



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

Marketing generally

I (name and surname of intern estate agent) include the following evidence:

Intern estate agent signature: _____ Date: _____

Principal signature: _____ Date: _____

(Insert all evidence generated after this page.)



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Task breakdown

Date	Description of tasks	My responsibilities	Hours/days/weeks actually worked

*You may make copies of this form

Principal signature: _____ Date: _____



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I have learned the following:

*You may make copies of this form



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Other workplace activities

I (name and surname of intern estate agent) include the following evidence:

Intern estate agent signature: _____ Date: _____

Principal signature: _____ Date: _____

(Insert all evidence generated after this page.)



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Task breakdown

Date	Description of tasks	My responsibilities	Hours/days/weeks actually worked

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Principal signature: _____ Date: _____



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Confidential questionnaire to be completed by the intern estate agent prior to submitting the final logbook to the Estate Agency Affairs Board for assessment

My perception of the internship programme

This questionnaire is **strictly confidential**.

Responses will **not** be disclosed or discussed by the Estate Agency Affairs Board, or its employees, with your employer, your principal or any other persons, bodies or organisations.

Please tick the option box which best describes the answer to the questions asked.

1. How much was your estate agency knowledge-base broadened through the interactions of your principal(s)/mentor(s)?	Very much	
	Much	
	Moderate	
	Little	
	Very Little	
2. How much was your estate agency knowledge-base broadened through the interactions with your workplace colleagues and/or team(s)?	Very much	
	Much	
	Moderate	
	Little	
	Very Little	
3. How would you personally rate your contribution to the performance of your colleagues and/or the team(s) with which you worked and/or interacted during the internship period?	Very much	
	Much	
	Moderate	
	Little	
	Very Little	
4. Did the internship programme generally meet with your expectations?	Very much	
	Much	
	Moderate	
	Little	
	Very Little	
5. Did any of the courses covered by any of your previous qualification(s), if relevant, prepare you for the estate agency workplace?	Very much	
	Much	
	Moderate	
	Little	
	Very little	
6. Were the tasks given to you during the internship period	Always	



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relevant to your professional growth as an estate agent?	Usually	
	Seldom	
	Never	
7. How would you generally rate the internship programme?	Excellent	
	Very Good	
	Good	
	Poor	
8. Did you enjoy the work and functions that you were required to perform as an intern estate agent?	Always	
	Usually	
	Seldom	
	Never	
9. Did your principal/mentor always brief you sufficiently before giving you a new task to perform?	Always	
	Usually	
	Seldom	
	Never	
11. Did you always understand the nature of the tasks/functions that you were required to perform?	Always	
	Usually	
	Seldom	
	Never	
12. Did you find that performing estate agency work stimulated your creative ability?	Always	
	Usually	
	Seldom	
	Never	
13. Did the tasks/functions that you were required to perform as an intern estate agent offer you an opportunity for clear and independent thinking?	Always	
	Usually	
	Seldom	
	Never	
14. Was there a clear link between the theory that you were required to study to attain your real estate qualification and the tasks/functions that you performed at the workplace?	Always	
	Usually	
	Seldom	
	Never	
15. Were the tasks/functions delegated or allocated to you at the workplace manageable?	Always	
	Usually	
	Seldom	
	Never	



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16. Which of the following generic skills, if any, do you think you acquired during the course of the internship programme? [Please tick the appropriate response box(es)]	I developed effective communication skills relevant to the workplace.	
	I was able to give, and to follow, simple as well as more complex instructions.	
	I frequently made use of practical planning and problem-solving techniques.	
	I believe I demonstrated an acceptable code of conduct within the work environment.	
	I was able to employ effective writing skills and strategies when writing both simple and more complex work-related letters and documents.	
	I actively participated in small and larger informal groups.	
	I noted that the fair and equal treatment of all persons was respected in the workplace.	
	I interacted with clients/stakeholders both within and external to the organisation by, for instance, using the telephone and other electronic means of communication as well as through face-to-face interactions.	
17. Would you prefer to remain permanently in the service of the estate agency enterprise where you did your internship if offered the opportunity?	Yes	
	No	
18. Would you recommend the profession of estate agent, as a career of choice, to others?	Yes	
	No	



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Any additional comments that you would like to make:
