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INTRODUCTION

Propertymark Qualifications is the UK’s specialist awarding organisation offering industry recognised qualifications in property.

Whether you are just starting out in your career or you are looking to build upon your existing experience, we provide qualifications which meet the needs of those entering the property professions and to support continued professional and career development for those already working in the sector.

Our qualifications are regulated by the national Qualification Regulators in England (Ofqual), Wales (Qualifications Wales) and Northern Ireland (CCEA). In addition, our specific Scotland Qualifications are credit and levelled within the SCQF (Scottish Credit and Qualifications Framework).

ABOUT OUR QUALIFICATIONS

Propertymark Qualifications offers individual distance learners and those full and part-time learners in colleges or studying with private training providers the opportunity to build up their qualifications unit by unit, assessed when ready. Our qualifications are currently available at Levels 2, 3 and 4 in England, Wales and Northern Ireland and SCQF Levels 5 and 6 in Scotland.

Learners have up to three years from registration to complete a qualification, although many learners complete in 12-18 months. We provide credit for units already achieved and there are several common units, i.e. a unit which appears in more than one qualification. This enables learners to carry over units into other qualifications where relevant. This reduces the burden of assessment and makes it easier for learners to gain associated qualifications and support their professional and career development.

Our qualifications support professional standards across the industry and are recognised by the Propertymark professional bodies.

BENEFITS OF PROPERTYMARK QUALIFICATIONS

Achievement with Propertymark Qualifications can offer:

• A nationally recognised qualification
• Professional status and credibility
• Increased confidence from customers
• Enhanced career opportunities
• Continuing professional development
• Evidence for membership of professional bodies

Now is the time to invest in your future and stand out from the other job applicants, whether you are entering the industry or an established property professional.
UNDERSTANDING QUALIFICATIONS

QUALIFICATIONS ARE DESCRIBED IN TERMS OF THEIR SIZE AND THEIR LEVEL

QUALIFICATION LEVEL

A qualification’s level indicates the difficulty and complexity of the knowledge required to complete a qualification.

Qualification levels in England, Wales and Northern Ireland sit in a framework which starts at Entry Level 1 and goes up to Level 8. Scotland has a different framework of qualification levels which range from Level 1 to Level 12. In England, Wales and Northern Ireland we offer qualifications at Level 2, Level 3 and Level 4. In Scotland we offer qualifications at Level 5 and Level 6.

COMPARISON OF QUALIFICATION LEVELS OFFERED BY PROPERTYMARK QUALIFICATIONS

Qualification levels:
- **Level 1**: Entry
- **Level 2**: Intermediate
- **Level 3**: GCSE
- **Level 4**: A-Level
- **Level 5**: Equivalent demand to Intermediate
- **Level 6**: Equivalent demand to Higher
- **Level 7**: Equivalent demand to First Year of Undergraduate Degree

ENGLAND, WALES, NORTHERN IRELAND

SCOTLAND

QUALIFICATION SIZE

A qualification’s size refers to the estimated total amount of time it typically takes to study and be assessed for a qualification. Qualifications can sit at different levels, but have the same size. Similarly, qualifications can sit at the same level but be of different sizes.

The three qualification sizes are Award, Certificate and Diploma. An Award takes up to 120 hours to complete, a Certificate takes from 121 to 369 hours to complete and a Diploma takes over 370 hours to complete.
AWARD IN INTRODUCTION TO RESIDENTIAL PROPERTY MANAGEMENT PRACTICE

WHO IS THE QUALIFICATION FOR?
This qualification is for those who are:
• wishing to enter employment in or new to the property industry
• currently working as a Trainee or Junior Lettings Agent, Negotiator or Letting/Office Administrator
• Apprentices preparing for Gateway

WHAT WILL BE COVERED?
COM1/SCOM1 Health and Safety, Security and General Law
CSPS1 Customer Service within the Property Sector
IRPLP/SIRPLP Introduction to Residential Property Letting Practice
IRPMP/SIRPMP Introduction to Residential Property Management Practice

HOW LONG WILL IT TAKE?
Up to 12-18 months to complete, requiring approximately 90 hours of qualification study time in total.

WHAT WILL I GET?
You will receive a nationally recognised qualification at a level broadly equivalent to GCSE/Intermediate.

HOW CAN I PROGRESS?
COM1/SCOM1 and CSPS1 are common across several Propertymark Qualifications’ awards, so you are already on the way to achieving another qualification.

Those who hold this qualification may be eligible for membership of a professional body.
WHO IS THE QUALIFICATION FOR?
This qualification is the industry-recognised technical award for those who:

• have some knowledge and experience of residential lettings
• are currently working as or aspiring to work as a Lettings Agent, Negotiator, Residential Property Manager or Lettings/Office Administrator
• are progressing from Level 2/5

WHAT WILL BE COVERED?

COM1/SCOM1 Health and Safety, Security and General Law
RLPM2/NIRLPM2/SRLPM2 Legal Aspects of Letting and Management
RLPM3/NIRLPM3/SRLPM3 Residential Property Letting Practice
RLPM4/NIRLPM4/SRLPM4 Residential Property Management Practice

HOW LONG WILL IT TAKE?
Up to 12-18 months to complete, requiring approximately 120 hours of qualification study time in total.

WHAT WILL I GET?
You will receive a nationally recognised qualification at a level broadly equivalent to A-Level/Higher.

HOW CAN I PROGRESS?
COM1/SCOM1 and RLP2M2/SRLPM2 are common across several Propertymark Qualifications’ awards, so you are already on the way to achieving another qualification.

Those who hold this qualification may be eligible for membership of a professional body.
CERTIFICATE IN RESIDENTIAL LETTING AND PROPERTY MANAGEMENT

WHO IS THE QUALIFICATION FOR?
This qualification is a higher level professional qualification for those who are:
• already employed in the property sector
• currently working as, or aspiring to work as, a Branch Team Leader, Senior Letting Manager or Branch/Area Manager
• interested in furthering their studies in residential letting and property management and business
• progressing from Level 3

WHAT WILL BE COVERED?
LARLM Legal Aspects Relating to Residential Letting and Management
PRPM Practice Relating to Residential Property Management
ARPLP Appraisal and Residential Property Letting Practice
ALRLM Applied Law Relating to Residential Letting and Management
IOM Business Practice
AOM Business Management

HOW LONG WILL IT TAKE?
Usually 18-36 months to complete, requiring approximately 260 hours of qualification study time in total.

ENTRY REQUIREMENTS
Candidates must hold the Propertymark Qualifications Level 3 Award in Residential Letting and Property Management, or equivalent, and be over the age of 18.

WHAT WILL I GET?
You will receive a nationally recognised qualification at a level broadly equivalent to a Certificate of Higher Education.

HOW CAN I PROGRESS?
IOM and AOM are common across other Propertymark Qualifications Level 4 certificates, so you are already on the way to achieving another qualification.

Those who hold this qualification may be eligible for membership of a professional body.
LEVEL 3
England, Wales

AWARD IN RESIDENTIAL TENANCY DEPOSIT PROTECTION AND MANAGEMENT

WHO IS THE QUALIFICATION FOR?
This qualification is the industry-recognised technical award for those who:
• have some knowledge of residential lettings
• wish to gain recognition for tenancy deposit protection and management knowledge and application

WHAT WILL BE COVERED?
COM1 Health and Safety, Security and General Law
RLPM2 Legal Aspects of Letting and Management
RTDPM3 Handling, Protecting and Processing Residential Tenancy Deposits
RTDPM4 Returning Residential Tenancy Deposits and Dispute Resolution Procedures

HOW LONG WILL IT TAKE?
Up to 12-18 months to complete, requiring approximately 120 hours of qualification study time in total.

WHAT WILL I GET?
You will receive a nationally recognised qualification at a level broadly equivalent to A-Level.

HOW CAN I PROGRESS?
COM1 and RLPM2 are common across several Propertymark Qualifications awards, so you are already on the way to achieving another qualification.
LEVEL 3
England, Wales
LEVEL 6
Scotland

AWARD IN RESIDENTIAL INVENTORY MANAGEMENT AND PRACTICE

WHO IS THE QUALIFICATION FOR?
This qualification is the industry-recognised technical award for those who:
• have some knowledge or experience of working in residential inventory
• wish to join a professional body

WHAT WILL BE COVERED?
COM1/SCOM1 Health and Safety, Security and General Law
RLPM2/SRLPM2 Legal Aspects of Letting and Management
RIMP3/SRIMP3 Residential Letting and Property Management
RIMP4/SRIMP4 Residential Inventory Management and Practice

HOW LONG WILL IT TAKE?
Up to 12-18 months to complete, requiring approximately 120 hours of qualification study time in total.

WHAT WILL I GET?
You will receive a nationally recognised qualification at a level broadly equivalent to A-Level/Higher.

HOW CAN I PROGRESS?
COM1/SCOM1 and RLPM2/SRLPM2 are common across several Propertymark Qualifications awards, so you are already on the way to achieving another qualification.

Those who hold this qualification may be eligible for membership of a professional body.
WHO IS THE QUALIFICATION FOR?
This qualification is for those who are:
• wishing to enter employment in, or new to, the property industry
• currently working, or wishing to work as a Trainee or Junior Estate Agent, Sales Negotiator or Sales/Office Administrator
• Apprentices preparing for Gateway

WHAT WILL BE COVERED?
COM1 Health and Safety, Security and General Law
CSPS1 Customer Service within the Property Sector
RRSRP Regulations Relating to Sale of Residential Property
PRSRP Practice Relating to the Sale of Residential Property

HOW LONG WILL IT TAKE?
Up to 12-18 months to complete, requiring approximately 90 hours of qualification study time in total.

WHAT WILL I GET?
You will receive a nationally recognised qualification at a level broadly equivalent to GCSE/Intermediate.

HOW CAN I PROGRESS?
COM1 and CSPS1 are common across several Propertymark Qualifications’ awards, so you are already on the way to achieving another qualification.

Those who hold this qualification may be working as an apprentice and/or eligible for student membership of a professional body.
AWARD IN THE SALE OF RESIDENTIAL PROPERTY

WHO IS THE QUALIFICATION FOR?
This qualification is the industry-recognised technical award for those who:

• have some knowledge or experience of residential sales or wish to improve on existing knowledge in the key areas related to residential property sales
• are currently working as or aspiring to work as an Estate Agent, Sales Negotiator, Property Valuer or Sales/Office Administrator
• are progressing from Level 2

WHAT WILL BE COVERED?

COM1/SCOM1 Health and Safety, Security and General Law
SRP2/SSRP2 Law Relating to Residential Property Sales
SRP3/SSRP3 Practice Relating to Residential Property Sales
SRP4/SSRP4 Property Appraisal and Basic Building Construction and Defects

HOW LONG WILL IT TAKE?
Up to 12-18 months to complete, requiring approximately 120 hours of qualification study time in total.

WHAT WILL I GET?
You will receive a nationally recognised qualification at a level broadly equivalent to A-Level/Higher.

HOW CAN I PROGRESS?
COM1/SCOM1 is common across several Propertymark Qualifications awards, so you are already on the way to achieving another qualification.

This qualification provides an entry requirement for the Level 4 Certificate in Sale of Residential Property. Those who hold this qualification may be eligible for membership of a professional body.
CERTIFICATE IN THE SALE OF RESIDENTIAL PROPERTY

WHO IS THE QUALIFICATION FOR?
This qualification is a higher level professional qualification for those who are:
• already employed in the property sector
• currently working as or aspiring to work as a Branch Team Leader, Senior Sales Manager or Branch/Area Manager
• interested in furthering their studies in sale of residential property and business
• progressing from Level 3

WHAT WILL BE COVERED?
LAREA Legal Aspects Relating to Residential Estate Agency
PREA Practice Relating to Residential Estate Agency
MAVREA Market Appraisal and Valuation Relating to Residential Estate Agency
BDDREA Building Design and Defects for Residential Estate Agency
IOM Business Practice
AOM Business Management

HOW LONG WILL IT TAKE?
Usually 18-36 months to complete requiring approximately 260 hours of qualification study time in total.

WHAT WILL I GET?
You will receive a nationally recognised qualification at a level broadly equivalent to the level of Certificate of Higher Education.

HOW CAN I PROGRESS?
IOM and AOM are common across other Propertymark Qualifications Level 4 certificates, so you are already on the way to achieving another qualification.

Those who hold this qualification may be eligible for membership of a professional body.
WHO IS THE QUALIFICATION FOR?
This qualification is the industry-recognised technical award for those who:
• have some knowledge or experience of commercial sales or wish to improve on existing knowledge in the key areas related to commercial property
• are currently working as or aspiring to work as an Estate Agent, Sales Negotiator, or Commercial Property Agent
• are progressing from Level 2

WHAT WILL BE COVERED?
COM1 Health and Safety, Security and General Law
CPA2 Practice and Law Relating to Commercial Property Agency
CPA3 Law Relating to Commercial Property
CPA4 Commercial Property and Business Appraisal and Basic Building Construction

HOW LONG WILL IT TAKE?
Up to 12-18 months to complete, requiring approximately 120 hours of qualification study time in total.

WHAT WILL I GET?
You will receive a nationally recognised qualification at a level broadly equivalent to A-Level.

HOW CAN I PROGRESS?
COM1 is common across several Propertymark Qualifications awards, so you are already on the way to achieving another qualification.

Those who hold this qualification may be eligible for membership of a professional body.
AWARD IN CHATTELS AUCTIONEERING

LEVEL 3
England, Wales

WHO IS THE QUALIFICATION FOR?
This qualification is the industry-recognised technical award for those who:
• have some knowledge of chattels auctioneering
• are currently working as, or aspiring to work as a chattels auctioneer or chattels valuer

WHAT WILL BE COVERED?
COM1 Health and Safety, Security and General Law
CHAT2 Law Relating to Chattels Auctions
CHAT3 Practice and Procedures relating to Chattels Auctioneering
CHAT4 Appraisal and the Auctioneer’s Duties and Liabilities in Relation to Chattels

HOW LONG WILL IT TAKE?
Up to 12-18 months to complete, requiring approximately 120 hours of qualification study time in total.

WHAT WILL I GET?
You will receive a nationally recognised qualification at a level broadly equivalent to A-Level.

HOW CAN I PROGRESS?
COM1 is common across several Propertymark Qualifications awards, so you are already on the way to achieving another qualification.

Those who hold this qualification may be eligible for membership of a professional body.
AWARD IN REAL PROPERTY AUCTIONEERING

LEVEL 3
England, Wales

WHO IS THE QUALIFICATION FOR?
This qualification is the industry-recognised technical award for those who:

• have some knowledge of real property auctioneering
• are currently working as, or aspiring to work as a property auctioneer or property valuer

WHAT WILL BE COVERED?

COM1 Health and Safety, Security and General Law
RPA2 Law Relating to Real Property Auctions
RPA3 Practice and Procedures relating to Real Property Auctioneering
RPA4 Property Appraisal and the Auction Process

HOW LONG WILL IT TAKE?
Up to 12-18 months to complete, requiring approximately 120 hours of qualification study time in total.

WHAT WILL I GET?
You will receive a nationally recognised qualification at a level broadly equivalent to A-Level.

HOW CAN I PROGRESS?
COM1 is common across several Propertymark Qualifications awards, so you are already on the way to achieving another qualification.

Those who hold this qualification may be eligible for membership of a professional body.
ASSESSMENT AND EXAMINATIONS

Propertymark Qualifications Awards and Certificates are assessed through knowledge-based examinations taken at either an approved test centre or at a Propertymark Qualifications recognised centre.

Examinations for qualifications at Level 2/5 and Level 3/6 comprise multiple choice questions. Examinations at Level 4 are short-answer based.

Propertymark Qualifications provides two methods to access examinations:

• Onscreen assessment at a Pearson Vue Test Centre for individual, distance-based learners
• Onscreen assessment at recognised Propertymark Qualifications centres for learners based with colleges, training providers or other centres approved by Propertymark Qualifications.

All learners are required to complete all examinations for their chosen qualification at approved test centres on payment of the relevant fees. Examinations may be taken at any time of the year by arrangement with the test centres.
REGISTRATION AND CERTIFICATION

INDIVIDUAL LEARNERS

Individual, distance-based learners, are required to register for their chosen qualification by completing the online registration form on the Propertymark Qualifications website. Once registered, candidates will be able to log into the Propertymark Qualifications website to view their profile and book examinations.

Candidates who achieve all units comprising their chosen qualification will receive a certificate stating the full title of the qualification and the units achieved.

RECOGNISED CENTRES

Separate arrangements exist for learner registration and certification at recognised centres.

Please contact qualifications@propertymark.co.uk for further information if you are interested in becoming a centre.

Candidates who achieve all units comprising their chosen qualification will receive a certificate stating the full title of the qualification and the units achieved upon successful completion.
PROPERTY CAREERS

A career in property includes much more than you may realise, with opportunities in lettings, sales, auctioneering and management covering both residential and commercial properties.

Propertymark Qualifications can support your entry into the property professions or provide professional development opportunities for those already in work, as well as facilitating entry into professional bodies. With common content between some qualifications, Propertymark Qualifications enables you to meet the needs of your business or chosen profession.

APPRENTICESHIPS

An Apprenticeship offers the opportunity to earn whilst you learn. Apprentices benefit from being in the workplace while gaining the knowledge, skills and experience required for a career in property. New apprenticeships are available in Housing and Property Management and Estate Agency.

Propertymark Qualifications’ awards can provide support for apprenticeship training programmes and help prepare apprentices for End Point Assessments.

To find out more, contact us at qualifications@propertymark.co.uk

CENTRE-BASED DELIVERY

Propertymark Qualifications recognises centres across the country, including colleges of further and higher education, private training providers and businesses to deliver a range of qualifications and offer assessments directly to their learners.

To find out about becoming a recognised centre, email qualifications@propertymark.co.uk.
ENDORSED LEARNING SERVICE

Propertymark Qualifications can provide recognition or accreditation for company or in-house training and development programmes. For further information about the options available, please contact us at qualifications@propertymark.co.uk.

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- Access to online study materials to help you learn at a time and pace that suits you
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