

# Harcourts Cadets

## Overview

Harcourts Cadet Programme is about developing the consultants of our future. Providing a quality career path and an opportunity to learn every aspect of the real estate business

Selection of Harcourts cadets is not based on age or gender but rather on potential to learn and deliver The Harcourts Way to the highest standard

## Key Benefits

Access industry leading training programmes at the academy at greatly reduced or no fees

Experience multiple roles within real estate including administrator, property manager, personal assistant, buyers' consultant and sales consultant

Knowledge and skills developed in all areas of real estate give you more career choices

Receive assistance and support from your manager plus Harcourts' cadet coordinator

Build on business skills including strategic planning, business systems and industry knowledge

Build on personal skills including communication, self management and relationship building

Gain nationally recognised qualifications

## Capabilities Developed

Office administration

Technology and systems

Property management

Lead generation

Personal assistant responsibilities

Buyers' consultant duties

Sales certification / Property management certification

Certificate IV in Property (Aus) or National Certificate in Property (NZ)

An opportunity to follow a winning career path

**the academy**  
harcourts training systems



# Cadets

## Additional Information

### Recommended structure first half of the programme

Salary paid office administrator – reception and office duties in sales office and property management

Complete academy training programmes

- Office Administration
- Technology – all units

### Recommended structure second half of the programme

Salary paid personal assistant to a sales consultant – lead generation, service systems, and buyer consultancy

Complete academy training programmes

- Sales – Getting started the Harcourts way
- Sales – Succeeding the Harcourts way
- Auction / advanced sales workshops

### Optional opportunity

- Certificate IV in Property (Aus) or National Certificate in Property (NZ)

The cadet programme operates between one and two years depending on the individual's experience

Upon completion of the programme cadets usually enter into full-time sales or property management. Some may elect to apply for office or consultant support role.

### Support

Contact your Harcourts cadet coordinator or Academy trainer for:

- Further information or advice
- Cadet application forms
- An initial meeting between cadet, manager and coordinator to customise your programme and to schedule training attendance

Apply online – [www.harcourtsacademy.com](http://www.harcourtsacademy.com)

Duration: One to Two years depending on experience

**An opportunity to follow a winning career path**