

ADVANCED APPRENTICESHIP IN RESIDENTIAL PROPERTY LETTING & MANAGEMENT.

Level 3 Diploma in Property:
Residential Property Letting and Management. (49 credits minimum)

ID	Mandatory Suite (24 credits required.)	Level	Credit Value
WBA Ref M/600/27 75	Reduce risks to health and safety in the workplace.	2	3
Prop 6	Maintain the security of individuals and property	2	2
Prop 1	Understanding professional conduct	2	1
Prop 3	Understanding legislation, guidelines, codes of practice and statutory information in residential lettings.	3	6
Prop 12	Obtain instructions and agree marketing activities for properties.	3	5
RL 13	Progress applications to rent property.	3	3
RL 14	Negotiate tenancies.	3	4
Optional Units (Minimum 13 credits.)			
Optional Group A (minimum of 3 credits)			
Prop 10	Monitor changes and assess their impact in the local property market.	3	5
Prop 11	Undertaking market appraisals and advising on the presentation of properties.	3	5
RL15	Prepare inventories for properties to let.	3	3
RL17	Visit tenanted properties.	3	3
RL18	Facilitate the maintenance of managed properties.	3	3
RL19	Renew and extend tenancy agreements and review rents.	3	3
RL 20	Bring tenancy agreements to an end.	3	3
RL21	Implement check-out procedures and dispersals in a letting environment.	3	4
Optional Group B (0 credits minimum.)			
RL 9	Prepare for the marketing of properties to let.	2	2
Prop 13	Match and promote properties to individuals	2	3
Prop 15	Conduct accompanys viewings of properties.	2	3
RL 16	Implement pre-entry and hand-over procedures for property to let.	2	2
Key / Functional skills			
	Maths	2	
	English	2	
Technical Certificate			
	NFOPP Technical Award in Residential Lettings & Property Management..		12

Successful completion will allow for application of associate membership of the Guild of Letting and Management.