

Notification of revised Qualification Specifications for assessment from 1st January 2018

Dear Candidate

We are writing to you because you are currently registered for a Propertymark Qualifications Level 4 qualification.

We have revised our Level 4 specifications for assessment from January 2018. As a current candidate, there is some essential information which you need to be aware of.

Unit content

All examinations taken by candidates from 1st January 2018 will assess the content of the updated qualification specifications. You are advised to ensure you consult the relevant 2018 qualification specification for your qualification, which is available on our website, and use this as a basis for your examination preparation.

Changes to Management Units

From January 2018, Introduction to Office Management (IOM) will be renamed as Business Practice, and Advanced Office Management (AOM) will be renamed as Business Management. The content of these two units overall will remain broadly the same, but the content split between the two units will change slightly. For further information, you should refer to the 2018 Qualification Specification for your qualification.

If you have not yet passed either IOM or AOM you are advised, where possible, to postpone taking either of these examinations until after 1st January 2018 and to prepare for your assessment using the 2018 qualification specification.

If you have achieved only one of IOM or AOM by 1st January 2018 you will be required to take the revised unit from January 2018. You must refer to the 2018 qualification specification for your qualification to ensure you prepare appropriately for your examination.

Examination booking windows

Examination booking windows will be removed for all examinations from 1st January 2018. All examinations will be able to be taken in fixed two-week examination windows and can be booked at any time, subject to test centre availability. All examinations will be available five times in 2018 and four times in 2019 and in subsequent years. For more information on dates of examination windows please visit the RQF 2018 tab on [our website](#).

Assessment Method

All Level 4 examinations taken from January 2018 will be assessed by short answer examination. Multiple choice examinations will no longer be used for assessment at this level. The sample examination questions on the Propertymark Qualifications website are currently being updated to reflect this change.

Further Information

For further information and to view our revised Qualification Specifications please visit the RQF 2018 tab on [our website](#).

Propertymark Qualifications
qualifications@propertymark.co.uk