Training verification log sheet

QCTO NQF level 6 Facilities Management Qualification

Curriculum code: 14390100

Practical Modules

Module 10: **143901000-PM-10, Real Estate & Property Management, NQF Level 5, Credits 2**

**Purpose of the Practical Skill Modules**

1. PM-010-PS01: Develop and implement the real estate master plan.
2. PM-010-PS02: Inform the day to day activities of a property management function
3. PM-010-PS01: Develop and implement the real estate master plan.

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| ***Scope of Practical Skill*** | ***Date Evaluated*** | ***Achieved*** | ***Not Achieved & Comments*** | ***Signature-***  ***Assessor/ Supervisor*** | ***Signature-***  ***Moderator*** | ***Signature-***  ***Safma Evaluator*** |
| 1. Calculate and report on return on investment |  |  |  |  |  |  |
| 2. Develop a portfolio profile with reference to types and sizes; age and condition and location of the properties |  |  |  |  |  |  |
| 3. Define tenant profiles for specific properties in the portfolio |  |  |  |  |  |  |
| 4. Determine property portfolio performance and yield |  |  |  |  |  |  |
| 5. Identify possible risks related to a portfolio and related mitigation strategies |  |  |  |  |  |  |
| 6. Define the performance of a portfolio in terms of capitalisation rate and financial performance |  |  |  |  |  |  |
| 7. Define an acquisitions and disposals strategy for a portfolio |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

1. PM-010-PS01: Develop and implement the real estate master plan.

1.1 Calculate and report on return on investment

**Supporting Documents and Evidence for:**

1. PM-010-PS01: Develop and implement the real estate master plan.

1.2 Develop a portfolio profile with reference to types and sizes; age and condition and location of the properties

**Supporting Documents and Evidence for:**

1. PM-010-PS01: Develop and implement the real estate master plan.

1.3 Define tenant profiles for specific properties in the portfolio

**Supporting Documents and Evidence for:**

1. PM-010-PS01: Develop and implement the real estate master plan.

1.4 Determine property portfolio performance and yield

**Supporting Documents and Evidence for:**

1. PM-010-PS01: Develop and implement the real estate master plan.

1.5 Identify possible risks related to a portfolio and related mitigation strategies

**Supporting Documents and Evidence for:**

1. PM-010-PS01: Develop and implement the real estate master plan.

1.6 Define the performance of a portfolio in terms of capitalisation rate and financial performance

**Supporting Documents and Evidence for:**

1. PM-010-PS01: Develop and implement the real estate master plan.

1.7 Define an acquisitions and disposals strategy for a portfolio

1. PM-010-PS02: Inform the day to day activities of a property management function

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| ***Scope of Practical Skill*** | ***Date Evaluated*** | ***Achieved*** | ***Not Achieved & Comments*** | ***Signature-***  ***Assessor/ Supervisor*** | ***Signature-***  ***Moderator*** | ***Signature-***  ***Safma Evaluator*** |
| 1. Compile a budget to drive the finances of the property |  |  |  |  |  |  |
| 2. Inform the property’s administration processes |  |  |  |  |  |  |
| 3. Manage the operational responsibilities of leases and tenants |  |  |  |  |  |  |
| 4. Compile reports on leasing and lease renewals |  |  |  |  |  |  |
| 5. Manage human resources of a site or property according to discipline Oversee commissioning of the installation |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

2. PM-010-PS02: Inform the day to day activities of a property management function

2.1 Compile a budget to drive the finances of the property

**Supporting Documents and Evidence for:**

2. PM-010-PS02: Inform the day to day activities of a property management function

2.2 Inform the property’s administration processes

**Supporting Documents and Evidence for:**

2. PM-010-PS02: Inform the day to day activities of a property management function

2.3 Manage the operational responsibilities of leases and tenants

**Supporting Documents and Evidence for:**

2. PM-010-PS02: Inform the day to day activities of a property management function

2.4 Compile reports on leasing and lease renewals

**Supporting Documents and Evidence for:**

2. PM-010-PS02: Inform the day to day activities of a property management function

2.5 Manage human resources of a site or property according to discipline Oversee commissioning of the installation