1.9	Outline the impact of the <i>Alberta Water Act</i> on rural properties.	Analyse
						1.4.1.1.10	Outline the impact of the Weed Control Act on rural properties.	Analyse
						1.4.1.1.11	Explain the impact of the National Building Code - 2019 Alberta Edition on rural real estate transactions.	Analyse
						1.4.1.1.12	Determine the legislative and regulatory requirements of diverse transactions.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>COMPLY WITH APPLICABLE LAWS AND REGULATIONS</div> <div>Competency Weight: 2.6% (continued)</div>	1.4.2	Identify <u>contexts</u> that give rise to legal issues.	1.4.2.1	Assess contracts and contexts for legal issues.	Evaluate	1.4.2.1.1	Determine how the principles of contract law apply to real estate contracts.	Evaluate
			1.4.2.2	Assess situations for improper conduct.	Evaluate	1.4.2.2.1	Compare and contrast <u>conduct deserving of sanction</u> and <u>civil liability</u> .	Analyse
						1.4.2.2.2	Compare and contrast how improper conduct and court remedies apply to real estate associates and brokerages.	Analyse
						1.4.2.2.3	Determine what is improper conduct for real estate associates under <u>REA</u> .	Evaluate
						1.4.2.2.4	Determine real estate associate improper conduct (under <u>REA</u> ) court remedies.	Evaluate
						1.4.2.2.5	Determine what is improper conduct for brokerages under <u>REA</u> .	Evaluate
						1.4.2.2.6	Determine brokerage improper conduct (under REA) court remedies.	Evaluate
			1.4.2.3	Determine how privacy law and personal information protection pertains to real estate licensees.	Evaluate	1.4.2.3.1	Summarize PIPA's personal information collection, use, and disclosure exemptions.	Understand
						1.4.2.3.2	Outline the objectives of <i>PIPA</i> .	Analyse
						1.4.2.3.3	Outline the role and powers of Alberta's Office of Information and Privacy Commissioner (OIPC).	Analyse
						1.4.2.3.4	Outline privacy law and personal information related policies and processes that a brokerage must implement.	Analyse
						1.4.2.3.5	Outline OIPC's privacy complaint process.	Analyse
						1.4.2.3.6	Compare and contrast personal information as defined under PIPA and confidential information resulting from a representation agreement.	Analyse
						1.4.2.3.7	Outline the different types of consent under <i>PIPA</i> .	Analyse
						1.4.2.3.8	Compare and contrast personal information, privacy, and confidential information.	Analyse
						1.4.2.3.9	Outline the privacy principles upon which privacy legislation is based.	Analyse
						1.4.2.3.10	Outline what is meant by "obtaining consent".	Analyse
						1.4.2.3.11	Outline the role of brokerage policies and procedures in handling client information.	Analyse
						1.4.2.3.12	Outline the most common information barriers that brokerages use to protect client information.	Analyse
						1.4.2.3.13	Outline a real estate associate's client information protection related responsibilities.	Analyse
						1.4.2.3.14	Outline the types of precautions licensees can provide their clients when viewing a property with a surveillance system.	Analyse
						1.4.2.3.15	Outline the importance of securely storing personal information.	Analyse
						1.4.2.3.16	Outline personal information retention and disposal requirements.	Analyse
						1.4.2.3.17	Outline the methods brokerages use to ensure privacy legislation compliance (privacy policies, including cybersecurity plans, and Privacy Officers).	Analyse

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>COMPLY WITH APPLICABLE LAWS AND REGULATIONS</div> <div>Competency Weight: 2.6% (continued)</div>						1.4.2.3.18	Outline the regulatory requirements and legal considerations that apply to licensee personal databases and use of brokerage databases.	Analyse
						1.4.2.3.19	Compare and contrast how privacy law applies to the protection of client, guest, employee, and others' personal information.	Evaluate
						1.4.2.3.20	Determine when to obtain legal advice regarding real estate privacy law and personal information protection requirements.	Evaluate
						1.4.2.3.21	Determine if and how <i>PIPA</i> applies to diverse situations.	Evaluate
						1.4.2.3.22	Determine the conditions under which provincial and federal privacy legislation apply.	Evaluate
						1.4.2.3.23	Determine how to respond to privacy concerns related to access requests.	Evaluate
			1.4.2.4	Determine how laws to deter money laundering and mortgage fraud pertain to real estate licensees.	Evaluate	1.4.3.1.4	Describe Canada's establishment of the PCMLTFA and FINTRAC.	Understand
						1.4.3.1.5	Describe actions brokerages must take to comply with the PCMLTFA.	Understand
						1.4.3.1.6	Explain the role of the real estate professional related to the brokerage's PCMLTFA compliance.	Understand
						1.4.3.1.7	Describe the objectives of the Proceeds of Crime (Money Laundering), and <i>Terrorist Financing Act</i> .	Understand
	1.4.3	Seek out broker or <u>legal resources</u> to deal with specific legal or regulatory issues and for advice and information.	1.4.3.1	Assess the requirements of other legislation into the practice of real estate brokerage.	Evaluate	1.4.3.1.1	Determine when input from broker or legal resources is required.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>1.5MITIGATE RISK TO HEALTH AND SAFETY</div> <div>Competency Weight: 2%</div>	1.5.1	Recognize risks based on circumstances.	1.5.1.1	Assess circumstances for risks.	Evaluate	1.5.1.1.1	Define risk.	Remember
						1.5.1.1.2	Identify the risks that are likely to be present in rural real estate.	Remember
			1.5.1.2	Outline a brokerage's risk management policy.	Analyse	1.5.1.2.1	Describe how brokerage policies and procedures serve to manage risk.	Understand
						1.5.1.2.2	Outline how real estate associates can reduce risk.	Analyse
	1.5.2	Act to mitigate risks.	1.5.2.1	Determine when to inform the brokerage of potential and known risks, including mitigation strategies.	Evaluate	1.5.2.1.1	Recognize risks based on circumstances.	Remember
						1.5.2.1.2	Determine how to reduce or mitigate recognized risks based on circumstances.	Evaluate
						1.5.2.1.3	Determine alternatives to reduce or mitigate recognized circumstance related risks and inform the brokerage.	Evaluate
			1.5.2.2	Assess rural real estate insurance issues.	Evaluate	1.5.2.2.1	List the common types of insurance which real estate associates should know.	Remember
						1.5.2.2.2	Define "recipricol insurance program".	Remember
						1.5.2.2.3	Outline the importance of the Real Estate Insurance Exchange for real estate profesisonals.	Analyse
						1.5.2.2.4	Outline how premiums are determined and when they are due.	Analyse
						1.5.2.2.5	Outline the exclusions to REIX coverage.	Analyse
						1.5.2.2.6	Outline ways real estate professionals could potentially compromise their REIX coverage.	Analyse
	1.5.3	Use safety <u>protocols and tools</u> in context.	1.5.3.1	Assess health and safety risks.	Evaluate	1.5.3.1.1	Clarify what workplace safety includes.	Understand
						1.5.3.1.2	Use safety protocols and tools.	Apply
						1.5.3.1.3	Determine risk assessment plan adherence and remediation.	Analyse
						1.5.3.1.4	Determine how to manage <u>broker</u> , <u>customer</u> , and community risk related concerns.	Analyse
						1.5.3.1.5	Outline real estate professional safety precaution best practices.	Analyse
						1.5.3.1.6	Explain the importance of situational awareness.	Analyse
						1.5.3.1.7	Outline common personal safety best practices for real estate professionals.	Analyse
						1.5.3.1.8	Determine best practices to avoid or mitigate health and safety risks.	Evaluate
						1.5.3.1.9	Determine which safety protocols and tools are advisable in diverse situations.	Evaluate
	1.5.4	Educate clients and customers about safety precautions.	1.5.4.1	Assess diverse situations for best practice safety precautions.	Evaluate	1.5.4.1.1	Determine best practice safety precautions for diverse contexts.	Evaluate
						1.5.4.1.2	Determine most appropriate communication style and method to communicate diverse safety precautions to clients and customers.	Evaluate
	1.5.5	Manage client and public risk concerns.	1.5.5.1	Assess client and public risk and related concerns.	Evaluate	1.5.5.1.1	Outline best practices for managing client and public risk concerns.	Analyse

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>1.6</div> <div>INTEGRATE PROFESSIONAL OBLIGATIONS INTO PRACTICE</div> <div>Competency Weight: 5.3%</div>	1.6.1	Comply with regulatory requirements.	1.6.1.1	Assess transactions and documents for regulatory requirements.	Evaluate	1.6.1.1.1	Determine actions and select documents based on regulatory requirements.	Evaluate
	1.6.2	Follow relevant codes of ethics, codes of conduct, and standards of practice.	1.6.2.1	Assess situations for real estate associate prohibitions.	Evaluate	1.6.2.1.1	Describe self-regulation as it applies to real estate under REA.	Understand
						1.6.2.1.2	Outline the impact of the industry sectors under REA jurisdiction on rural real estate associates.	Analyse
						1.6.2.1.3	Determine appropriate licensee actions in situations that present prohibitions.	Evaluate
			1.6.2.2	Determine how to behave professionally in diverse contexts.	Evaluate	1.6.2.2.1	Summarize factors that impact ethics and professional conduct.	Understand
						1.6.2.2.2	Use a decision-making model to assist with ethical dilemmas.	Apply
						1.6.2.2.3	Differentiate acting ethically and acting professionally.	Analyse
						1.6.2.2.4	Outline how to protect and promote public confidence in the industry.	Analyse
						1.6.2.2.5	Outline proactive steps licensees may take to stay within rural real estate licence boundaries.	Analyse
						1.6.2.2.6	Explain the relationship between investigations, disciplinary actions, and self-regulation.	Analyse
						1.6.2.2.7	Determine how to act with integrity in diverse situations.	Evaluate
						1.6.2.2.8	Determine the best course of action for licensees when faced with expertise limitations.	Evaluate
	1.6.3	Work within <u>scope of practice</u> of registration category.	1.6.3.1	Assess situations for real estate associate scope of practice.	Evaluate	1.6.3.1.1	Distinguish potential licensee consequences of acting outside of the boundaries of their expertise.	Analyse
						1.6.3.1.2	Determine how to act within a real estate associate's scope of practice.	Evaluate
	1.6.4	Interact with other registrants in a professional manner.	1.6.4.1	Assess licensee interactions for professionalism.	Evaluate	1.6.4.1.1	Describe the nature of professional courtesy between real estate professionals.	Understand
						1.6.4.1.2	Compare and contrast situations that require licensees to interact professionally with others.	Analyse
	1.6.5	Seek help from broker or outside professionals; or decline to act when a matter is beyond own competence or scope.	1.6.5.1	Assess situations, documents, and information for scope and competence requirements.	Evaluate	1.6.5.1.1	Determine if a situation is within your scope of practice.	Evaluate
						1.6.5.1.2	Determine if issues beyond a real estate associate's competence may be adequately addressed within the brokerage.	Evaluate
						1.6.5.1.3	Determine a real estate associate's obligation to communicate with their broker when an issue is <u>beyond their competence</u> .	Evaluate
						1.6.5.1.4	Determine the expertise required for specific situations, documents, or information.	Evaluate
	1.6.6	Avoid knowingly or recklessly participating in or enabling dishonest, fraudulent, criminal, or illegal transactions, activity, or conduct.	1.6.6.1	Assess how to execute licensee duties and responsibilities in an honest, legal, and transparent manner.	Evaluate	1.6.6.1.1	List common indicators of suspicious transactions.	Remember



RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>INTEGRATE PROFESSIONAL OBLIGATIONS INTO PRACTICE</div> <div>Competency Weight: 5.3% (continued)</div>						1.6.6.1.2	Demonstrate how to execute licensee duties and responsibilities in an honest, legal, and transparent manner.	Apply
						1.6.6.1.3	Deconstruct the essential role of licensees acting honestly and legally within self-regulation.	Analyse
						1.6.6.1.4	Outline real estate professional best practices if a buyer wishes to provide a cash deposit.	Analyse
						1.6.6.1.5	Justify a brokerage's need to collect seller and/or buyer information.	Evaluate
			1.6.6.2	Assess mortgage transaction fraud indicators (red flags).	Evaluate	1.6.6.2.1	Define mortgage fraud.	Remember
						1.6.6.2.2	Define money laundering.	Remember
						1.6.6.2.3	Summarize the mortgage fraud “red flags” that may indicate a fraudulent transaction.	Understand
						1.6.6.2.4	Explain the two general categories of people who participate in money laundering.	Understand
						1.6.6.2.5	Outline the scope of mortgage fraud activities in Canada.	Analyse
						1.6.6.2.6	Outline how mortgage fraud impacts society.	Analyse
						1.6.6.2.7	Outline common mortgage fraud schemes.	Analyse
						1.6.6.2.8	Outline the two broad mortgage fraud categories and their relation to other criminal activity.	Analyse
						1.6.6.2.9	Outline the relationship between the two broad mortgage fraud categories and other criminal activity.	Analyse
						1.6.6.2.10	Outline common mortgage fraud schemes, such as identity and property manipulation.	Analyse
						1.6.6.2.11	Outline how real estate may be used to carry out money laundering.	Analyse
						1.6.6.2.12	Outline RECA's mortgage fraud suppression role.	Analyse
						1.6.6.2.13	Outline real estate professionals' mortgage fraud suppression role.	Analyse
	1.6.7	Report unethical, unsafe, illegal, or incompetent practices to the appropriate authorities.	1.6.7.1	Assess the relationship between professional behaviour, agency responsibility, and legislative responsibilities associated with reporting unethical, unsafe, illegal, or incompetent practices.	Evaluate	1.6.7.1.1	Outline the responsibilities under the <u>Rules</u> to report unethical, unsafe, illegal, or incompetent practices to the brokerage, RECA, and other authorities.	Analyse
	1.6.8	Practise in a manner that sustains public trust in the profession and enhances consumer protection.	1.6.8.1	Assess real estate practice principles that sustain trust and safeguard the public.	Evaluate	1.6.8.1.1	Determine how to integrate real estate practice principles that sustain trust and safeguard the <u>public</u> into professional practice.	Evaluate
	1.6.9	Maintain <u>personal health and wellbeing</u> .	1.6.9.1	Assess health and safety requirements, resources, and risks.	Evaluate	1.6.9.1.1	Summarize potential sources of encouragement, advice, and mentoring.	Understand
						1.6.9.1.2	Describe how brokers may assist with personal health and wellbeing.	Understand
						1.6.9.1.3	Outline mental health related resources and legislation.	Analyse
						1.6.9.1.4	Determine how to practice in a manner that maintains personal health and wellbeing.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

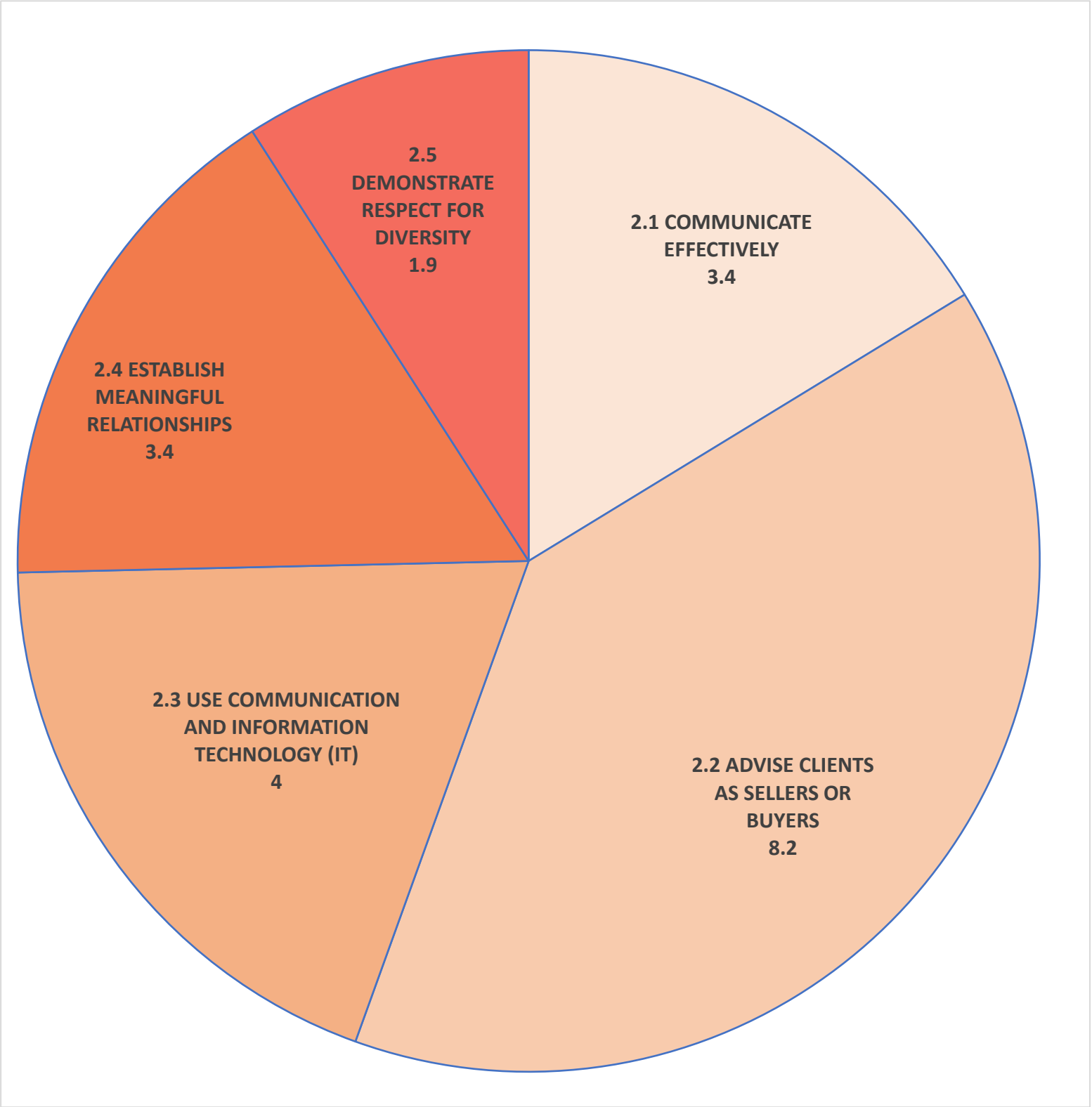
<div>1.7</div> <div>DEMONSTRATE COMMITMENT TO CONTINUOUS IMPROVEMENT</div> <div>Competency Weight: 2.5%</div>	1.7.1	Access information on changes in regulation and practice.	1.7.1.1	Assess how to stay up to date with regulatory and practice requirements.	Evaluate	1.7.1.1.1	Determine resources and opportunities available to licensees to stay informed of regulatory and practice requirement changes.	Evaluate
	1.7.2	Seek opportunities to improve through various forms of <u>evaluation</u> .	1.7.2.1	Demonstrate commitment to continuous learning.	Apply	1.7.2.1.1	Seek opportunities to improve through various forms of evaluation.	Apply
	1.7.3	Formulate specific, measurable, relevant, and realistic learning goals.	1.7.3.1	Assess specific, measurable, relevant, and realistic learning goals for how effectively they support continous improvement.	Evaluate	1.7.3.1.1	Determine specific, measurable, and realistic professional development goals.	Evaluate
	1.7.4	Implement <u>strategies</u> to achieve learning goals.	1.7.4.1	Assess how strategy implementation promotes learning goal achievement.	Evaluate	1.7.4.1.1	Determine case specific appropriate strategies to promote learning goals.	Evaluate
	1.7.5	Integrate new knowledge and skills into practice.	1.7.5.1	Demonstrate a commitment to continuous learning and professional development.	Apply	1.7.5.1.1	Describe how integrating knowledge and skills into practice leads to continous improvement.	Understand
	1.7.6	Support improvements to existing systems and procedures.	1.7.6.1	Outline how licensees can support brokerage system evaluation and improvemens.	Analyse	1.7.6.1.1	Demonstrate how to support brokerage system improvement.	Apply
	1.7.7	Uphold regulatory requirement for continued education.	1.7.7.1	Assess real estate trends for professional practice and continuing education implications.	Evaluate	1.7.7.1.1	Outline factors that affect real estate trends.	Analyse
						1.7.7.1.2	Determine impact of real estate trends on real estate practice and licensee educational needs.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>1.8MANAGE TIME, PRIORITIES, AND WORK QUALITY</div> <div>Competency Weight: 2.5%</div>	1.8.1	Recognize challenges based on data and feedback.	1.8.1.1	Assess data and feedback for potential knowledge and skill areas for improvement.	Evaluate	1.8.1.1.1	Demonstrate personal growth in knowledge and skills.	Apply
	1.8.2	Apply requisite brokerage standards of performance.	1.8.2.1	Describe how brokerage models impact time management, priorities, and work quality.	Understand	1.8.2.1.1	Identify a brokerage's time management models.	Remember
						1.8.2.1.2	Describe some time management models that are in use.	Understand
	1.8.3	Seek opportunities to improve workflow.	1.8.3.1	Assess how workflow process impacts time management, priority setting, and work quality.	Evaluate	1.8.3.1.1	Describe brokerage processes that support communication, efficiency, and quality assurance.	Understand
						1.8.3.1.2	Describe time management techniques.	Understand
						1.8.3.1.3	Determine workplace software that supports efficiency.	Analyse
						1.8.3.1.4	Determine tasks that can be delegated.	Analyse
	1.8.4	Prepare for situations that are complex or prone to error.	1.8.4.1	Assess how preparation can assist with complex situations or situation prone to error.	Evaluate	1.8.4.1.1	Judge situations based on complexity, time requirements, and potential for error.	Evaluate
	1.8.5	Outline realistic goals.	1.8.5.1	Assess time management, priority assessment, and work quality goals, related needs, and resources.	Evaluate	1.8.5.1.1	Describe long term and short term goal setting methods.	Understand
						1.8.5.1.2	Outline the importance of realistic time management, priority assessment, and work quality goals.	Analyse
						1.8.5.1.3	Determine time management, priority assessment, and work quality goals.	Evaluate
	1.8.6	Focus on completing tasks that align with goals.	1.8.6.1	Assess situations for potential licensee distractions that interfere with goal achievement.	Evaluate	1.8.6.1.1	Outline strategies to stay focused on long term and short term goals.	Analyse
	1.8.7	Seek guidance and resources as required.	1.8.7.1	Assess situations, documents, and information for scope and competence required.	Evaluate	1.8.7.1.1	Determine if a situation is within a licensee's scope of practice and required competence.	Evaluate
						1.8.7.1.2	Determine the expertise required for specific situations, documents, or information.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

2. COMMUNICATION AND COLLABORATION	
2.1 <u>COMMUNICATE</u> EFFECTIVELY	3.4
2.2 ADVISE CLIENTS AS SELLERS OR BUYERS	8.2
2.3 USE COMMUNICATION AND INFORMATION TECHNOLOGY (IT)	4
2.4 ESTABLISH MEANINGFUL RELATIONSHIPS	3.4
2.5 DEMONSTRATE RESPECT FOR <u>DIVERSITY</u>	1.9



RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

COMPETENCY DOMAIN: 2. COMMUNICATION AND COLLABORATION

Domain Weight 20.9

COMPETENCY TITLE		PERFORMANCE CRITERIA		SUBJECT LEARNING OUTCOME	SUBJECT L.O. BLOOM'S LEVEL		SPECIFIC LEARNING OUTCOME	SPECIFIC L.O. BLOOM'S LEVEL
2.1 COMMUNICATE EFFECTIVELY  Competency Weight: 2.4%	2.1.1	Meet the regulatory English language proficiency requirements.	2.1.1.1	Check that English language proficiency requirements have been met.	Evaluate	2.1.1.1.1	Justify the need for English language proficiency requirements from a regulatory standpoint.	Evaluate
	2.1.2	Use <u>format, medium, and techniques</u> suited to purpose and audience.	2.1.2.1	Assess communication techniques.	Evaluate	2.1.2.1.1	Determine the best communication methods for diverse licensee practice situations.	Evaluate
	2.1.3	Consider how context affects meaning and messaging.	2.1.3.1	Determine which communication techniques and methods are best for diverse purposes.	Evaluate	2.1.3.1.1	Use appropriate communication techniques and methods for diverse situations.	Apply
	2.1.4	Use precise language and correct grammar.	2.1.4.1	Compare and contrast commonly used real estate terminology with the terms used in the associated legislation.	Evaluate	2.1.4.1.1	Outline strategies to promote the use and understanding of legislatively consistent language.	Analyse
						2.1.4.1.2	Outline strategies to ensure clear and precise communication.	Analyse
	2.1.5	Supply information that is timely, accurate, concise, and complete.	2.1.5.1	Outline practices and processes that ensure information is accurate, concise, and complete.	Evaluate	2.1.5.1.1	Determine appropriate practices and processes to ensure information is accurate, concise, and complete.	Evaluate
	2.1.6	Check <u>quality</u> of written text.	2.1.6.1	Create a communication quality assurance process.	Create	2.1.6.1.1	Check quality of written communication using a communication quality assurance process.	Evaluate
	2.1.7	Adjust <u>speech</u> according to intent of message.	2.1.7.1	Assess speech requirements based on the intended audience and content.	Evaluate	2.1.7.1.1	Explain how an intended audience determines language requirements.	Understand
						2.1.7.1.2	Determine appropriate communication styles for diverse audiences.	Evaluate
						2.1.7.1.3	Justify communication logic when dealing with complaints or adversarial situations.	Evaluate
	2.1.8	Check for understanding.	2.1.8.1	Assess active listening principles.	Evaluate	2.1.8.1.1	Outline active listening techniques.	Analyse
						2.1.8.1.2	Determine how to use active listening techniques.	Evaluate
	2.1.9	Repair <u>communication breakdowns</u> .	2.1.9.1	Outline the principles commonly used to repair communication breakdowns.	Analyse	2.1.9.1.1	Describe common reactions that individuals can have to conflicts and disputes.	Remember
						2.1.9.1.2	Describe the most common reasons why communication breaks down.	Understand
						2.1.9.1.3	Outline communication techniques that may be used in confrontations or <u>communication breakdowns</u> .	Analyse
						2.1.9.1.4	Outline actions that potentially deter dispute resolution between real estate professionals and/or consumers.	Analyse
						2.1.9.1.5	Outline communication strategies and skills that prevent conflicts and disputes.	Analyse
	2.1.10	Work with interpreters as needed.	2.1.10.1	Assess circumstances that may require the use of an interpreter.	Evaluate	2.1.10.1.1	Determine situations that require an interpreter.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>2.2 ADVISE CLIENTS AS SELLERS OR BUYERS</div> <div>Competency Weight: 82%</div>	2.2.1	Identify products or services that correspond to client profiles.	2.2.1.1	Assess products and services for clients.	Evaluate	2.2.1.1.1	Outline best practices for licensees to assess products and services.	Analyse
						2.2.1.1.2	Outline best practices for licensees to establish client profiles.	Analyse
						2.2.1.1.3	Determine the best products and services for clients based on diverse profiles.	Evaluate
	2.2.2	Understand and adhere to real estate transaction proceses, protocols, and practices.	2.2.2.1	Assess real estate transaction processes, protocols, and practices for licensee requirements and best practice.	Evaluate	2.2.2.1.1	Describe real estate transaction processes, protocols, and practices to clients as needed.	Understand
						2.2.2.1.2	Determine the relevance of real estate transaction processes, protocols, and practices in diverse situations.	Evaluate
	2.2.3	Determine client's goals and issues that may impact the success of the transation.	2.2.3.1	Assess clients and situations for issues that may jeopardize a transaction.	Evaluate	2.2.3.1.1	Determine client goals that may jeopardize a transaction.	Evaluate
						2.2.3.1.2	Determine client issues and situations that may jeopardize a transaction.	Evaluate
	2.2.4	Understand client’s budget and available financing including mortgage qualifications according to scope of practice.	2.2.4.1	Assess client needs, wants, budget, and financing within the applicable market.	Evaluate	2.2.4.1.1	Determine client budget, available financing, needs and wants.	Evaluate
			2.2.4.2	Assess how financing impacts the purchase and sale process.	Evaluate	2.2.4.2.1	List the purpose for mortgage financing.	Remember
						2.2.4.2.2	List the different types of mortgages available.	Remember
						2.2.4.2.3	Describe the rights and obligations of the parties to a mortgage agreement.	Remember
						2.2.4.2.4	Describe how mortgage features impact sellers in the sale process.	Remember
							Describe the key determinants of mortgage affordability for buyers.	Remember
						2.2.4.2.5	Describe the due diligence buyer and seller representatives must provide their clients respecting purchase/sale contracts that involve mortgage assumption.	Remember
						2.2.4.2.6	Describe the priority of mortgages and how it is established.	Remember
						2.2.4.2.7	List the main sources of government funding for agricultural operations.	Remember
						2.2.4.2.8	Recognize the market dynamics affecting mortgages.	Understand
						2.2.4.2.9	Summarize the affordability guidelines used to qualify a borrower.	Understand
						2.2.4.2.10	Define common developments that have affected mortgage financing in Canada.	Understand
						2.2.4.2.11	Outline the relationship between mortgages and real estate.	Analyse
						2.2.4.2.12	Compare and contrast the advantages and disadvantages of the different types of mortgages for buyers.	Analyse
						2.2.4.2.13	Differentiate a conventional mortgage from a high ratio mortgage.	Analyse
						2.2.4.2.14	Outline the key elements of a credit analysis.	Analyse



RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

ADVISE CLIENTS AS SELLERS OR BUYERS  Competency Weight: 82% (continued)						2.2.4.2.15	Outline the potential consequences of failing to include a financing condition or waiving a financing condition prematurely in an offer to purchase real estate.	Analyse
						2.2.4.2.16	Outline the due diligence expected of real estate professionals regarding financing conditions in offers to purchase real estate.	Analyse
						2.2.4.2.17	Determine the different mortgage transactions that are registered against the title of a property.	Evaluate
						2.2.4.2.18	Justify the need to include a financing condition in a real estate purchase contract.	Evaluate
						2.2.4.2.19	Determine if additional information or clarification is required and how to obtain it.	Evaluate
						2.2.4.2.20	Summarize the foreclosure process.	Understand
	2.2.5	Refer to mortgage advisors as needed.	2.2.5.1	Assess client representation for limitations on scope that require a mortgage advisor.	Evaluate	2.2.5.1.1	Define key concepts related to mortgages.	Remember
						2.2.5.1.2	Outline the consumer benefits of working with mortgage brokerage professionals.	Analyse
						2.2.5.1.3	Outline the services provided by mortgage brokerage professionals.	Analyse
						2.2.5.1.4	Determine when to refer to a mortgage advisor.	Evaluate
						2.2.5.1.5	Determine activities that are considered to be "dealing in mortgages".	Evaluate
	2.2.6	Explain all advantages and disadvantages.	2.2.6.1	Assess research to generate a complete picture for clients.	Evaluate	2.2.6.1.1	Educate the client regarding required documentation.	Apply
						2.2.6.1.2	Determine research goals.	Evaluate
						2.2.6.1.3	Determine how to present findings, including gap analysis, to the client.	Evaluate
						2.2.6.1.4	Explain facts, information, and options to the client to facilitate decision making.	Evaluate
	2.2.7	Represent clients during negotiations and all interactions with other parties.	2.2.7.1	Assess situations for client representation requirements.	Evaluate	2.2.7.1.1	Determine appropriate actions and documents to represent clients during negotiations and interactions with other parties.	Evaluate
	2.2.8	Clarify terms and conditions.	2.2.8.1	Assess documents and communication for terms that may require clarification.	Analyse	2.2.8.1.1	Check that the client understands all relevant terms and conditions.	Evaluate
	2.2.9	Prioritize and promptly address client concerns.	2.2.9.1	Assess client concerns for urgency and potential resolution.	Evaluate	2.2.9.1.1	Determine how to uncover client concerns.	Evaluate
						2.2.9.1.2	Prioritize diverse client concerns based on context.	Evaluate
						2.2.9.1.3	Determine the best option for addressing client concerns in diverse contexts.	Evaluate
			2.2.9.2	Demonstrate professionalism.	Apply	2.2.9.2.1	Address client concerns objectively and courteously.	Apply
						2.2.9.2.2	Respond professionally in diverse real estate contexts.	Apply

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>ADVISE CLIENTS AS SELLERS OR BUYERS</div> <div>Competency Weight: 82% (continued)</div>	2.2.10	Inform client of progress, changes, and problems that affect them.	2.2.10.1	Assess issues and information for client impact.	Evaluate	2.2.10.1.1	Outline strategies to manage client expectations.	Analyse
						2.2.10.1.2	Determine the potential consequences of failing to keep clients informed of progress, changes, and issues/problems.	Analyse
						2.2.10.1.3	Outline the collateral benefits of keeping clients informed of progress, changes, and issues/problems.	Analyse
						2.2.10.1.4	Determine if and how issues and information may impact a client.	Evaluate
						2.2.10.1.5	Appraise strategies and expectations.	Evaluate
	2.2.11	Document conversations, actions, and advice.	2.2.11.1	Assess individual practice, conversations, actions, and advice for documentation best practices and requirements.	Evaluate	2.2.11.1.1	Outline the essential components of maintaing proper documentation.	Analyse
						2.2.11.1.2	Outline the legislative and regulatory documentation and record keeping requirements that apply to licensees.	Analyse
						2.2.11.1.3	Compare and contrast documentation best practices and requirements applicable to individual practice, conversations, actions, and advice.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>2.3</div> <div>USE COMMUNICATION AND INFORMATION TECHNOLOGY (IT)</div> <div>Competency Weight: 4%</div>	2.3.1	Select communication technology suited to task.	2.3.1.1	Assess available communication methods and context suitability.	Evaluate	2.3.1.1.1	Determine which communication technology is best suited to a task and audience.	Evaluate
						2.3.1.1.2	Determine the appropriate processes, procedures, components, resources, and preparation required for different types of communication.	Evaluate
	2.3.2	Customize communications with specific technology.	2.3.2.1	Assess available communication technology based on the brokerage, legislation, context, and intended audience.	Evaluate	2.3.2.1.1	Use appropriate brokerage software and resources.	Apply
	2.3.3	Use communication technology for online research.	2.3.3.1	Assess the appropriateness of using communication technology for online research.	Evaluate	2.3.3.1.1	Determine when and how to use communication technology for online research.	Evaluate
	2.3.4	Distribute relevant <u>online content</u> in compliance with <u>standards and requirements</u> .	2.3.4.1	Assess online content for standards and regulatory compliance.	Evaluate	2.3.4.1.1	Follow brokerage direction for online content.	Apply
						2.3.4.1.2	Determine how to distribute online content in compliance with applicable standards and requirements.	Analyse
	2.3.5	Ensure all communications are clearly represented and truthful.	2.3.5.1	Assess clarity and veracity of communications.	Evaluate	2.3.5.1.1	Determine communication best practices for clarity and veracity.	Evaluate
			2.3.5.2	Assess how the digital enviroment impacts professionalism.	Evaluate	2.3.5.2.1	Outline digital environment practices that may lead to unprofessionalism.	Analyse
						2.3.5.2.2	Outline practices, policies, and procedures that licensees should employ to ensure they act professionally in a digital environment.	Analyse
	2.3.6	Stay up to date with relative changes to technology.	2.3.6.1	Assess technological changes for relevance to licensee practice.	Evaluate	2.3.6.1.1	Determine best practices to stay current with practice related technology.	Evaluate
	2.3.7	Understand basic information technology <u>IT infrastructure</u> .	2.3.7.1	Assess the role of IT infrastructure in real estate.	Evaluate	2.3.7.1.1	Describe basic <u>IT infrastructure</u> related to real estate.	Understand
	2.3.8	Use general office <u>productivity and collaboration applications</u> effectively.	2.3.8.1	Explain the effect of general office productivity and collaboration applications on improved communications and increased productivity.	Analyse	2.3.8.1.1	Outline general office <u>productivity and collaboration applications</u> used by brokerages.	Analyse
	2.3.9	Leverage property databases, sites, and applications for sales activities.	2.3.9.1	Assess potential uses of property databases, sites, and applications for sales activiites.	Evaluate	2.3.9.1.1	Determine how to leverage property databases, sites, and applications for sales activities.	Evaluate
	2.3.10	Comply with brokerage, regulatory, and legal requirements regarding privacy, anti-spam, data security, and personal use.	2.3.10.1	Assess practice for privacy, anti-spam, data security, and personal use related brokerage, regulatory, and legal compliance.	Evaluate	2.3.10.1.1	Determine how to comply with brokerage privacy, anti-spam, data security, and personal use requirements.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

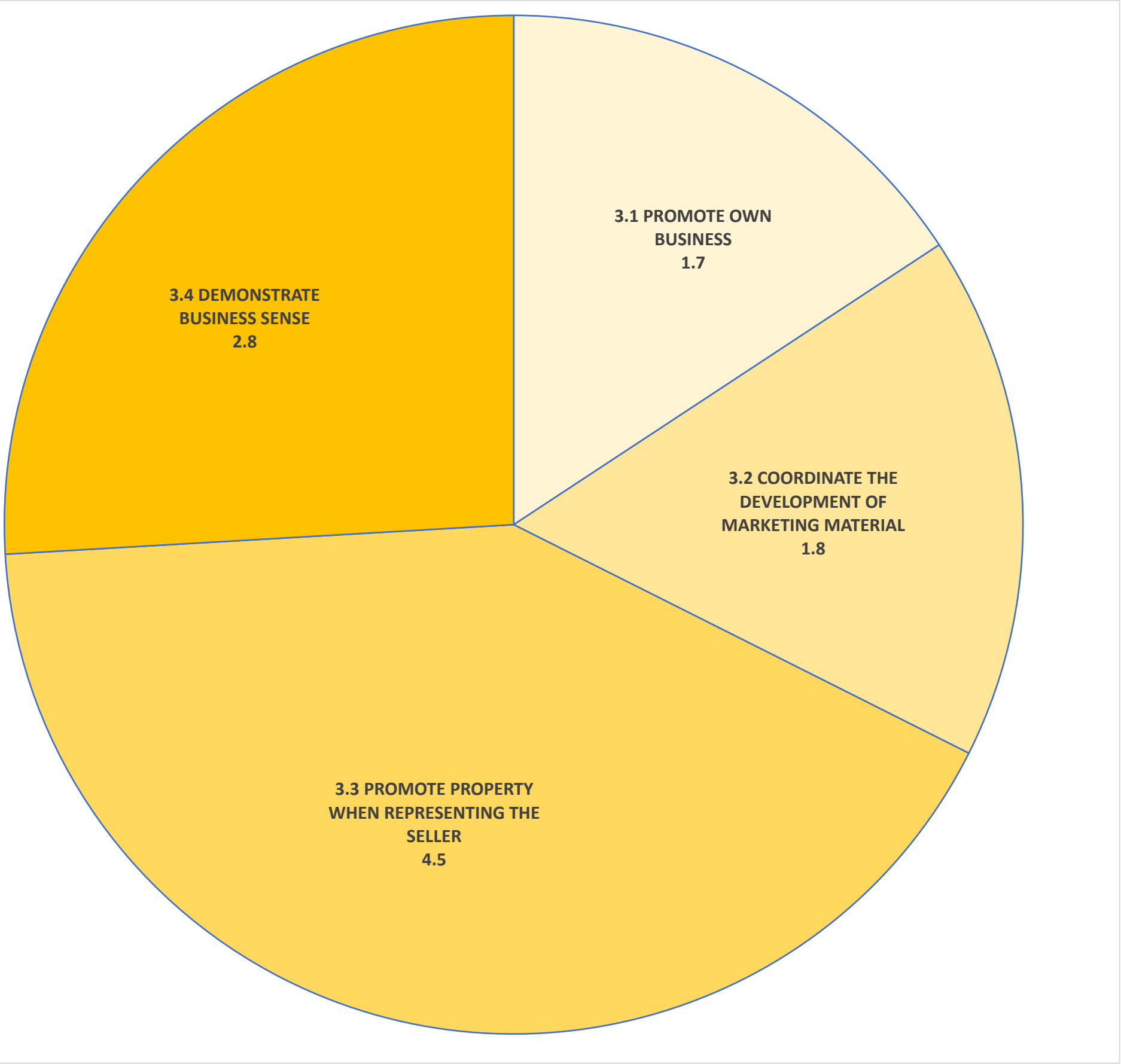
2.4	ESTABLISH MEANINGFUL RELATIONSHIPS	2.4.1	Cultivate strategic <u>working relationships</u> with <u>other people</u> .	2.4.1.1	Assess the best strategies for diverse <u>working relationships</u> .	Evaluate	2.4.1.1.1	Choose strategies that cultivate respectful working relationships.	Apply
		2.4.2	Collaborate with other salespersons and broker.	2.4.2.1	Assess situations for need and opportunity to collaborate with other licensees and broker.	Evaluate	2.4.2.1.1	Determine when collaborations are necessary and/or beneficial.	Evaluate
		2.4.3	Engage others through <u>reasoning and interpersonal skills</u> .	2.4.3.1	Assess how to engage others through reasoning and interpersonal skills in diverse situations.	Evaluate	2.4.3.1.1	Describe how to engage others by reasoning and using interpersonal skills in diverse situations.	Understand
		2.4.4	Show empathy toward the <u>perspectives</u> of others.	2.4.4.1	Assess how showing empathy toward the others' perspectives promotes constructive relationships and the improved concern resolutions.	Evaluate	2.4.4.1.1	Describe how empathy assist clients during stressful circumstances that give rise to the purchase or sale of the home (divorce, relocation, etc.).	Remember
							2.4.4.1.2	Describe how to demonstrate empathy towards the perspective of others.	Understand
							2.4.4.1.3	Determine how to best demonstrate empathy in diverse contexts.	Evaluate
		2.4.5	<u>Manage</u> conflict effectively.	2.4.5.1	Assess conflict resolution strategies in a real estate context.	Evaluate	2.4.5.1.1	Outline common potential real estate conflicts.	Analyse
							2.4.5.1.2	Outline conflict resolution processes licensees may employ.	Analyse
							2.4.5.1.3	Outline conflict avoidance and conflict resolution processes available to real estate associates during meetings.	Analyse
							2.4.5.1.4	Outline conflict prevention techniques or processes available to licensees when dealing with clients or other associates.	Analyse
							2.4.5.1.5	Outline the benefits of brokers using the VBRP to deal with disputes.	Analyse
							2.4.5.1.6	Explain how multiple offers impact conflict resolution options.	Analyse
		2.4.6	Request and provide constructive feedback.	2.4.6.1	Determine how constructive feedback requests and provision may foster meaningful relationships.	Analyse	2.4.6.1.1	Outline the strategies licensees may use to request and provide constructive feedback.	Analyse
		2.4.7	Maintain a third-party network to assist client referrals to third parties.	2.4.7.1	Assess the role of licensees as liaisons between the client and other parties.	Evaluate	2.4.7.1.1	Outline the various activities licensees are expected to perform when liasing between the client and other parties.	Analyse

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>2.5</div> <div>DEMONSTRATE RESPECT FOR DIVERSITY</div> <div>Competency Weight: 1.9%</div>	2.5.1	Challenge assumptions about self or others.	2.5.1.1	Determine how licensees can challenge their assumptions to demonstrate respect for diversity.	Evaluate	2.5.1.1.1	Critique your own assumptions about self or others.	Evaluate
	2.5.2	Learn about the ideas and opinions of others.	2.5.2.1	Outline how learning about others' ideas and opinions fosters respect for diversity.	Analyse	2.5.2.1.1	Outline strategies to learn about others' opinions and ideas.	Analyse
						2.5.2.1.2	Compare and contrast diverse ideas and opinions.	Evaluate
	2.5.3	Exhibit <u>inclusive behaviour</u> .	2.5.3.1	Assess how licensees can exhibit inclusive behaviour in diverse contexts.	Evaluate	2.5.3.1.1	Recognize systems and behaviours that make others feel excluded.	Remember
						2.5.3.1.2	Determine how to communicate and behave inclusively.	Evaluate
	2.5.4	Use vocabulary that is respectful and inclusive of others.	2.5.4.1	Assess how vocabulary and communications can be made inclusive.	Evaluate	2.5.4.1.1	Choose inclusive language	Apply
						2.5.4.1.2	Demonstrate respectful and inclusive choices in diverse real estate contexts.	Apply
	2.5.5	Recognize systems and behaviours that exclude others.	2.5.5.1	Assess how systems and behaviours may exclude others.	Evaluate	2.5.5.1.1	Outline strategies and processes to proactively address systems and beaviours that may exclude others.	Analyse
	2.5.6	Meet legal requirements regarding diversity, equity, harassment and <u>discrimination</u> .	2.5.6.1	Assess situations for diversity, equity, harassment, and discrimination related legal requirements.	Evaluate	2.5.6.1.1	Outline potential consequences of failing to comply with diversity, equity, harassment, and discrimination legal requirements.	Analyse
						2.5.6.1.2	Outline the impact of failing to comply with diversity, equity, harassment, and discrimination legal requirements on property values.	Analyse
						2.5.6.1.3	Determine how to conduct business in accordance with diversity, equity, harassment, and discrimination legal requirement compliance.	Evaluate
						2.5.6.1.4	Determine how to act in keeping with diversity, equity, harassment, and discrimination legal requirements.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

3. PROSPECTING AND MARKETING	
3.1 PROMOTE OWN BUSINESS	1.7
3.2 COORDINATE THE DEVELOPMENT OF MARKETING MATERIAL	1.8
3.3 PROMOTE PROPERTY WHEN REPRESENTING THE SELLER	4.5
3.4 DEMONSTRATE BUSINESS SENSE	2.8



RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

COMPETENCY DOMAIN: 3. PROSPECTING AND MARKETING

Domain Weight 10.8

COMPETENCY TITLE		PERFORMANCE CRITERIA		SUBJECT LEARNING OUTCOME	SUBJECT L.O. BLOOM'S LEVEL		SPECIFIC LEARNING OUTCOME	SPECIFIC L.O. BLOOM'S LEVEL
3.1 PROMOTE OWN BUSINESS  Competency Weight: 1.7%	3.1.1	Develop a marketing plan that includes objectives, action items, and success indicators.	3.1.1.1	Assess individual licensee marketing plan needs, objectives, and resources.	Evaluate	3.1.1.1.1	Determine how to develop a marketing plan that includes objectives, action items, and success indicators.	Evaluate
	3.1.2	Engage in targeted promotional activities that comply with legal and ethical requirements, brand standards, and budgets.	3.1.2.1	Assess promotional activities for legal compliance, ethical requirements, brand standards, and budget requirements.	Evaluate	3.1.2.1.1	Determine best practices for engaging in targeted promotional activities.	Evaluate
	3.1.3	Generate and follow up with leads or prospects.	3.1.3.1	Outline processes and best practices to generate and follow up with leads or prospects.	Analyse	3.1.3.1.1	Compare and contrast processes and best practices to generate leads or prospects in diverse contexts.	Evaluate
						3.1.3.1.2	Compare and contrast processes and best practices to follow up with leads or prospects in diverse contexts.	Evaluate
	3.1.4	Evaluate the effectiveness of promotional efforts.	3.1.4.1	Assess practices, tools, and techniques for evaluating promotional effectiveness.	Evaluate	3.1.4.1.1	Determine the best practices, tools, and techniques to evaluate promotional effectiveness in diverse contexts.	Evaluate
3.2 COORDINATE THE DEVELOPMENT OF MARKETING MATERIAL  Competency Weight: 1.8%	3.2.1	Select key marketing messages.	3.2.1.1	Justify key marketing message choices.	Evaluate	3.2.1.1.1	Explain target marketing.	Understand
						3.2.1.1.2	Determine key marketing messages.	Evaluate
	3.2.2	Act with due care, providing accurate information considered sufficient, meaningful, and clear to the ordinary person.	3.2.2.1	Assess practice and marketing material for accuracy, meaning, clarity, and thoroughness.	Evaluate	3.2.2.1.1	Determine how to ensure marketing materials demonstrate due care, accuracy, clarity, and thoroughness.	Evaluate
	3.2.3	Select material types and designs, including visual and graphic elements.	3.2.3.1	Assess marketing materials, design, and graphic elements.	Evaluate	3.2.3.1.1	Justify marketing material, design, and graphic element choices.	Evaluate
	3.2.4	Develop specific marketing materials or outsource as appropriate.	3.2.4.1	Assess marketing skills and marketing needs.	Evaluate	3.2.4.1.1	Determine marketing materials and contexts that require outsourcing.	Evaluate
	3.2.5	Verify that marketing materials comply with prescribed rules and accepted conventions.	3.2.5.1	Assess marketing materials for regulatory compliance and convention adherence.	Evaluate	3.2.5.1.1	Judge if marketing materials meet regulatory compliance and adhere to conventions.	Evaluate



RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

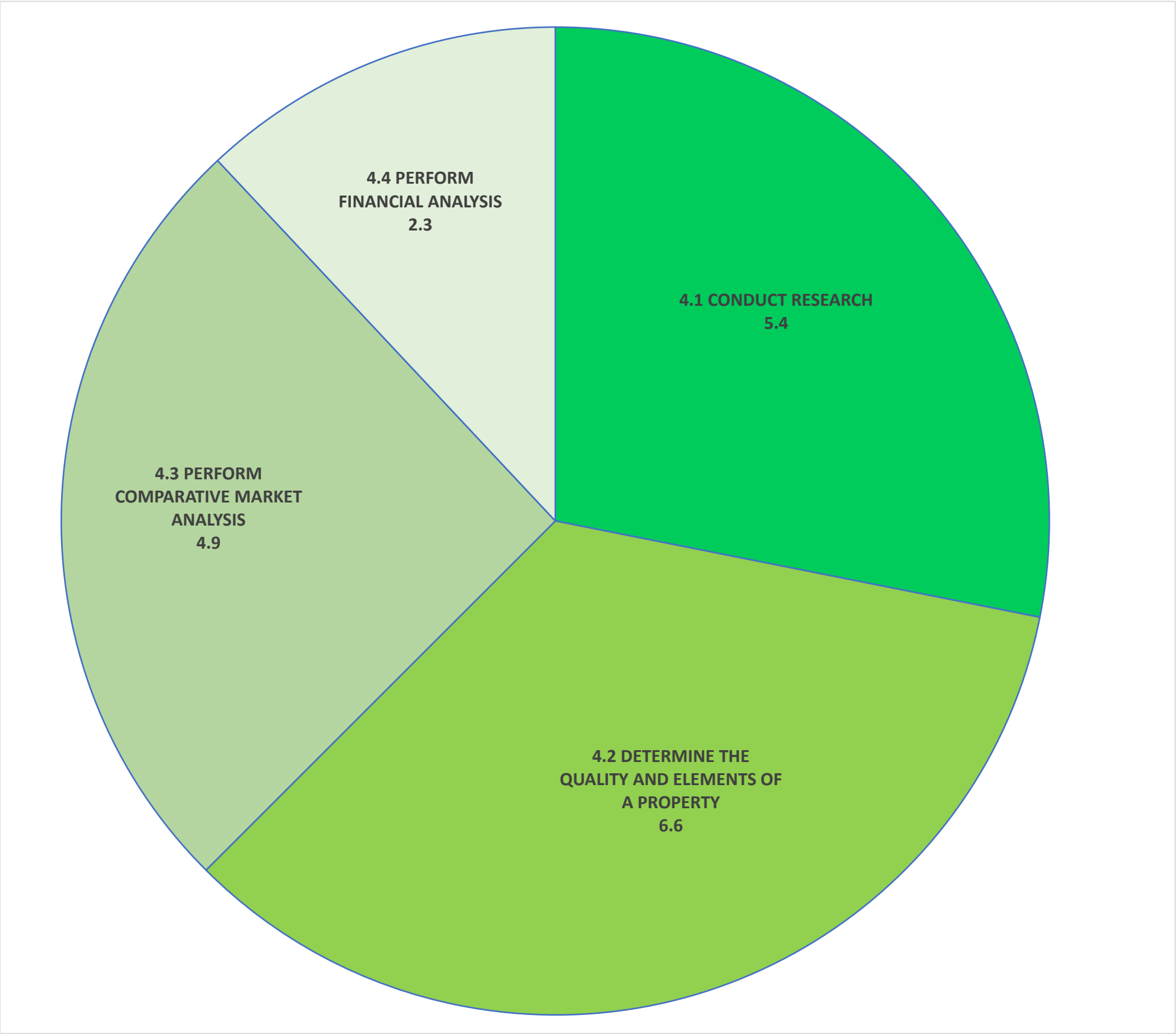
<div>3.3</div> <div>PROMOTE PROPERTY WHEN REPRESENTING THE SELLER</div> <div>Competency Weight: 4.5%</div>	3.3.1	Gather information on property.	3.3.1.1	Determine how to gather property information.	Evaluate	3.3.1.1.1	Outline how to gather property information.	Analyse
						3.3.1.1.2	Outline potential and common property information inconsistency or reliability issues.	Analyse
						3.3.1.1.3	Determine where to find specific property information.	Evaluate
						3.3.1.1.4	Determine how to resolve potential and common property information inconsistency or reliabiltiy issues.	Evaluate
	3.3.2	Document market and personal sales data in preparing listing presentations.	3.3.2.1	Assess listing, market, and personal data documentation best practices.	Evaluate	3.3.2.1.1	Determine listing, market, and personal data documentation requirements and practices.	Evaluate
	3.3.3	Promote the features of the selling client's property.	3.3.3.1	Assess property and client specific techniques, tools, and strategies to promote a seller's property.	Evaluate	3.3.3.1.1	Justify property and client specific techniques, tools, and strategies to promote a seller's property.	Evaluate
	3.3.4	Use <u>everyone</u> 's time effectively.	3.3.4.1	Assess tasks, goals, priorities, and party requirements for effective time management.	Evaluate	3.3.4.1.1	Determine how to best manage time respecting all parties.	Evaluate
	3.3.5	Make marketing materials available.	3.3.5.1	Assess marketing materials dissemination options.	Evaluate	3.3.5.1.1	Justify context specific marketing material dissemination choices.	Evaluate
	3.3.6	Follow the selling client's directions and applicable protocols for showings.	3.3.6.1	Determine selling client's showing directions and protocols.	Evaluate	3.3.6.1.1	Outline techniques and processes licensees may use to determine, clarify, and confirm a selling client's showing directions and protocols.	Analyse
						3.3.6.1.2	Check your understanding/interpretation of a selling client's showing directions and protocols.	Evaluate
	3.3.7	Address potential and actual buyer questions.	3.3.7.1	Assess each property for likely buyer questions.	Evaluate	3.3.7.1.1	Answer buyer questions as discussed with the seller	Apply
						3.3.7.1.2	Outline how to proactively prepare for potential and likely buyer questions with the seller.	Analyse
						3.3.7.1.3	Determine likely buyer questions.	Evaluate
	3.3.8	Offer information on defects, flaws and drawbacks to selling client.	3.3.8.1	Assess research required to adequately inform selling clients regarding defects, flaws, and drawbacks.	Evaluate	3.3.8.1.1	Present selling clients with accurate information and alternatives related to defects, flaws, and drawbacks.	Apply
						3.3.8.1.2	Recommend to seller professionals who can provide seller with advice on extent of defects and flaws.	Apply

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<b>3.4 DEMONSTRATE BUSINESS SENSE</b>  Competency Weight: 2.8%	3.4.1	Seek opportunities to maintain and increase value for clients or prospects.	3.4.1.1	Assess opportunities to maintain and increase value for clients and prospects.	Evaluate	3.4.1.1.1	Determine how to maintain and increase value for clients and prospects.	Evaluate
	3.4.2	Use <u>business analysis frameworks</u> .	3.4.2.1	Outline how to use business analysis frameworks.	Evaluate	3.4.2.1.1	Demonstrate ability to use business analysis frameworks.	Apply
	3.4.3	Pursue areas of competitive advantage.	3.4.3.1	Determine potential areas of competitive advantage.	Evaluate	3.4.3.1.1	Outline how to determine areas of competitive advantage.	Analyse
						3.4.3.1.2	Determine how to pursue potential areas of competitive advantage based on context.	Evaluate
	3.4.4	Build a <u>network of qualified professionals</u> .	3.4.4.1	Assess your professional network goals, resources, and challenges.	Evaluate	3.4.4.1.1	Outline how to build a network of qualified professionals.	Analyse
						3.4.4.1.2	Determine your professional network goals, resources, and challenges.	Evaluate
	3.4.5	Build a real estate business that is sustainable.	3.4.5.1	Determine how to build a sustainable business.	Evaluate	3.4.5.1.1	Justify decisions that contribute to building a sustainable business.	Evaluate
	3.4.6	Resolve issues facing the licensee's business.	3.4.6.1	Assess business issues for resolution options.	Evaluate	3.4.6.1.1	Determine how to best resolve business issues.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

4. RESEARCH AND ANALYSIS	
4.1 CONDUCT RESEARCH	5.4
4.2 DETERMINE THE QUALITY AND ELEMENTS OF A PROPERTY	6.6
4.3 PERFORM COMPARATIVE MARKET ANALYSIS	4.9
4.4 PERFORM FINANCIAL ANALYSIS	2.3



RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

COMPETENCY DOMAIN: 4. RESEARCH AND ANALYSIS

Domain Weight 19.2

COMPETENCY TITLE		PERFORMANCE CRITERIA		SUBJECT LEARNING OUTCOME	SUBJECT L.O. BLOOM'S LEVEL		SPECIFIC LEARNING OUTCOME	SPECIFIC L.O. BLOOM'S LEVEL
4.1 CONDUCT RESEARCH  Competency Weight: 5.4%	4.1.1	Respect the <u>private and confidential</u> nature of the research.	4.1.1.1	Assess privacy and confidentiality requirements and best practices related to the research process.	Evaluate	4.1.1.1.1	Determine how to respect privacy and confidentiality within the research process.	Evaluate
	4.1.2	Outline research outcomes.	4.1.2.1	Assess research needs.	Evaluate	4.1.2.1.1	Determine research needs and desired outcomes.	Evaluate
	4.1.3	Indicate essential areas of expertise required.	4.1.3.1	Assess essential areas of expertise.	Evaluate	4.1.3.1.1	Determine essential areas of expertise.	Evaluate
	4.1.4	Distinguish between attributes and drawbacks of properties used for the analysis.	4.1.4.1	Assess property attributes to be included in the analysis.	Evaluate	4.1.4.1.1	Identify features that define green real estate and discuss their benefits and disadvantages.	Remember
						4.1.4.1.2	Identify features that define green real estate and discuss their benefits and disadvantages.	Remember
						4.1.4.1.3	Describe energy conservation components and their advantages and disadvantages.	Remember
						4.1.4.1.4	Describe the well performance tests real estate professionals should discuss with clients.	Remember
						4.1.4.1.5	Describe licensee due diligence respecting rural sewage system when representing buyer or sellers.	Remember
						4.1.4.1.6	List agricultural operations seller-client representation water-related due diligence activities.	Remember
						4.1.4.1.7	List agricultural operations buyer-client representation water-related due diligence activities.	Remember
						4.1.4.1.8	Recognize signs of septic system failure.	Remember
						4.1.4.1.9	Describe the general due diligence requirements for licensees when representing rural property sellers.	Remember
						4.1.4.1.10	Describe the general due diligence requirements for licensees when representing buyers intending to purchase a rural property.	Remember
						4.1.4.1.11	Identify the property attributes that licensees should discuss with sellers and buyers.	Remember
						4.1.4.1.12	Describe the most common types of foundations that are found in rural properties and how these can impact sales/purchases.	Remember
						4.1.4.1.13	List the different materials that are used to build foundations for rural properties, how these might be recognized, and how these can impact the sale/purchase of properties.	Remember
						4.1.4.1.14	Describe the function of exterior walls and the types of exterior wall finishes and how these can impact the sale/purchase of properties.	Remember
						4.1.4.1.15	Describe common types of roofing materials and how these can impact the sale/purchase of properties.	Remember

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>CONDUCT RESEARCH</div> <div>Competency Weight: 5.4%</div> <div>(continued)</div>						4.1.4.1.16	Recognize the types of low-slope roofs and steep-slope roofs and how these can impact the sale/purchase of properties.	Remember
						4.1.4.1.17	Identify the components of a building roof drainage system.	Remember
						4.1.4.1.18	Identify the types of ceiling finishes that may be visible in a rural residence and how these can impact the sale/purchase of properties.	Remember
						4.1.4.1.19	Recognize the components of a greened property and the various services or programs.	Understand
						4.1.4.1.20	Explain how a septic tank works in a rural sewage system.	Understand
						4.1.4.1.21	Explain how a septic tank works.	Understand
						4.1.4.1.22	Explain the key concepts that shape rural construction and how these can impact the sale/purchase of properties.	Understand
						4.1.4.1.23	Describe the most common construction methods used for rural properties and how these can impact the sale/purchase of properties.	Understand
						4.1.4.1.24	Describe common types of window styles and feature windows and how these can impact the sale/purchase of properties.	Understand
						4.1.4.1.25	Describe the types of exterior doors that are part of the building envelope.	Understand
						4.1.4.1.26	Describe the four service systems that are part of a rural residential property.	Understand
						4.1.4.1.27	Describe the components of a rural residential HVAC system.	Understand
						4.1.4.1.28	Explain interior wall functions and finishes.	Understand
						4.1.4.1.29	Describe the different types of flooring that may be used in rural residential properties.	Understand
						4.1.4.1.30	Explain the potential impact of flooring types on the sale/purchase of a rural residential property.	Understand
						4.1.4.1.31	Recognize the more common fireplace styles in rural residential properties.	Understand
						4.1.4.1.32	Outline the unique aspects of the rural real estate sector within real estate.	Analyse
						4.1.4.1.33	Explain why licensees need to know their property attributes when representing clients.	Analyse
						4.1.4.1.34	Explain the considerations that affect rural residential living.	Analyse
						4.1.4.1.35	Outline water-related issues and concerns that may affect rural properties.	Analyse
						4.1.4.1.36	Outline potential physical water contaminants.	Analyse
						4.1.4.1.37	Outline potential chemical water water contaminants.	Analyse
						4.1.4.1.38	Outline potential microbiological water contaminants.	Analyse
						4.1.4.1.39	Outline potential agricultural water contaminants.	Analyse
						4.1.4.1.40	Explain water quality test parameters used for private water systems.	Analyse
						4.1.4.1.41	Compare and contrast water treatment devices that may be used in a private water system.	Analyse
						4.1.4.1.42	Compare and contrast septic disposal options.	Analyse

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

CONDUCT RESEARCH  Competency Weight: 5.4% (continued)						4.1.4.1.43	Explain the impact of septic system maintenance on a property.	Analyse
						4.1.4.1.44	Differentiate between load-bearing and non-load bearing walls.	Analyse
						4.1.4.1.45	Outline the potential impact of the four rural residential service systems on the sale/purchase of a property.	Analyse
						4.1.4.1.46	Outline the potential impact of a rural residential HVAC system (and its components) on the sale/purchase of a property.	Analyse
						4.1.4.1.47	Outline the potential impact of interior walls and interior wall finishes on the sale/purchase of a property.	Analyse
						4.1.4.1.48	Determine the impact of property attributes on the analysis.	Evaluate
						4.1.4.1.49	Summarize the various water treatment devices that may be included in a real estate transaction.	Evaluate
						4.1.4.1.50	Determine potential real estate transaction concerns related to wells in pits, abandoned wells, oil and gas wells, and pipelines.	Evaluate
						4.1.4.1.51	Determine which materials may enter a septic system.	Evaluate
						4.1.4.1.52	Determine septic related information that may be benefit to a transaction.	Evaluate
			4.1.4.2	Propose the due diligence requirements associated with rural property measurement.	Create	4.1.4.2.1	Describe the factors that led RECA to develop and implement the Residential Measurement Standard.	Remember
						4.1.4.2.2	Describe what is the Residential Measurement Standard.	Remember
						4.1.4.2.3	Describe how the principles and information that licensees must share with buyers and sellers relating to the Residential Measurement Standard.	Remember
						4.1.4.2.4	Describe the implications of grade on the calculation of the area of a rural residential property.	Remember
						4.1.4.2.5	Describe the options available to deal with unusual rural residential properties.	Remember
						4.1.4.2.6	Describe the two measurement methodologies used to measure rural residential properties in accordance with the Residential Measurement Standard.	Remember
						4.1.4.2.7	Describe when the two measurement methodologies should be applied.	Remember
						4.1.4.2.8	Describe the Residential Measurement Standard Principles real estate professionals must follow when calculating the area of a rural residential property using the Residential Measurement Standard.	Remember
						4.1.4.2.9	Describe the requirements real estate licensees have when communicating property measurements to consumers and other licensees.	Remember
						4.1.4.2.10	Describe how RECA deals with breaches associated with the application of the Residential Measurement Standard.	Remember

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

CONDUCT RESEARCH  Competency Weight: 5.4% (continued)						4.1.4.2.11	Identify the elements that are present when a Residential Measurement Standard civil proceeding is commenced.	Remember
						4.1.4.2.12	List the components that are needed for the courts to prove negligent misrepresentation relating to a properties size.	Remember
						4.1.4.2.13	Explain the correlation between property size and asking/selling price.	Understand
						4.1.4.2.14	Explain the due diligence activities when hiring a property measurement service.	Understand
						4.1.4.2.15	Calculate the area of any style of residential properties in accordance with the Residential Measurement Standard.	Analyse
						4.1.4.2.16	Summarize the steps that help reduce the risks associated with application of the Residential Measurement Standard and civil proceedings.	Create
	4.1.5	Obtain information required to generate a complete picture.	4.1.5.1	Assess rural real estate information to generate a complete picture.	Evaluate	4.1.5.1.1	Distinguish between climate and weather.	Understand
						4.1.5.1.2	Summarize the five master horizons of soil.	Understand
						4.1.5.1.3	Summarize soil rating systems in Alberta.	Understand
						4.1.5.1.4	Outline diverse ways to obtain required information.	Analyse
						4.1.5.1.5	Outline how climate may impact the rural real estate industry.	Analyse
						4.1.5.1.6	Outline how weather may impact the rural real estate industry.	Analyse
						4.1.5.1.7	Outline soil components that may impact rural real estate.	Analyse
						4.1.5.1.8	Outline the impact of soil degradation on a rural real estate transaction.	Analyse
						4.1.5.1.9	Determine the impact of a soil profile on a prospective rural real estate trade.	Evaluate
	4.1.6	Use relevant <u>software</u> , integrated with other data.	4.1.6.1	Assess software use and integration.	Evaluate	4.1.6.1.1	Distinguish the appropriate software for diverse uses.	Understand
	4.1.7	Use research methods to gather, verify, and analyse information.	4.1.7.1	Assess research methodology.	Evaluate	4.1.7.1.1	Demonstrate using sound research methodology.	Apply
						4.1.7.1.2	Outline basic sound research methodology.	Analyse
	4.1.8	Present findings and any remaining gaps.	4.1.8.1	Assess how to best present findings and gaps.	Evaluate	4.1.8.1.1	Outline findings and gaps presentation best practices for diverse contexts.	Analyse
	4.1.9	Know where to find information not generally available on online listing databases.	4.1.9.1	Assess potential sources of information not generally available through online databases.	Evaluate	4.1.9.1.1	Demonstrate the ability to use diverse potential sources of information.	Apply
						4.1.9.1.2	Determine the best potential sources of information.	Evaluate
	(commercial) 4.1.10	Define the specific commercial sector that is the subject of the research.	4.1.10.1	Determine your research target commercial sector.	Evaluate	4.1.10.1.1	Justify your selected research target commercial sector.	Evaluate
	(commercial) 4.1.11	Determine the nature of the transaction.	4.1.11.1	Assess the nature of the transaction.	Evaluate	4.1.11.1.1	Outline how to determine the nature of a transaction.	Analyse



RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

4.2 DETERMINE THE QUALITY AND ELEMENTS OF A PROPERTY  Competency Weight: 6.6%	4.2.1	Describe <u>external factors</u> related to the property.	4.2.1.1	Assess external property factors.	Evaluate	4.2.1.1.1	Determine how to best describe a property's external factors.	Evaluate
			4.2.1.2	Distinguish diverse crop and livestock land uses.	Analyse	4.2.1.2.1	List the oilseed crops most frequently grown in Alberta.	Remember
						4.2.1.2.2	List the top specialty crops grown in Alberta.	Remember
						4.2.1.2.3	Identify the types of livestock produced in Alberta.	Remember
						4.2.1.2.4	Describe what is involved in producing each animal.	Understand
						4.2.1.2.5	Describe the products produced from each animal.	Understand
						4.2.1.2.6	Compare and contrast common types of cereal crops grown in Alberta.	Analyse
						4.2.1.2.7	Outline the relationship between crop management and rural real estate.	Analyse
						4.2.1.2.8	Outline the practices used to control crop production.	Analyse
			4.2.1.3	Assess the relationship between water and rural land use.	Evaluate	4.2.1.3.1	Summarize the types of irrigation agreements that may be included in a real estate transaction.	Understand
						4.2.1.3.2	Summarize the types of irrigation systems used in agricultural operations.	Understand
						4.2.1.3.3	Compare and contrast diverse forms of agricultural water use.	Analyse
						4.2.1.3.4	Outline irrigation related interests that may be registered on a title.	Analyse
						4.2.1.3.5	Outline drainage related interests that may be registered on a title.	Analyse
						4.2.1.3.6	Outline the impact of a water licence on a property.	Analyse
						4.2.1.3.7	Outline the water license verification process.	Analyse
						4.2.1.3.8	Determine the potential impact of a body of water's boundaries on a rural property.	Evaluate
						4.2.1.3.9	Determine the potential impact of shoreline modifications or improvements on a real estate transaction.	Evaluate
						4.2.1.3.10	Determine private sources of water that may be encountered in rural real estate.	Evaluate
			4.2.1.4	Determine rural real estate utilities' related information.	Evaluate	4.2.1.4.1	List the types of utility suppliers.	Remember
						4.2.1.4.2	List the agricultural heating options available in rural Alberta.	Remember
						4.2.1.4.3	Define micro-generation.	Remember
						4.2.1.4.4	List agricultural operation telecommunicaitons options.	Remember
						4.2.1.4.5	List the emergency services available in rural Alberta.	Remember
						4.2.1.4.6	Describe the types of services utility cooperatives may provide.	Understand
						4.2.1.4.7	Describe alternative energy sources which may be used in agricultural operations.	Understand
						4.2.1.4.8	Explain rural waste disposal and recycling options.	Understand
						4.2.1.4.9	Explain the postal service options that may be available in rural Alberta.	Understand
						4.2.1.4.10	Outline how a utility cooperative functions.	Analyse
						4.2.1.4.11	Explain the potential concerns that utility installations may present in a real estate transaction.	Analyse

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<b>DETERMINE THE QUALITY AND ELEMENTS OF A PROPERTY</b>  <b>Competency Weight: 6.6%</b> <i>(continued)</i>						4.2.1.4.12	Outline the benefits of the Farm Fuel Program to qualifying farm owners.	Analyse
			4.2.1.5	<b>Assess the relationship between permits and rural real estate.</b>	Evaluate	4.2.1.5.1	Explain the need to obtain building permits.	Understand
						4.2.1.5.2	Compare and contrast development and building permits.	Analyse
						4.2.1.5.3	Outline the potential impact of building permit deficiencies on the sale and purchase process.	Analyse
						4.2.1.5.4	Determine when a development permit or building permit is required.	Evaluate
			4.2.1.6	<b>Assess the impact of environmental considerations on rural real estate.</b>	Evaluate	4.2.1.6.1	Define environmental stewardship.	Remember
						4.2.1.6.2	Summarize wildlife considerations related to rural living.	Understand
						4.2.1.6.3	Summarize domestic pet considerations relate to rural living.	Understand
						4.2.1.6.4	Describe rural property environmental hazards.	Understand
						4.2.1.6.5	Outline the potential impact of pests on a property.	Analyse
						4.2.1.6.6	Outline licensee pest related due diligence best practices.	Analyse
						4.2.1.6.7	Outline the potential impact of species at risk on rural real estate transactions.	Analyse
						4.2.1.6.8	Outline licensee species at risk related due diligence best practices.	Analyse
						4.2.1.6.9	Outline the potential impact of environmental issues on rural properties and transactions.	Analyse
						4.2.1.6.10	Outline the relationship between surface and mineral rights and rural real estate transactions.	Analyse
						4.2.1.6.11	Outline environmental licensee due diligence requirements when representing rural real estate buyers and sellers.	Analyse
			4.2.1.7	<b>Assess rural properties for tax related issues.</b>	Evaluate	4.2.1.7.1	List non-property tax municipal taxes that may apply to an agricultural operation.	Remember
						4.2.1.7.2	Explain the variables that a municipality considers to determine an individual tax amount.	Understand
						4.2.1.7.3	Outline licensee rural real estate GST due diligence requirements.	Analyse
	4.2.2	Perform a <u>visual observation</u> of the property.	4.2.2.1	<b>Assess a property for visual evidence that may impact the client.</b>	Evaluate	4.2.2.1.1	Outline the visual property observation process.	Analyse
						4.2.2.1.2	Determine best practices based on visual property observations.	Evaluate
	4.2.3	Document the property's <u>features</u> .	4.2.3.1	<b>Outline property feature documentation best practices.</b>	Analyse	4.2.3.1.1	Summarize the property's features.	Understand
	4.2.4	Recognize potential issues or problem areas of the property.	4.2.4.1	<b>Assess a property for potential issues or problem areas.</b>	Evaluate	4.2.4.1.1	Identify the characteristics that may indicate a property was used as a grow-op.	Remember
						4.2.4.1.2	Identify the characteristics that may indicate a property was used as a drug lab.	Remember
						4.2.4.1.3	Describe the various types of property inspections that are available.	Understand
						4.2.4.1.4	Summarize the contexts under which clients may request a property inspection or environmental assessment.	Understand

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>DETERMINE THE QUALITY AND ELEMENTS OF A PROPERTY</div> <div>Competency Weight: 6.6% (continued)</div>						4.2.4.1.5	Write a property inspection or environmental assessment condition into an offer to purchase.	Apply
						4.2.4.1.6	Outline licensee due diligence best practices related to property defects or reportedly remediated past defects when representing a seller.	Analyse
						4.2.4.1.7	Outline licensee property defect related due diligence best practices when representing a buyer.	Analyse
						4.2.4.1.8	Outline home inspector licensing requirements under the <i>Consumer Protection Act</i> .	Analyse
						4.2.4.1.9	Outline the restrictions imposed on home inspectors under the <i>Consumer Protection Act</i> .	Analyse
						4.2.4.1.10	Outline property inspection or environmental assessment defect resolution options to a buyer.	Analyse
						4.2.4.1.11	Outline property inspection or environmental assessment defect resolution options to a seller.	Analyse
						4.2.4.1.12	Outline how to conduct a search using the online Flood Hazard Map Application.	Analyse
						4.2.4.1.13	Outline licensee flood hazard area related due diligence best practices when representing a seller.	Analyse
						4.2.4.1.14	Outline licensee flood hazard area related due diligence best practices when representing a buyer.	Analyse
						4.2.4.1.15	Outline environmental contamination related proactive measures licensees may take to protect a client's interests.	Analyse
						4.2.4.1.16	Outline property defect related proactive measures licensees may take to protect a client's interests.	Analyse
						4.2.4.1.17	Outline licensee radon related due diligence best practices when representing a seller.	Analyse
						4.2.4.1.18	Outline licensee radon related due diligence best practices when representing a buyer.	Analyse
						4.2.4.1.19	Determine if there are any property issues or problem areas.	Evaluate
	4.2.5	Research history of the property to uncover <u>material facts</u> .	4.2.5.1	Assess the property history for <b>material facts</b> .	Evaluate	4.2.5.1.1	Determine if the property history reveals any <u>material facts</u> .	Evaluate
			4.2.5.2	Assess legal land descriptions for <b>relevant information</b> .	Evaluate	4.2.5.2.1	Recognize rural property by its legal subdivision.	Remember
						4.2.5.2.2	Identify a property in a rural setting by its land description.	Remember
						4.2.5.2.3	Define Alberta survey systems.	Remember
						4.2.5.2.4	Explain the role of a land surveyor.	Understand
						4.2.5.2.5	Interpret legal land description of diverse properties.	Apply
						4.2.5.2.6	Locate a rural property by its legal land description.	Apply
						4.2.5.2.7	Compare and contrast legal and municipal addresses.	Analyse
						4.2.5.2.8	Outline the Alberta Township System.	Analyse
						4.2.5.2.9	Outline the relationship between the Alberta survey system and the legal description of a property.	Analyse
			4.2.5.3	Assess an RPR for useful information.	Evaluate	4.2.5.3.1	Explain the purpose of a Real Property Report.	Understand
						4.2.5.3.2	Explain the purpose of municipal compliance.	Understand
						4.2.5.3.3	Explain the purpose of title insurance.	Understand

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>DETERMINE THE QUALITY AND ELEMENTS OF A PROPERTY</div> <div>Competency Weight: 6.6% (continued)</div>			4.2.5.4	Determine the impact of land use and the <i>Municipal Government Act (MGA)</i> on rural real estate.	Evaluate	4.2.5.4.1	Define municipality.	Remember
						4.2.5.4.2	List the types of planning documents municipalities use to establish and manage land use and development within their jurisdictions.	Remember
						4.2.5.4.3	List potential reasons a property owner may request a land use designation change.	Remember
						4.2.5.4.4	Explain the underlying concepts of municipal land use policies.	Understand
						4.2.5.4.5	Explain the purpose of land use classification.	Understand
						4.2.5.4.6	Explain how to verify the land use district and classification of any particular property.	Understand
						4.2.5.4.7	Explain the role of municipal Land Use Bylaws.	Analyse
						4.2.5.4.8	Outline the relationship between the <u>MGA</u> , land planning, and development.	Analyse
						4.2.5.4.9	Compare and contrast Alberta municipality types, including their governance structures.	Analyse
						4.2.5.4.10	Outline the purpose of diverse municipal development plans.	Analyse
						4.2.5.4.11	Compare and contrast land use districts.	Analyse
						4.2.5.4.12	Compare and contrast permitted uses and discretionary uses.	Analyse
						4.2.5.4.13	Outline the impact of land use classification.	Analyse
						4.2.5.4.14	Outline the general subdivision process.	Analyse
						4.2.5.4.16	Outline the general development process.	Analyse
						4.2.5.4.15	Outline the basic process to change the land use of a property.	Analyse
						4.2.5.4.17	Outline how to verify the land use classification/district for a property.	Analyse
						4.2.5.4.18	Outline licensee land use related due diligence best practices when representing buyers.	Analyse
						4.2.5.4.19	Outline licensee land use related due diligence best practices when representing sellers.	Analyse
						4.2.5.4.20	Outline licensee best practices for providing land use information.	Analyse

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

4.3	PERFORM COMPARATIVE MARKET ANALYSIS	4.3.1	Research <u>relevant properties</u> .	4.3.1.1	Determine relevant properties to research.	Evaluate	4.3.1.1.1	Compare and contrast relevant property researches.	Analyse
		4.3.2	Verify property and market information.	4.3.2.1	Check property and market information against relevant documents and information sources.	Evaluate	4.3.2.1.1	Outline property and market information verification best practices.	Analyse
							4.3.2.1.2	Outline a licensee’s due diligence obligation to communicate market changes to their clients.	Analyse
		4.3.3	Select relevant <u>units</u> of comparison.	4.3.3.1	Assess units of comparison for relevance.	Evaluate	4.3.3.1.1	Justify selected units of comparison.	Evaluate
		4.3.4	Analyse properties using relevant <u>elements of comparison</u> .	4.3.4.1	Assess relevance of property elements of comparison.	Evaluate	4.3.4.1.1	Compare and contrast properties using relevant elements of comparison.	Analyse
							4.3.4.1.2	Compare and contrast a property assessment, an appraisal, and a comparative market analysis.	Analyse
							4.3.4.1.3	Outline real estate licensee requirements that ensure their comparative market analysis is not mistaken for a real estate appraisal.	Analysis
							4.3.4.1.4	Outline real estate associate best practices for presenting a comparative market analysis that fosters client understanding.	Analyse
		4.3.5	Specify criteria for highest and best-use analysis.	4.3.5.1	Determine highest and best use analysis criteria.	Evaluate	4.3.5.1.1	Use selected highest and best use analysis criteria.	Apply
							4.3.5.1.2	Justify highest and best use anlaysis criteria.	Evaluate
		4.3.6	Reconcile value indications and adjust for differences.	4.3.6.1	Determine how to reconcile value indications and adjust for differences.	Evaluate	4.3.6.1.1	Demonstrate the ability to reconcile value indications and adjust for differences.	Apply
		4.3.7	Estimate market value of the property.	4.3.7.1	Determine the estimated market value of a property.	Evaluate	4.3.7.1.1	Summarize the assumptions underlying the concept of market value.	Understand
							4.3.7.1.2	Outline the licensee due diligence process for advising a selling client regarding a property's asking price.	Analyse
							4.3.7.1.3	Outline the licensee due diligence process for advising a buying client regarding a property's potential purchase price.	Analyse
							4.3.7.1.4	Outline the characteristics that make a commodity valuable.	Analyse
							4.3.7.1.5	Compare and contrast the different concepts of value.	Analyse
							4.3.7.1.6	Outline the relationship between the principle of highest and best use, land use, and real estate values.	Analyse
							4.3.7.1.7	Outline the impact of the principle of subsitution on real estate buyers.	Analyse
							4.3.7.1.8	Outline the impact of the principle of conformity on property values.	Analyse
							4.3.7.1.9	Justify the estimated market value of a property.	Evaluate
							4.3.7.1.10	Determine the probable impact of supply and demand on real estate values.	Evaluate
							4.3.7.1.11	Compare and contrast cost, asking price, market price, and market value.	Analysis
				4.3.7.2	Assess variables that impact property valuation.	Evaluate	4.3.7.2.1	Compare and contrast the types of professionals who may provide property valuations.	Analyse

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>PERFORM COMPARATIVE MARKET ANALYSIS</div> <div>Competency Weight: 4.9% (continued)</div>						4.3.7.2.2	Outline reasons real estate professionals may provide property valuations.	Analyse
						4.3.7.2.3	Outline cautions for real estate professionals when providing property valuations.	Analyse
						4.3.7.2.4	Outline the real estate professional written disclosures required in property valuation reports.	Analyse
						4.3.7.2.5	Outline the limitations of real estate professionals providing property valuations.	Analyse
			4.3.7.3	Assess the appraisal process.	Evaluate	4.3.7.3.1	List the most common reasons rural real estate appraisals are performed.	Remember
						4.3.7.3.2	List resources for enhancing rural real estate appraisal knowledge and skills.	Remember
						4.3.7.3.3	Explain why the principles of value are important to property valuation.	Understand
						4.3.7.3.4	Outline the principles of value.	Analyse
						4.3.7.3.5	Outline the main steps in a typical appraisal process.	Analyse
						4.3.7.3.6	Outline the three approaches that may be used in appraisal.	Analyse
						4.3.7.3.7	Differentiate assessed value from current market value.	Analyse
						4.3.7.3.8	Determine circumstances that may warrant diverse approaches to an rural real estate appraisal.	Evaluate
						4.3.7.3.9	Justify real estate appraisers following an established appraisal process.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

4.4	PERFORM FINANCIAL ANALYSIS		4.4.1	Determine highest and best use.	4.4.1.1	Assess investment properties for highest and best use.	Evaluate	4.4.1.1.1	Outline the relationship between highest and best use and land use.	Analyse
	Competency Weight: 2.3%							4.4.1.1.2	Determine highest and best use for an investment property.	Evaluate
			4.4.2	Review costs, zoning, demand.	4.4.1.1	Assess property costs, land use, and demand.	Evaluate	4.4.1.1.1	Calculate the occupancy cost to lease a premises in diverse contexts.	Apply
								4.4.1.1.2	Calculate the average annual gross effective rate to lease a premises in diverse contexts.	Apply
								4.4.1.1.3	Calculate a premises' space efficiency in diverse contexts.	Apply
								4.4.1.1.4	Determine property costs.	Evaluate
								4.4.1.1.5	Determine a property's land use designation.	Evaluate
								4.4.1.1.6	Determine the demand for diverse properties.	Evaluate
			4.4.3	Calculate <u>financial ratios</u> .	4.4.3.1	Assess financial ratios for an investment property.	Evaluate	4.4.3.1.1	Calculate financial ratios for an investment property.	Apply
								4.4.3.1.2	Outline financial ratios used to evaluate investment properties and monitor their performance.	Analyse
					4.4.3.2	Assess information that impacts the capitalization rate.	Evaluate	4.4.3.2.1	Define adjusted NOI.	Remember
								4.4.3.2.2	Define stabilized NOI.	Remember
								4.4.3.2.3	Calculate cap rates using the three different methods.	Apply
								4.4.3.2.4	Outline the use of capitalization rates in calculating <u>financial ratios</u> .	Analyse
								4.4.3.2.5	Compare and contrast the benefits and limitations of <u>cap rates</u> .	Analyse
								4.4.3.2.6	Calculate adjusted NOI in diverse contexts.	Analyse
								4.4.3.2.7	Calculate stabilized NOI in diverse contexts.	Analyse
								4.4.3.2.8	Outline three different methods for calculating <u>cap rates</u> .	Analyse
			4.4.4	Calculate the cost of using leverage.	4.4.4.1	Determine how to calculate the cost of using leverage.	Evaluate	4.4.4.1.1	Define leverage.	Remember
								4.4.4.1.2	Calculate the monthly mortgage payment for diverse contexts.	Apply
								4.4.4.1.3	Calculate the outstanding balance of a mortgage at the end of a holding period using an amortization schedule, present value, and future value.	Apply
								4.4.4.1.4	Differentiate the two types of leverage.	Analyse
			4.4.5	Calculate loan-to-value and debt coverage ratio.	4.4.5.1	Assess loan-to-value and debt coverage ratio.	Evaluate	4.4.5.1.1	Explain the information a loan-to-debt ratio conveys.	Understand
								4.4.5.1.2	Explain the information a debt coverage ratio conveys.	Understand
								4.4.5.1.3	Calculate loan-to value ratio.	Apply
								4.4.5.1.4	Calculate debt coverage ratio.	Apply
								4.4.5.1.5	Outline how lenders use the loan-to-debt ratio and debt coverage ratio when qualifying a borrower.	Analyse

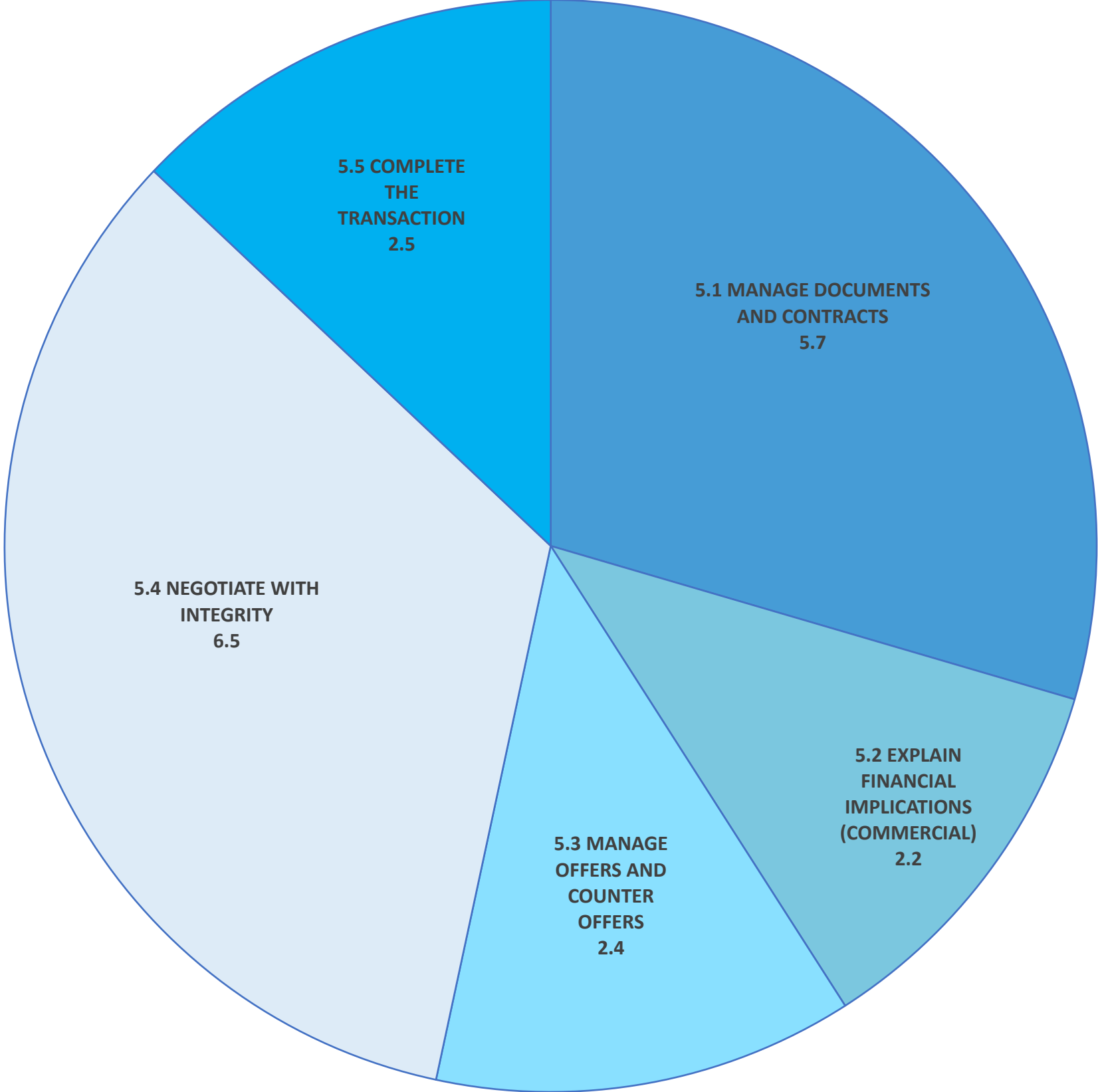


RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>PERFORM FINANCIAL ANALYSIS</div> <div>Competency Weight: 2.3%</div> <div>(continued)</div>	4.4.6	Calculate the value of uneven cash flows.	4.4.6.1	Outline how to calculate the value of uneven cash flows.	Analyse	4.4.6.1.1	Explain the commercial property information present value conveys.	Understand
						4.4.6.1.2	Explain the commercial property information net present value conveys.	Understand
						4.4.6.1.3	Explain the commercial property information the internal rate of return conveys.	Understand
						4.4.6.1.4	Explain the commercial property information the internal rate of return conveys when a hurdle rate is employed.	Understand
						4.4.6.1.5	Explain the limitations associated with the internal rate of return.	Understand
						4.4.6.1.6	Explain the commercial property information conveyed in the present value of equity.	Understand
						4.4.6.1.7	Explain the commercial property information conveyed in the net present value of equity.	Understand
						4.4.6.1.8	Explain the commercial property information conveyed in the internal rate of reutrnn of equity.	Understand
						4.4.6.1.9	Calculate the present value of uneven cash flows.	Apply
						4.4.6.1.10	Calculate the net present value of uneven cash flows.	Apply
						4.4.6.1.11	Calculate the internal rate of return of uneven cash flows.	Apply
						4.4.6.1.12	Calculate the present value of equity.	Apply
						4.4.6.1.13	Calculate the net present value of equity.	Apply
						4.4.6.1.14	Calculate the internal rate of return of equity.	Apply
	4.4.7	Calculate the net effective rent.	4.4.7.1	Calculate the net effective rent.	Analyse	4.4.7.1.1	List items of value and rent-related concessions that affect net effective rent calculations.	Remember
						4.4.7.1.2	Select the formula used to calculate net effective rent.	Analyse
						4.4.7.1.3	Compare and contrast effective rent with market rent.	Analyse
	4.4.8	Understand the value of the tenant covenant and how it affects the property value.	4.4.8.1	Assess the relationship between tenant covenant and property value.	Evaluate	4.4.8.1.1	List the three options available when a business insolvency occurs.	Remember
						4.4.8.1.2	Determine how a tenant covenant impacts property value.	Evaluate
	4.4.9	Understand net present value of different leasing scenarios.	4.4.9.1	Determine net present value of diverse leasing scenarios.	Evaluate	4.4.9.1.1	Calculate net present value of diverse leasing scenarios.	Apply

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

5. NEGOTIATING AND CLOSING	
5.1 MANAGE DOCUMENTS AND CONTRACTS	5.7
5.2 EXPLAIN FINANCIAL IMPLICATIONS (COMMERCIAL)	2.2
5.3 MANAGE OFFERS AND COUNTER OFFERS	2.4
5.4 NEGOTIATE WITH INTEGRITY	6.5
5.5 COMPLETE THE TRANSACTION	2.5



RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

COMPETENCY DOMAIN: 5. NEGOTIATING AND CLOSING

Domain Weight 19.3

COMPETENCY TITLE		PERFORMANCE CRITERIA		SUBJECT LEARNING OUTCOME	SUBJECT L.O. BLOOM'S LEVEL		SPECIFIC LEARNING OUTCOME	SPECIFIC L.O. BLOOM'S LEVEL
5.1 MANAGE DOCUMENTS AND CONTRACTS  Competency Weight: 5.7%	5.1.1	Make <u>intended use</u> of various types of real estate documents and forms.	5.1.1.1	Assess contracts and related conditions.	Evaluate	5.1.1.1.1	Define the term contract.	Remember
						5.1.1.1.2	Describe common types of dispute resolution contract clauses.	Understand
						5.1.1.1.3	Explain privity of contract.	Understand
						5.1.1.1.4	Describe licensee obligations to clients when negotiating or entering into service contracts on behalf of the brokerage.	Understand
						5.1.1.1.5	Exemplify capacity of the parties to a contract.	Understand
						5.1.1.1.6	Explain the relationship between privity of contract and a party's right to assign rights under a contract.	Analyse
						5.1.1.1.7	Compare and contrast void, voidable, and unenforceable contracts.	Analyse
						5.1.1.1.8	Outline the essential elements of a contract.	Analyse
						5.1.1.1.9	Differentiate between contract conditions and contract terms.	Analyse
						5.1.1.1.10	Outline the methods to terminate or discharge a contract.	Analyse
						5.1.1.1.11	Outline the remedies for breach of contract.	Analyse
						5.1.1.1.12	Outline the types of contracts that relate to real estate brokerage.	Analyse
						5.1.1.1.13	Outline the contract-related documents that may form part of a real estate trade.	Analyse
						5.1.1.1.14	Outline the requirements for the use of electronic contracts and signatures.	Analyse
						5.1.1.1.15	Determine the use of conditions precedent as they relate to fraudulent and dishonest acts.	Evaluate
						5.1.1.1.16	Determine applicable best practices to use when working with diverse contracts.	Evaluate
	5.1.2	Incorporate clauses using language that is clear, accurate, concise, and legally correct.	5.1.2.1	Plan documents and clauses required to manage a purchase or sale.	Create	5.1.2.1.1	Compare and contrast the different types of rural real estate documents and their purpose.	Evaluate
						5.1.2.1.2	Create a purchase contract.	Create
						5.1.2.1.3	Create a counter offer to a purchase contract.	Create
	5.1.3	Adapt client forms reflecting parties' contractual agreements.	5.1.3.1	Assess client form adaptations and contractual agreements.	Evaluate	5.1.3.1.1	Compare and contrast contract adaptations with client objectives.	Analyse
						5.1.3.1.2	Check forms would result in a legally binding contract if accepted.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<b>MANAGE DOCUMENTS AND CONTRACTS</b>  <b>Competency Weight: 5.7%</b> <i>(continued)</i>	5.1.4	Complete amendments, notices of fulfillment of conditions, and waivers.	5.1.4.1	<b>Assess amendments, notices of fulfillment of conditions, and waivers.</b>	Evaluate	5.1.4.1.1	Use amendments, notices of fulfillment of conditions, and waivers correctly and effectively.	Apply
						5.1.4.1.2	Provide amendments, notices of fulfillment of conditions, and waivers according to the contract notification requirments.	Apply
	5.1.5	Structure content effectively.	5.1.5.1	<b>Plan effectively structured documents and contracts.</b>	Create	5.1.5.1.1	Determine document and contract structure.	Evaluate
						5.1.5.1.2	Produce effectively structured documents and contracts.	Create
	5.1.6	Confirm documents reflect their intended use.	5.1.6.1	<b>Check documents reflect their intended use.</b>	Evaluate	5.1.6.1.1	Revise documents as needed to reflect their intended use.	Apply
						5.1.6.1.2	Outline the processes licensees may employ to review contracts.	Analyse
						5.1.6.1.3	Determine if any changes are required to ensure documents reflect their intended use.	Evaluate
	5.1.7	Review documents for accuracy, clarity, and compliance.	5.1.7.1	<b>Assess documents for accuracy, clarity, and compliance.</b>	Evaluate	5.1.7.1.1	Outline established document review techniques that foster accuracy and clarity and are compliant with applicable legislation and brokerage policies.	Analyse
	5.1.8	Explain legal obligations under contract.	5.1.8.1	<b>Assess legal obligations under contract.</b>	Evaluate	5.1.8.1.1	Ensure the parties understand the legal obligations under the contract.	Evaluate
						5.1.8.1.2	Ensure the parties know they have the opportunity to have agreements reviewed by legal consul.	Evaluate
	5.1.9	Ensure agreements are legally binding.	5.1.9.1	<b>Review agreements to ensure that they are legally binding.</b>	Evaluate	5.1.9.1.1	Ensure agreements are: - executed before the acceptance date - signed by all relevant parties - initialled by all relevant parties	Evaluate
<b>5.2 EXPLAIN FINANCIAL IMPLICATIONS (commercial)</b>  <b>Competency Weight: 2.2%</b>	5.2.1	Calculate the financial implications of the transaction.	5.2.1.1	<b>Assess transactions for financial implications.</b>	Evaluate	5.2.1.1.1	Calculate the financial implications of the transaction.	Apply
	5.2.2	Apply methodologies related to <u>real estate taxation</u> .	5.2.2.1	<b>Assess which real estate tax related methodologies may apply to a transaction.</b>	Evaluate	5.2.2.1.1	Recognize when to advise clients to seek professinal accounting advise.	Remember
						5.2.2.1.2	Explain the unique tax treatment that farms may use in relation to capital gains if advised by a qualified tax professional.	Understand
						5.2.2.1.3	Use real estate taxation methodologies appropriately.	Apply
	5.2.3	Interpret financial statements.	5.2.3.1	<b>Assess financial statements for potential rural real estate implications.</b>	Evaluate	5.2.3.1.1	Determine how to inform and refer clients to other professionals regarding financial statements.	Evaluate
	5.2.4	Communicate the details of the deal to the client.	5.2.4.1	<b>Outline the details of a deal.</b>	Analyse	5.2.4.1.1	Clarify details of a deal to a client.	Apply
	5.2.5	Present all offers and counter-offers according to protocols.	5.2.5.1	<b>Assess offers and counter-offers.</b>	Evaluate	5.2.5.1.1	Present offers and counter-offers in compliance with applicable protocols, legislation, and best practices.	Apply

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

5.3	MANAGE OFFERS AND COUNTER-OFFERS	Competency Weight: 2.4%	5.3.1	Ensure parties understand the promise to purchase, including their rights and obligations.	5.3.1.1	Assess offers and counter-offers.	Evaluate	5.3.1.1.1	Deconstruct offers and counter-offers for the client, including potential benefits and issues.	Analyse
								5.3.1.1.2	Determine how to best present the offer or counter-offer details to your client.	Evaluate
			5.3.2	Protect confidentiality of offers if confidentiality agreement has been established or is required by law.	5.3.2.1	Assess confidentiality requirements for offers in compliance with agreements and all applicable laws.	Evaluate	5.3.2.1.1	Determine confidentiality requirements in diverse contexts.	Evaluate
			5.3.3	Protect client by explaining issues related to the transaction.	5.3.3.1	Assess transactions for potential issues that would harm your client.	Evaluate	5.3.3.1.1	Educate the client about the transaction and any related issues.	Apply
			5.3.4	Act within the rules and parameters set forth in your regulatory guidelines.	5.3.4.1	Assess compliance requirements when managing offers and counter-offers.	Evaluate	5.3.4.1.1	Determine how to practice in compliance with all applicable rules, parameters, and legislation when managing offers and counter-offers.	Evaluate
5.4	NEGOTIATE WITH INTEGRITY	Competency Weight: 6.5%	5.4.1	Inform client of negotiation options and associated advantages and disadvantages.	5.4.1.1	Assess a client's negotiation options and associated advantages and disadvantages.	Evaluate	5.4.1.1.1	Inform clients of their negotiation options and related advantages and disadvantages.	Apply
								5.4.1.1.2	Determine a client's negotiation options, advantages, and disadvantages in diverse contexts.	Evaluate
			5.4.2	Conduct negotiations as directed by the client.	5.4.2.1	Assess how to best conduct negotiations as directed by the client.	Evaluate	5.4.2.1.1	Outline licensee strategies and best practices that ensure they conduct negotiations as directed by the client.	Analyse
								5.4.2.1.2	Determine the best actions that adhere to client negotiation related directions in diverse contexts.	Evaluate
								5.4.2.1.3	Determine how to effectively prepare for a negotiation.	Evaluate
			5.4.3	Facilitate best possible terms for client.	5.4.3.1	Assess how the real estate associate's duty to act in the best interests of the client applies to the negotiation process.	Evaluate	5.4.3.1.1	Explain the need for licensees to seek client direction regarding what constitutes the best possible terms for the client.	Analyse
			5.4.4	Provide clients with options, advantages, and disadvantages on how to deal with multiple offers as sellers or buyers	5.4.4.1	Determine a clients options, advantages, and disadvantages related to multiple offers as buyers or sellers.	Evaluate	5.4.4.1.1	Outline a client's options, advantages, and disadvantages related to a multiple offer situation.	Analyse
								5.4.4.1.2	Outline the multiple offer inquiry related instructions a seller/landlord client may lawfully give a licensee.	Analyse
								5.4.4.1.3	Outline how to determine if mutliple offers on a property/premises exist.	Analyse
								5.4.4.1.4	Outline licensee best practices for preparing clients for multiple offer situations.	Analyse
								5.4.4.1.5	Determine how to best communicate multiple offers, advantages, and disadvantages to a client in diverse contexts.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

<div>NEGOTIATE WITH INTEGRITY</div> <div>Competency Weight: 6.5%</div> <div>(continued)</div>	5.4.5	Explore others' objectives, goals and desired outcomes.	5.4.5.1	Assess how understanding the objectives, goals, and desired outcomes of other parties can lead to better outcomes for all parties.	Evaluate	5.4.5.1.1	Describe the ways a real estate associate may uncover the objectives, goals and desired outcomes of other parties.	Understand
						5.4.5.1.2	Determine others’ objectives, goals and desired outcomes.	Evaluate
			5.4.5.2	Differentiate negotiation strategies and dispute resolution techniques.	Evaluate	5.4.5.2.1	Describe behavioural principles and strategies for effective negotiation.	Understand
						5.4.5.2.2	Compare and contrast distributive and integrative approaches to negotiations.	Analyse
						5.4.5.2.3	Assess effectiveness of a negotiation using multiple criteria.	Evaluate
						5.4.5.2.4	Assess response to another negotiator's questionable tactics used.	Evaluate
			5.4.5.3	Determine how to employ integrity while negotiating.	Evaluate	5.4.5.3.1	Describe negotiation techniques that lack integrity.	Understand
						5.4.5.3.2	Compare and contrast integrity and transparency.	Analyse
						5.4.5.3.3	Determine how to manage negotiations based on best information available.	Evaluate
	5.4.6	Promote mutual understanding of different points of view.	5.4.6.1	Determine how to best promote mutual understanding in diverse contexts.	Evaluate	5.4.6.1.1	Outline strategies and best practices that foster acceptance of diverse points of view in differect contexts.	Analyse
	5.4.7	Negotiate based on factual observations and information.	5.4.7.1	Assess how to best negotiate based on facts on behalf of the client.	Evaluate	5.4.7.1.1	Clarify the the negotiation strategies and dispute resolution techniques that the client is comfortable approving.	Understand
						5.4.7.1.2	Educate the client on the advantages and disadvantages of different potential negotiation strategies and dispute resolution techniques.	Apply
						5.4.7.1.3	Determine the value of information and how it affects a client's best interest when negotiating.	Evaluate
						5.4.7.1.4	Determine appropriate negotiation strategies and dispute resolution techniques for diverse contexts.	Evaluate
	5.4.8	Encourage realistic compromises during negotiations.	5.4.8.1	Assess how offering realistic compromises leads to better negotiated outcomes.	Evaluate	5.4.8.1.1	Determine negotiation options and realistic compromises.	Evaluate
	5.4.9	Maintain objectivity when confronted with interpersonal conflicts.	5.4.9.1	Explain how a lack of objectivity can lead to poor outcomes.	Analyse	5.4.9.1.1	Respond objectively to interpersonal conflicts.	Apply
	5.4.10	Use suitable <u>negotiating style</u> .	5.4.10.1	Assess negotiation strategies and dispute resolution techniques.	Evaluate	5.4.10.1.1	Integrate behavioural principles and strategies for effective negotiations.	Analyze
						5.4.10.1.2	Determine the effectiveness of a negotiation using multiple criteria.	Evaluate

RURAL REAL ESTATE ASSOCIATE COMPETENCY PROFILE

5.5	COMPLETE THE TRANSACTION	5.5.1	Use appropriate techniques to complete the sale.	5.5.1.1	Determine appropriate techniques that increase the probability of closing a sale.	Evaluate	5.5.1.1.1	Determine the best techniques to complete a sale in diverse contexts.	Evaluate
		5.5.2	Obtain required closing documents.	5.5.2.1	Assess documents required to close a transaction in diverse contexts.	Evaluate	5.5.2.1.1	Outline how to obtain the required closing documents.	Analyse
							5.5.2.1.2	Determine the documents required to close a transaction in diverse contexts.	Evaluate
		5.5.3	Manage factors that may prevent the completion of a transaction.	5.5.3.1	Determine factors that may prevent transaction completion.	Evaluate	5.5.3.1.1	Determine how to prevent and manage factors that may interfere with transaction completion.	Evaluate
		5.5.4	Assist with the removal or satisfaction of condition precedents.	5.5.4.1	Assess condition precedents.	Evaluate	5.5.4.1.1	Determine how to facilitate removal or satisfaction of condition precedents.	Evaluate
		5.5.5	Maintain communication with parties until buyer has taken possession.	5.5.5.1	Assess how to maintain optimal communication with the relevant parties until a buyer has taken possession.	Evaluate	5.5.5.1.1	Determine how to communicate in diverse contexts.	Evaluate