



**ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA**

**INTERN ESTATE AGENT
WORKPLACE LEARNING LOGBOOK**

Educational background: (In date order - from the oldest to the latest)

Qualifications achieved	Provider name	Year qualified

Work experience
(List previous occupations/jobs from the most recent to the oldest)

Organisation	Department	Job title	Years



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Intern estate agent: curriculum vitae

The curriculum vitae contained in this logbook should be up-to-date and must include references with contact details.

(Insert curriculum vitae after this page)



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Identity document

The copy of the identity document of the intern estate agent included in this logbook must be duly certified by a Commissioner of Oaths.

(Insert ID documents after this page)

Intern estate agent: Job description

(Insert current job description)



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Intern estate agent: Fidelity fund certificate

Insert a copy of the current 'intern' fidelity fund certificate held by the intern estate agent - as well as, where appropriate:

- **a copy of any amended 'intern' fidelity fund certificates that might, during the course of the internship period, be issued to the intern estate agent by the EAAB after a change of principals by the intern estate agent; and**
- **a copy of the letters from both the previous principal and the new principal advising the EAAB of such change.**

Certified copy of relevant certificates/qualifications

Insert a certified copy of relevant certificates/qualifications such as the Senior Certificate and any other certificates including diplomas and/or degrees from tertiary institutions as well as professional qualifications.

(Insert a certified copy of all relevant educational certificates and qualifications after this page.)

List of educational certificates/qualifications included in the logbook

Declaration of authenticity of logbook – intern estate agent



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[To be completed by the intern estate agent at the termination of the internship period prior to the logbook being furnished to the EAAB for assessment purposes.

Should the intern have changed principals during the course of the internship period the declaration of authenticity must be completed by the intern estate agent each time such intern changes principals and, again, upon completion of the internship period]

I,, the undersigned, do hereby declare that all the information and material contained in this logbook has been produced by myself in and about my functions and duties as an intern estate agent holding an 'intern' fidelity fund certificate.

I acknowledge that I am obliged to keep all workplace evidence and records up-to-date.

Signed at (place) on(day).....(month)20.... . (year)

Intern details:

Name :.....

ID:.....

Signature:.....



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Declaration of authenticity of logbook - principal

[To be completed by the principal at the termination of the internship period prior to the logbook being furnished to the EAAB for assessment purposes.

Should the intern have changed principals during the course of the internship period the declaration of authenticity must be completed by the previous principal each time such intern changes principals and, again, by the current principal at the time when the internship period is completed]

I,....., the undersigned, do hereby declare that I, in my capacity as a principal estate agent, have actively mentored the intern estate agent in the functions and duties of a professional estate agent and that, to the best of my knowledge and belief, this logbook is a true and accurate reflection of the activities completed by the intern estate agent at the workplace.

Signed at (place) on(day).....(month),20.....
(year)

Principal details:

Name:.....

ID:.....

Signature:.....



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Induction

Date: _____

Principal: _____

I was inducted on the following:	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Intern estate agent signature: _____ Date: _____.

Facilitator signature: _____.

*You may make copies from this form

