

## MFHEA COMMUNICATION

**MFHEA/03/2024**

**Title:** Important Update Regarding Real Estate Programme Accreditation

**From:** Head Accreditation, Validation and Quality Assurance, MFHEA

**Date:** 11.04.2024

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Dear Esteemed Licensed Providers,

MFHEA has been engaged in discussions with the Real Estate Licensing Board to formalize a comprehensive syllabus that all Real Estate programmes awarded by licensed MFHEA providers must adhere to when submitting new programmes for accreditation.

**As of October 1st, 2024**, a newly formulated syllabus will come into effect for all programmes which are a requirement for the award of a property intermediary's license [Kindly refer to Annex 1]. This means that all programmes previously accredited by the Authority must undergo a process of reaccreditation to ensure alignment with the updated syllabus. All programmes that are currently being delivered or will commence soon and end before the 1st of October shall continue as per the final program course description accredited by the Authority.

In light of this, the MFHEA will soon convene a committee of evaluators tasked with reviewing and ensuring the alignment of all programmes with the updated syllabus. Further details regarding this committee will be communicated to you in due course.

We kindly request all providers to carefully revise their accredited programmes and submit the revised versions with track changes to [accreditation@mfhea.mt](mailto:accreditation@mfhea.mt), by not later than 31<sup>st</sup> May 2024. It is the responsibility of providers to ensure that programs are accredited in line with the said syllabus.

**Malta Further and Higher Education Authority (MFHEA)**

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Please note that while completion of the course is a significant step, the issuance of the license by the Real Estate Licensing Board is subject to their discretion on an individual basis.

We appreciate your attention to these updates. For any inquiries or further information, please feel free to reach out to us.

Sincerely,

Mr Lawrence Azzopardi

Head of Accreditation, Validation and Quality Assurance

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## Annex 1

# Real Estate Licensing Board – Syllabus

Baseline Course for Property Consultant, Property Broker, Estate Agent and Branch Manager (8 ECTS)

[Additional Courses for Property Broker, Estate Agent and Branch Manager \(to achieve 12 ECTS\)](#)

### Module 1: Legal Aspects of Real Estate (2 ECTS) and (2ECTS)

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- Chapter 615
- Land Registration Act
- Contracts Law
- Civil law
- Anti-Money Laundering Legislation
- Planning/BCA Related legislation
- GDPR legislation
- Contract types, Konvenju, Titles
- Verification of Title
  
- [Process of Sale](#)
- [Immovable Property Rules](#)
- [Searches and Tax Information](#)
- [Stamp Duty and Capital Transfer Tax](#)
- [Legal, Notarial, Architects, Planning and related Professionals](#)
- [Rental, Buy-to-Let and Sales Aspects](#)

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### Module 2: Financial Aspects of Real Estate (2 ECTS) and (2ECTS)

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- Financial Management and Methodologies
- VAT issues
- Valuations
- Record management
- FIAU
- AML procedures
- Funding of Terrorism aspects
- Due Diligence Approaches
- Financial returns/reports to the related entities
- Self-employment and Organizational behaviour
  
- Business management skills
- Principles of Economics
- Finances and Employee management
- Human Resources
- Assisting in banking Relations
- Sales forecasting and budgeting

### Module 3: Technical Aspects of Real Estate (2 ECTS)

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- Principles of Real Estate Management
- Valuations and record keeping
- Building Construction
- Health and Safety
- Sanitary regulations
- Planning, BCA, OHSA and relevant policies and procedures
- Structural knowledge
- Permits requirements
- Procedural issues
- Identification of common defects and malpractice

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Module 4: Communication Aspects of Real Estate (2 ECTS)

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- Leadership skills
- Consumer regulations
- Marketing and advertising skills
- Communication skills
- Sales and strategies and techniques
- General etiquette
- Interpersonal skills
- Client behaviour and expectations
- Advertising Ethics