



propertymark
QUALIFICATIONS



Propertymark Qualifications (formerly the National Federation of Property Professionals (NFoPP) Awarding Body) is the UK’s specialist awarding organisation offering industry recognised and regulated qualifications in property.

We provide a portfolio of nationally recognised qualifications and programmes to meet the needs of those entering the property professions and to support continued professional development of those already working in the sector.

Benefits of Propertymark Qualifications
Successful achievement of a Propertymark qualification offers:

- Nationally recognised qualification
- Professional status and credibility
- Increased customer confidence
- Enhanced career and employment opportunities
- Boost in earning potential
- Continuing professional development
- Networking and contact building

With the housing market thriving, now is the time to invest in your future and stand out from other job applicants, whether you are entering the industry or are an established property professional.

QUALIFICATION	Page
LETTINGS	
Award in Introduction to Residential Property Management Practice	6
Technical Award in Residential Letting & Property Management	7
Certificate in Residential Letting & Property Management	8
Technical Award in Residential Tenancy Deposit Protection & Management	9
Technical Award in Residential Inventory Management & Practice	10
SALES	
Award in Introduction to Sale of Residential Property	14
Technical Award in the Sale of Residential Property	15
Certificate in the Sale of Residential Property	16
Technical Award in Commercial Property Agency	17
AUCTIONS	
Technical Award in Real Property Auctioneering	19
Technical Award in Chattels Auctioneering	20
INDIVIDUAL LEARNERS	
STUDYING AT A COLLEGE OR OTHER CENTRE	
APPRENTICESHIPS	
	21
	22
	23

Please note: Scotland operates a different system of qualification levels from England, Wales and Northern Ireland (scqf.org.uk/the-framework). Where qualifications are offered and recognised within the Scottish Credit and Qualifications Framework (SCQF), the SCQF equivalent level is indicated.



LETTINGS

AWARD IN INTRODUCTION TO RESIDENTIAL PROPERTY MANAGEMENT PRACTICE

LEVEL 2

LEVEL 5

ENGLAND AND WALES

SCOTLAND

WHO IS THE QUALIFICATION FOR?

Introductory qualification for those who are:

- New to the property industry.
- Currently working as a Trainee or Junior Letting Agent, Negotiator or Letting/Office Administrator.

HOW LONG WILL IT TAKE?

Up to 12 months to complete, requiring approximately 90 study hours.

WHAT WILL I GET?

You will receive a nationally recognised qualification at a level equivalent to GCSE/Intermediate and will be eligible to apply for ARLA Propertymark membership. You will also have unit credits towards the level 3 (SCQF6) Technical Award in Residential Letting and Property Management if you wish to develop and progress with your studies.

WHAT DOES THE QUALIFICATION COVER?

Unit 1

General Law, Health, Safety & Security in Relation to Residential Letting & Property Management

Unit 2

Customer Service within the Property Sector

Unit 3

Introduction to Residential Property Letting Practice

Unit 4

Introduction to Residential Property Management Practice

TECHNICAL AWARD IN RESIDENTIAL LETTING & PROPERTY MANAGEMENT

LEVEL 3

LEVEL 6

ENGLAND, WALES AND NORTHERN IRELAND

SCOTLAND

WHO IS THE QUALIFICATION FOR?

Foundation qualification for those who:

- Have some knowledge of residential lettings.
- Are currently working as or aspiring to work as a Letting Agent, Negotiator or Residential Property Manager.

HOW LONG WILL IT TAKE?

Up to 12 months to complete, requiring approximately 120 study hours.

WHAT WILL I GET?

You will receive a nationally recognised qualification at a level equivalent to A Level/Higher and will be eligible to apply for ARLA Propertymark membership. You will also have met the entry requirements for the Level 4 Certificate in Residential Letting and Property Management if you wish to develop and progress with your studies.

WHAT DOES THE QUALIFICATION COVER?

Unit 1

General Law, Health, Safety & Security in Relation to Residential Letting & Property Management

Unit 2

Legal Aspects of Letting & Management

Unit 3

Residential Property Letting Practice

Unit 4

Residential Property Management Practice

CERTIFICATE IN RESIDENTIAL LETTING & PROPERTY MANAGEMENT

LEVEL 4

ENGLAND AND WALES

WHO IS THE QUALIFICATION FOR?

Professional qualification for those who are:

- Currently working as or aspiring to work as a Senior Letting Manager or Branch/Area Manager.

HOW LONG WILL IT TAKE?

Up to 18 months to complete, requiring approximately 260 study hours.

REQUIREMENTS

Must hold the 'Technical Award in Residential Letting and Property Management' and be over the age of 18.

WHAT WILL I GET?

You will receive a nationally recognised qualification at a level equivalent to a Certificate of Higher Education and will be eligible to apply for ARLA PropertyMark fellow.

WHAT DOES THE QUALIFICATION COVER?

Unit 3

Legal Aspects of Residential Letting & Management

Unit 4

Practice Relating to Residential Property Management

Unit 5

Appraisal & Residential Property Letting Practice

Unit 6

Applied Law Relating to Residential Letting & Management

Unit 7

Introduction to Office Management

Unit 8

Advanced Office Management

TECHNICAL AWARD IN RESIDENTIAL TENANCY DEPOSIT PROTECTION & MANAGEMENT

LEVEL 3

ENGLAND AND WALES

WHO IS THE QUALIFICATION FOR?

Technical qualification for those who:

- Have some knowledge of residential lettings.

HOW LONG WILL IT TAKE?

Up to 12 months to complete, requiring approximately 120 study hours.

WHAT WILL I GET?

You will receive a nationally recognised qualification at a level equivalent to A Level/Higher. You will gain knowledge in key areas related to residential tenancy deposit, protection and management.

WHAT DOES THE QUALIFICATION COVER?

Unit 1

General Law, Health, Safety & Security in Relation to Residential Letting & Property Management

Unit 2

Legal Aspects of Letting & Management

Unit 3

Handling, Protecting & Processing Residential Tenancy Deposits

Unit 4

Returning Residential Tenancy Deposits & Dispute Resolution Procedures

TECHNICAL AWARD IN RESIDENTIAL INVENTORY MANAGEMENT & PRACTICE

LEVEL 3

LEVEL 6

ENGLAND AND WALES

SCOTLAND

WHO IS THE QUALIFICATION FOR?

Technical qualification for those who:

- Have some knowledge or experience of working in residential inventory.

HOW LONG WILL IT TAKE?

Up to 12 months to complete, requiring approximately 120 study hours.

WHAT WILL I GET?

You will receive a nationally recognised qualification at a level equivalent to A Level/Higher and will be eligible to apply for ARLA Inventories membership.

WHAT DOES THE QUALIFICATION COVER?

Unit 1

General Law, Health, Safety & Security in Relation to Residential Inventory Management & Practice

Unit 2

Legal Aspects of Residential Inventory Management & Practice

Unit 3

Residential Letting & Property Management

Unit 4

Residential Inventory Management & Practice





SALES

AWARD IN INTRODUCTION TO SALE OF RESIDENTIAL PROPERTY

LEVEL 2

ENGLAND, WALES AND
NORTHERN IRELAND

WHO IS THE QUALIFICATION FOR?

Introductory qualification for those who are:

- New to the property industry.
- Currently working as a Trainee or Junior Estate Agent, Sales Negotiator or Sales/Office Administrator.

HOW LONG WILL IT TAKE?

Up to 12 months to complete, requiring approximately 90 study hours.

WHAT WILL I GET?

You will receive a nationally recognised qualification at a level equivalent to GCSE/Intermediate. You will also have unit credits towards the Level 3 (SCQF 6) Technical Award in the Sale of Residential Property if you wish to develop and progress with your studies.

WHAT DOES THE QUALIFICATION COVER?

Unit 1

General Law, Health, Safety & Security in Relation to the Sale of Residential Property

Unit 2

Customer Service within the Property Sector

Unit 3

Regulations Relating to Sale of Residential Property

Unit 4

Practice Relating to the Sale of Residential Property

TECHNICAL AWARD IN THE SALE OF RESIDENTIAL PROPERTY

LEVEL 3

ENGLAND, WALES AND
NORTHERN IRELAND

LEVEL 6

SCOTLAND

WHO IS THE QUALIFICATION FOR?

Foundation qualification for those who:

- Have some knowledge of residential sales.
- Are currently working as or aspiring to work as an Estate Agent, Sales Negotiator, Property Valuer or Sales/Office Administrator.

HOW LONG WILL IT TAKE?

Up to 12 months to complete, requiring approximately 120 study hours.

WHAT WILL I GET?

You will receive a nationally recognised qualification at a level equivalent to A Level/Higher and will be eligible to apply for NAEA Propertymark membership. You will also have met the entry requirements for the Level 4 Certificate in the Sale of Residential Property if you wish to develop and progress with your studies.

WHAT DOES THE QUALIFICATION COVER?

Unit 1

General Law, Health, Safety & Security in Relation to the Sale of Residential Property

Unit 2

Law Relating to Residential Property Sales

Unit 3

Practice Relating to Residential Property Sales

Unit 4

Property Appraisal & Basic Building Construction/Defects

CERTIFICATE IN THE SALE OF RESIDENTIAL PROPERTY

LEVEL 4

ENGLAND, WALES AND
NORTHERN IRELAND

WHO IS THE QUALIFICATION FOR?

Professional qualification for those who are:

- Currently working as or aspiring to work as a Branch Team Leader, Senior Sales Manager or Branch/Area Manager.

HOW LONG WILL IT TAKE?

Up to 18 months to complete, requiring approximately 260 study hours.

WHAT WILL I GET?

You will receive a nationally recognised qualification at a level equivalent to a Certificate of Higher Education and will be eligible to apply to be an NAEA PropertyMark fellow.

WHAT DOES THE QUALIFICATION COVER?

Unit 3

Legal Aspects Relating to Residential Estate Agency

Unit 4

Practice Relating to Residential Estate Agency

Unit 5

Market Appraisal & Valuation Relating to Residential Estate Agency

Unit 6

Building Design & Defects for Residential Estate Agency

Unit 7

Introduction to Office Management

Unit 8

Advanced Office Management

TECHNICAL AWARD IN COMMERCIAL PROPERTY AGENCY

LEVEL 3

ENGLAND, WALES

WHO IS THE QUALIFICATION FOR?

Technical qualification for those who:

- Have some knowledge of Commercial Property.
- Are currently working or aspiring to work as a Commercial Property Agent.

HOW LONG WILL IT TAKE?

Up to 12 months to complete, requiring approximately 120 study hours.

WHAT WILL I GET?

You will receive a nationally recognised qualification at a level equivalent to a A Level/Higher and gain a basic understanding of key areas related to commercial areas to kick start your career. You will be eligible to apply for NAEA Commercial membership.

WHAT DOES THE QUALIFICATION COVER?

Unit 1

General Law, Health, Safety & Security in Relation to Commercial Property Agency

Unit 2

Practice & Law Relating to Commercial Property Agency

Unit 3

Law Relating to Commercial Property

Unit 4

Commercial Property & Business Appraisal & Basic Building Construction

TECHNICAL AWARD IN REAL PROPERTY AUCTIONEERING

LEVEL 3

ENGLAND AND WALES

WHO IS THE QUALIFICATION FOR?

Introductory qualification for those who are:

- Have some knowledge of real property auctioneering.
- Are currently working as or aspiring to work as a Property Auctioneer or Property Valuer.

HOW LONG WILL IT TAKE?

Up to 12 months to complete, requiring approximately 90 study hours.

WHAT WILL I GET?

You will receive a nationally recognised qualification at a level equivalent to A Level/Higher and will be eligible to apply for NAVA Propertymark membership.

WHAT DOES THE QUALIFICATION COVER?

Unit 1

General Law, Health, Safety & Security in Relation to Real Property Auctioneering

Unit 2

The Law Relating to Real Property Auctions

Unit 3

Practice & Procedure Relating to Real Property Auctioneering

Unit 4

Property Appraisal & Basic Building Construction/Defects in Relation to Real Property Auctioneering

AUCTIONS

TECHNICAL AWARD IN CHATTELS AUCTIONEERING

LEVEL 3

ENGLAND AND WALES

WHO IS THE QUALIFICATION FOR?

Introductory qualification for those who are:

- Have some knowledge of Chattels Auctioneering.
- Are currently working as or aspiring to work as a Chattels Auctioneer or Chattels Valuer.

HOW LONG WILL IT TAKE?

Up to 12 months to complete, requiring approximately 120 study hours.

WHAT WILL I GET?

You will receive a nationally recognised qualification at a level equivalent to A Level/Higher and will be eligible to apply for NAVA Propertymark membership.

WHAT DOES THE QUALIFICATION COVER?

Unit 1

General Law, Health, Safety & Security in Relation to Chattels Auctioneering

Unit 2

Law Relating to Chattels Auctions

Unit 3

Practice & Procedure Relating to Chattels Auctioneering

Unit 4

Appraisal & the Auctioneers Duties & Liabilities in Relation to Chattels

INDIVIDUAL LEARNERS

Gaining a Propertymark Qualification will give you the confidence and recognition you need to stay ahead of the competition, helping you to move forward in your career or become employment ready.

APPLYING

To start your professional property journey, visit propertymarkqualifications.co.uk and register your details.

If you are undertaking study at a recognised centre, your trainer will be able to advise on enrolment.

LEARNING SUPPORT

Study at home or in the office using your own learning materials or Workbooks from MOL. With access to a virtual learning environment and interactive tools (including mind maps, flash cards and mock multiple choice exams), the online resources can help you to prepare.

EXAMINATIONS

For Propertymark Qualifications, examinations can be taken at Pearson Vue test centres across the country. Examinations can be taken one at a time or in combination and can be completed in any order.

GET IN TOUCH

For help and further information go to propertymarkqualifications.co.uk, email qualifications@propertymark.co.uk or ring 01926 417794. Good luck with your studies and professional development.





STUDYING AT A COLLEGE OR OTHER CENTRE

Propertymark Qualifications has a number of recognised centres across the country, including further & higher education colleges and institutions, private training providers and businesses who deliver a range of qualifications.

Our centres support Propertymark Qualifications by delivering learning programmes, exams and assessments. Many students benefit from structured learning within a formal education environment. The network of centres offering Propertymark Qualifications continues to grow.

If you would like more information on how to become a centre, send us an email qualifications@propertymark.co.uk

ENDORSED LEARNING

We can also provide endorsement for company or in-house training and development programmes. To find out more, email qualifications@propertymark.co.uk



APPRENTICESHIPS

An apprenticeship offers the opportunity to earn whilst you learn and gain valuable work experience and develop knowledge, skills and behaviours required for a career in property.

Qualifications can fit in with apprenticeships programmes. To find out more, contact us at qualifications@propertymark.co.uk

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MOL understands the high expectations of learners on property programmes, and we also appreciate how difficult it can be to get motivated.

If you're struggling with your property studies or finding motivation a problem, MOL is the answer to your success.

By choosing MOL, your learning experience will be underpinned by:



A comprehensive workbook for your property qualification



Access to MOL's Virtual Learning Environment where you will find your online resources



Communication with a tutor via telephone, on our fast track programmes

Changing careers from ordinary to **extraordinary** for over 30 years.
Find out how we can change yours...

LEARN, DEVELOP, EXCEL WITH MOL

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MOL - Preferred supplier of workbooks for Propertymark Qualifications