



The
Property
Institute

Training and Qualifications

Spring 2026



Train Today. Lead Tomorrow.

Gain CPD hours, stay compliant and develop practical skills with The Property Institute's (TPI) nationally accredited, expert-led courses.

Whether you're starting your career, updating your skills, or broadening your knowledge, TPI Training provides the practical expertise needed to excel in the property sector.

Choose from **over 40 courses** covering Health & Safety, Property Management, HR & Wellbeing, Legal, Finance, BTR, and RMC/RTM, helping you build your skills, grow your confidence, and move forward in your career. Plus, take your knowledge further with TPI's **FREE** BrainGain webinar series.

All courses are delivered online, unless otherwise stated, with flexible options available for team bookings. TPI members benefit from exclusive pricing, while company members receive 20% off bundles of 10 training credits.

Spaces fill quickly, book your place today!

For enquiries or more information,
email: training@tpi.org.uk



Wellbeing at Work

Building on the success of TPI BrainGain webinar series, three summer courses are now available, led by Shelley Jacobs of TPI Wellbeing Group, offering practical tools and strategies to help property managers perform at their best while maintaining wellbeing.

Explore the full range of courses below, or contact training@tpi.org.uk for further information.

TC83: Developing Resilience

Shelley Jacobs – TPI Wellbeing Group/MLM
27th, 28th & 29th April, 10am to 12:30pm

This engaging three-day course equips professionals with practical strategies and proven techniques to build and sustain personal resilience. Gain valuable insights to support your mental, physical and emotional wellbeing, so you can navigate the sector with confidence and clarity.

BOOK YOUR PLACE HERE 

TC84: Developing Leadership

Shelley Jacobs – TPI Wellbeing Group/MLM
8th, 9th & 10th June, 10am to 12:30pm

Designed for current and aspiring managers, this interactive three-day course offers practical tools to build resilient, engaged and high-trust teams. Enabling you to develop the skills to lead effectively in complex, high-pressure environments.

BOOK YOUR PLACE HERE 

TC104: Effective Time Management

Shelley Jacobs – TPI Wellbeing Group/MLM
16th June, 9:30am to 12:30pm

This half-day course provides practical guidance on using your time more effectively, with tools to support clear prioritisation and structured daily planning.

Designed to enhance productivity, reduce stress and support a healthier work-life balance, this course empowers property managers to take control of their time and workload.

BOOK YOUR PLACE HERE 

All courses delivered online unless stated otherwise.

Property Management



TC1: Introduction to Residential Leasehold Management

Anna Mercer, FTPI, AssocRICS

Jackie Dickens – TPI Qualifications Workshop Leader

Joe Mallon FTPI, MRICS – JFM Block Management & The Block Coach

Jackie Dickens

14th & 15th April, 9:30am to 12:30pm

Joe Mallon

18th & 19th May, 9:30am to 12:30pm

Anna Mercer

8th & 9th June, 9:30am to 12:30pm

Joe Mallon

6th & 7th July, 9:30am to 12:30pm

Delivered over two days, this six-hour online course introduces the fundamentals of residential leasehold property management.

Designed for those new to the sector, it covers the key controls and processes needed to manage a leasehold block effectively and with confidence.

BOOK YOUR PLACE HERE 

TC27: The Procedural and Technical Issues of Section 20

Jackie Dickens – HQN

Adam Coombs, MTPI – Coombs Property Consultancy

Adam Coombs

11th & 12th May, 9:30am–12:30pm

Jackie Dickens

2nd & 3rd July, 9:30am to 12:30pm

Delivered over six hours, this practical workshop offers a clear overview of the requirements and procedures relating to Section 20 (Qualifying Works and Qualifying Long-Term Agreements), including dispensation and relevant case law.

BOOK YOUR PLACE HERE 

Property Management

TC59: Managing Your First Portfolio

Cassandra Zanelli – PMLS

1st, 2nd & 3rd June, 10am to 12:30pm

This six-hour online course, delivered over three consecutive days, explores common legal challenges in property management and provides clear, practical guidance on how to address them.

Structured around a fictional development, the course incorporates a specimen lease and Articles of Association, provided in advance to support pre-course preparation.

BOOK YOUR PLACE HERE 

TC68: Heat Networks, Net Zero, Regulation and Management of Communal Heating in Apartment Blocks

Rupert Mackay – Data Energy

15th April, 9:30am to 12:30pm

Designed for property managers responsible for developments with communal heating, hot water and CHP systems, this engaging three-hour online session provides practical insight and guidance.

Focusing on the evolving energy landscape and increasing regulatory demands on managing agents, this practical course provides the knowledge required to support compliance with the Heat Network (Metering and Billing) Regulations.

BOOK YOUR PLACE HERE 

TC69: Pools and Gyms in Residential Blocks

Rob Clarke – Motive8

1st June, 9:30am to 12:30pm

This three-hour online webinar will help you learn best practices for managing and maintaining leisure facilities in residential blocks, giving you a practical understanding of developments with gyms, swimming pools and other communal amenities.

BOOK YOUR PLACE HERE 

Property Management



TC81: Lift Maintenance

David Smith & David Marks – Ilecs Lift Maintenance
7th May, 1pm to 4pm

This three-hour online webinar offers a comprehensive overview of lift maintenance, including how lifts function, maintenance management, relevant codes and standards, and planning for the end of a lift's service life.

BOOK YOUR PLACE HERE 

TC118: Taking on New Estates and New Site Mobilisation

John Ward – Insight Property Consultants
28th April, 9:30am to 12:30pm

Develop your understanding of mobilisation requirements and create a practical checklist in this training course for managing agents, giving you the essential tools to effectively manage sites and estates.

BOOK YOUR PLACE HERE 



Property Management

TC131: Introduction to Site Inspections for Large and Complex Developments

Sandeep Singh – The Property People
24th June, 10am to 2pm

Taking place at a large and complex leasehold development in London, this live, in-person course (approximately 3–4 hours) provides practical, step-by-step guidance on how to carry out professional site inspections.

Guided through the development, attendees will visit key amenities such as cinemas, swimming pools, gyms and resident lounges, while also exploring infrastructure areas including car parks, plant rooms and building systems.

BOOK YOUR PLACE HERE 

TC133: Defect Management

Claire Savill, MTPI, MRICS – SAY Property Consultants
14th July, 9:30am to 12:30pm

This three-hour online course provides a practical introduction to defect management from an operational and management perspective. It is designed for property managers and related professionals who need to understand how to respond to building defects in a structured, transparent, and resident-focused way.

BOOK YOUR PLACE HERE 

All courses delivered online unless stated otherwise.

Human Resources

TC105: Effective Complaints Handling

Lesley Horton – Chief Ombudsman at The Property Ombudsman
29th April, 1pm to 3:30pm

Build the skills and confidence to handle complaints constructively, restoring trust and improving service outcomes. By taking an empathetic and professional approach, you can ease dissatisfaction, identify root causes and support wider improvements.

**BOOK YOUR
PLACE HERE** 

W30: Menopause Matters at Work: Building Awareness and Support Across the Workforce

Jen O’Doherty – Hillcrest Estate Management & Menopause Life by Jen
4th June, 1pm to 2:30pm

This practical menopause awareness webinar helps organisations understand what menopause is, how it can affect employees experiencing menopause, and why fostering an open and supportive workplace culture is so important.

**BOOK YOUR
PLACE HERE** 

All courses delivered online unless stated otherwise.

RMC/RTM Training

TC114: Introduction To Being An RMC/RTM Director

Alan Walker – TPI Conference Co-Ordinator and Long Term RMC/RTM Director & Shabnam Ali-Khan – Russell Cooke
20th & 21st April, 1pm to 4pm

Designed for current and aspiring Directors of Residents' Management Companies (RMCs) or Right to Manage Companies (RTMs), this online course introduces the key components of the role.

Learn about the different elements and key responsibilities involved, supporting you in carrying out the role effectively.

**BOOK YOUR
PLACE HERE** 

All courses delivered online unless stated otherwise.



Health & Safety and Fire Safety



TC55: Introduction to General Health and Safety for Property Managers

Richard Coleman – Tetra Consulting
29th & 30th June, 9:30am to 12:30pm

Build essential Health & Safety awareness in this six-hour online course, designed for new entrants to the property management sector. Covering the minimum Health & Safety knowledge needed to perform day-to-day tasks safely, giving employers confidence in your awareness.

Please note, this training does not qualify participants as Fire Safety Risk Assessors, CDM experts or other specialist roles.

**BOOK YOUR
PLACE HERE** 

TC66: Introduction to Fire Safety For Property Managers

Richard Coleman – Tetra Consulting
2nd & 3rd September, 9:30am to 12:30pm

Designed for Block Managers, this course introduces the fundamentals of fire safety, building your understanding of managing fire risks in residential blocks and the Regulatory Reform (Fire Safety) Order 2005.

By the end of this course, you will understand fire safety roles and responsibilities and have a basic awareness of recent and upcoming changes in this critical area of block management.

**BOOK YOUR
PLACE HERE** 

TC80: Advanced Health and Safety For Residential Property Managers

Richard Coleman – Tetra Consulting
13th & 14th April, 9:30am to 12:30pm

An advanced online webinar for directors and senior managers who are responsible for managing health and safety risks. Covering both your own organisation and client sites, providing guidance to ensure compliance with current health and safety law.

**BOOK YOUR
PLACE HERE** 

Health & Safety and Fire Safety



TC108: Introduction to The Building Safety Act

Shaun Lundy – Tetra Consulting
26th & 27th May, 9:30am to 12:30pm

This online course offers practical guidance for managing buildings under the Building Safety Act 2022. Attendees will engage with interactive content to build confidence in achieving positive building safety outcomes in their areas of responsibility.

**BOOK YOUR
PLACE HERE** 

TC112: Building Safety Case Reports and Managing Agents

David Hills – Ark Workplace Risk
18th June, 9:30am to 12:30pm

The introduction of the Building Safety Act 2022 brings new responsibilities for owners and managers of high-rise residential properties. This course will help you understand these new accountabilities and outline the essential factors required to ensure compliance.

**BOOK YOUR
PLACE HERE** 

TC124: Structural Risk Assessments and Management

David Hills – Ark Workplace Risk
16th April, 9:30am to 12:30pm

Structural risk assessments (SRAs) are essential for identifying and mitigating hazards that could compromise a building's structural integrity, ensuring safety and helping to prevent costly repairs.

This session covers why buildings fail, the importance of thorough SRAs, how to identify defects, available guidance and more.

**BOOK YOUR
PLACE HERE** 

Health & Safety and Fire Safety

TC125: Understanding The Regulatory Reform (Fire Safety) Order 2005

David Hills – Ark Workplace Risk
9th July, 9:30am to 12:30pm

The Grenfell Tower Inquiry (GTI) highlighted concerns that property management teams did not fully understand their roles and responsibilities under the Regulatory Reform (Fire Safety) Order 2005.

This course provides a practical understanding of the Fire Safety Order and related legislation, supporting the consistent application of fire safety requirements in the workplace.

It also includes relevant aspects of equivalent legislation in Scotland and Northern Ireland.

**BOOK YOUR
PLACE HERE** 

TC127: Effective Management of Competence

Mark Snelling – TPI Health & Safety Consultant
17th June, 9:30am to 12:30pm

The Building Safety Act and the Building Regulations require organisations to have the right capabilities when managing building safety risks or carrying out building work. This applies to higher-risk buildings where there is a risk of fire or structural failure to work governed by the Building Regulations 2010.

Organisational capability means having the policies, procedures, systems and resources needed to manage competence effectively. This session explains the Building Safety Regulator's recently published guidance. It also covers what competence looks like and how it should now be managed in practice.

**BOOK YOUR
PLACE HERE** 

Health & Safety and Fire Safety

TC129: A Guide To Effective Procurement

Mark Snelling – TPI Health & Safety Consultant

10th July, 9:30am to 12:30pm

Changes to the Building Regulations have created new client duties with criminal penalties. This has highlighted the risks to managing agents when procuring building works for their clients. However, there are significant risks associated with any type of procurement undertaken by a Managing Agent.

The course will look at what procurement is, why it is important, the potential penalties for getting it wrong, what good looks like and the competencies a person needs to procure effectively

**BOOK YOUR
PLACE HERE** 

W12: Flat Front Doors – Conducting Basic Fire Door Checks

Richard Coleman – Tetra Consulting

13th May, 1pm to 3pm

7th July, 2pm to 4pm

This two-hour training course provides guidance on conducting basic fire door checks under Regulation 10 of the Fire Safety (England) Regulations 2022. Participants will learn the purpose and function of fire doors and how to identify common faults that require remediation.

Additional dates will be added throughout the year, so please check tpi.org.uk for updates.

**BOOK YOUR
PLACE HERE** 

Health & Safety and Fire Safety

W28: Residential PEEPS – Understanding What The Legislation Requires

Shaun Lundy – Tetra Consulting

2nd June, 10am to 12pm

13th October, 10am to 12pm

This session supports Managing Agents and those responsible for arranging Person-Centred Fire Risk Assessments (PCFAs) and related documentation, including Residential Personal Emergency Evacuation Plans (R-PEEPs) and Emergency Evacuation Statements (EES).

Participants will gain the confidence to interpret these regulations and follow a structured process. By the end of the session, they will be able to produce accurate, compliant and person-focused plans that enhance resident safety.

**BOOK YOUR
PLACE HERE** 

W29: Developing Effective Fire Strategies

Russell Pallister (Karntek) – Fire & Building Safety Technical Director

1st July, 10am to 12pm

This course gives property professionals a clear, practical understanding of fire strategies, including what they are, why they are needed and how they support safe, legally compliant buildings.

Also includes key legislation, the responsibilities of duty holders, and which types of buildings require a formal fire strategy.

**BOOK YOUR
PLACE HERE** 

All courses delivered online unless stated otherwise.

Legal

TC39: Reading Leases

Emily Gray, FTPI, AssocRICS – Burns Hamilton
Anna Mercer, FTPI, AssocRICS

Emily Gray
15th & 16th June, 9:30am to 12:30pm

Anna Mercer
8th & 9th July, 9:30am to 12:30pm

Delivered over two consecutive days (three hours per day), this comprehensive course teaches property managers how to read leases constructively and understand their practical application.

**BOOK YOUR
PLACE HERE** 

TC100: Company Law Basics For Management Companies

Cassandra Zanelli – PMLS
15th May, 9:30am to 12:30pm

This interactive session provides essential knowledge of company law for managing agents working with Residents' Management Companies (RMCs) and RTM companies.

As legal challenges from members increase, it offers practical guidance on meeting statutory requirements and resolving common issues with confidence.

**BOOK YOUR
PLACE HERE** 

TC110: Leaseholder Protections and Landlord's Certificates and Leaseholder Deeds of Certificate

Cassandra Zanelli – PMLS
23rd April, 9:30am to 12:30pm

This three-hour webinar explores leaseholder protections under the Building Safety Act 2022.

**BOOK YOUR
PLACE HERE** 

Legal



W27: Data Protection and GDPR in Leasehold Management

Cassandra Zanelli – PMLS
12th June, 10am to 12pm

Data protection remains a key consideration for managing agents when processing personal data. This two hour webinar will explore a general overview of the current data protection regime and focus on the key areas affecting managing agents, including subject access requests and handling data breaches.

BOOK YOUR PLACE HERE 

W11: Dealing With Section 20B: The “18 Month Rule”

Cassandra Zanelli – PMLS
29th May, 1pm to 2pm

During this one-hour webinar, attendees will explore the ‘18 Month Rule’ in detail and its implications for managing agents, covering the latest case law and offering practical guidance to help avoid stale service charges.

BOOK YOUR PLACE HERE 

All courses delivered online unless stated otherwise.

Finance

TC44: Introduction to Accounting for Service Charge

Lisa Warren – RMG

30th June & 1st July, 9:30am to 12:30pm

Delivered over two consecutive days (three hours per day), this six-hour online course guides you through the financial year of a property and is designed for those with less than 18 months' experience in the industry.

BOOK YOUR PLACE HERE 

TC11: Residential Service Charge Accounts Guidance

Lisa Warren – RMG

21st & 22nd April, 9:30am to 12:30pm

This comprehensive six-hour course (three hours per day across two days) addresses best practice for service charge accounting.

Please note, this course is not intended to teach bookkeeping and may not be suitable for those with limited experience in accounts or property management.

BOOK YOUR PLACE HERE 

TC97: To Reserve Fund Or Not To Reserve Fund?

Lisa Warren – RMG

& Neil Maloney – MyHomeSurveyor

26th May, 9:30am to 13:30pm

This half-day practical workshop (one four-hour online session) explores the liability for providing a reserve fund in residential management, as well as the rules governing the accumulation and use of these funds.

It is ideal for anyone responsible for advising clients on reserve fund decisions and the calculations behind their accumulation.

BOOK YOUR PLACE HERE 

Finance

TC132: Effective Debt Recovery, Cash Flow Management and the Service Charge Cycle

**Benjamin Hume – Evolve Block Management/ LMP
& Zainab Khatoon – Realty Law**
10th & 11th June, 9:30am to 12:30pm

This half-day course brings together the key lessons and learning outcomes from TPI's financial management courses into one comprehensive session.

Attendees will develop both the technical and interpersonal skills needed to manage estate cash flow, the service charge cycle and outstanding arrears in a legal, compliant and ethical manner.

BOOK HERE 

All courses delivered online unless stated otherwise.





TPI Qualifications

Your Future. Qualified.

Choose from three qualification routes: **Leasehold**, **Build to Rent**, and **Factoring**, each tailored to key areas of residential property management.

Leasehold Management

Common in England and Wales, leaseholders own the right to live in a property for a fixed term. Most leasehold homes are flats, with shared areas like hallways, roofs, and gardens managed by a block property manager on behalf of the freeholder. Leaseholders also pay a service charge for upkeep.

Build to Rent

Build to Rent developments are owned by a single individual or company and rented out to tenants. A property manager oversees all aspects of the development, from communal areas to individual flats, acting on behalf of the landlord.

Factoring

In Scotland, block management is known as factoring. Flat owners jointly own and maintain the building, often hiring a professional 'factor' to manage it.

TPI Qualifications are structured around our

4 Core Elements:

Technical, **Health & Safety**, **Customer & Consumer**, and **Ethics & Behaviours** – the essential building blocks for every property professional.



Leasehold Qualifications

Level 2 Foundation Course and Exam in Leasehold Management

Modules: 5

Course content access: 12 months

Study hours: 70 (*guidance purposes only*)

Start: Any time

Price: £249

Start your journey towards achieving full qualification with this online, on-demand programme. It includes five modules, each ending with a short knowledge quiz, followed by a final online exam.

Modules:

Module 1 Introduction to Leasehold Property Management

Module 2 Introduction to the Legal Framework in Leasehold Property Management

Module 3 Introduction to Health and Safety in Property Management

Module 4 Introduction to the Customer and Consumer in Property Management

Module Introduction to Ethics and Behaviours in Property Management

Final Exam:

A multiple-choice online exam, available upon completion of all five modules. The exam consists of 60 questions and must be completed within one hour. Learners have three attempts, with a minimum of seven days between each attempt. The pass mark is 70%.

Exam date:

- Any time

Course enrolment:



Level 2 Foundation Course and Exam in Retirement Development Management

Modules: 6

Course content access: 12 months

Study hours: 75 (*guidance purposes only*)

Start: Any time

Price: £249

Available online and on-demand, this course begins the journey to full qualification. It comprises six modules, each featuring a short knowledge quiz.

Modules:

Module 1 Introduction to Leasehold Property Management for Retirement Scheme Managers and On-Site Staff

Module 2 Introduction to the Legal Framework in Leasehold Property Management

Module 3 Introduction to Health and Safety in Property Management

Module 4 Introduction to the Customer and Consumer in Property Management

Module 5 Introduction to Ethics and Behaviours in the Build Environment

Module 6 Retirement Development Management

Final Exam:

This is a multiple-choice online exam that learners can access after completing all six course modules. It consists of 60 questions and must be completed within one hour. Participants have three attempts to pass the exam, with a minimum of seven days between each attempt.

Exam date:

- Any time

Course enrolment:

**BOOK
ONLINE** 

Level 3 Associate Course and Exam in Leasehold Management

Modules: 13

Course content access: 18 months

Study hours: 162 hours (*guidance purposes only*)

Start: Anytime

Price: £449

Post-nominals: ATPI

This is a nationally recognised qualification, accredited by the examination's regulator, Ofqual.

Learners can enrol onto our online, on-demand course after passing the Level 2 Foundation course and exam in leasehold management or the Level 2 Foundation course and exam in retirement development management.

It consists of 13 modules with a short knowledge quiz at the end of each module. There is also a mock exam at the end of the course to assist in preparation for the real thing. The course is concluded with a final written exam, delivered online. Successful candidates can start using ATPI post-nominal letters after their name.

Modules:

| | | | |
|----------|---|-----------|--|
| Module 1 | Introduction to the Residential Built Environment | Module 6 | Financial Management |
| Module 2 | The Legal Background to Block Management | Module 7 | Introduction to Health & Safety |
| Module 3 | Your Role in Property Management | Module 8 | Managing the Building |
| Module 4 | Introduction to Landlord and Tenant Law | Module 9 | Maintaining the Building |
| Module 5 | Introduction to Finance for Property Managers | Module 10 | Other Legal Topics Review |
| | | Module 11 | Affordable Housing and Mixed Tenure Management |
| | | Module 12 | Customer & Consumer |
| | | Module 13 | Ethics & Behaviours |

Final Exam:

The exam is held online every three months. It is invigilated via secure software, with technical support available. The exam lasts 1 hour 30 minutes, pass mark is 60%.

Exam date:

- Wed 3rd June 2026 at 10am
- Wed 16th September 2026 at 10am
- Wed 2nd December 2026 at 10am

Course enrolment:



Level 4 Member Course and Exam in Leasehold Management

Modules: 6

Course content access: 24 months

Study hours: 205 (guidance purposes only)

Start: Anytime

Price: £549

Nationally recognised and Ofqual-accredited, this online qualification is available to those who have completed the Level 3 Associate course and exam in leasehold management.

The programme includes six additional modules, each with a short knowledge quiz, and concludes with a mock exam to support preparation for the written final exam, which is delivered online.

On successful completion, attendees are entitled to use the MTPI post-nominal letters.

Modules:

Module 1 Building Technology

Module 2 Staff and Team
Management and
Development

Module 3 Property Management
Topics

Module 4 Project Management

Module 5 Customer and Consumer

Module 6 Ethics and Behaviours

Final Exam:

Following the qualification syllabus on TPI website, the exam is held online every six months. It can be taken from any location with a stable and secure internet connection and is invigilated through secure software, with technical support available throughout. The exam lasts 2 hours and 30 minutes, and the pass mark is 60%.

Exam date:

- Wed 20th May 2026 at 10am
- Wed 11th November 2026 at 10am

Course enrolment:

**BOOK
ONLINE** 

Build to Rent Qualifications

Level 2 Foundation Course and Exam in Build to Rent

Modules: 5

Course content access: 12 months

Study hours: 70 (*guidance purposes only*)

Start: Anytime

Price: £249

Delivered online at your own pace, this course begins the journey towards achieving full qualification. It includes five modules, each with a short knowledge quiz, and concludes with a final online exam.

Modules:

Module 1 An Introduction to Build to Rent Property Management

Module 2 An Introduction to the Legal Framework in Build to Rent Property Management

Module 3 An Introduction to Health and Safety in Property Management

Module 4 An Introduction to the Customer and Consumer in Property Management

Module 5 An Introduction to Ethics and Behaviours in Property Management

Final Exam:

Following the qualification syllabus on TPI website, the exam is held online every six months. It can be taken from any location with a stable and secure internet connection and is invigilated through secure software, with technical support available throughout. The exam lasts 2 hours and 30 minutes, and the pass mark is 60%.

Exam date:

- Any time

Course enrolment:

**BOOK
ONLINE** 

Level 2 Foundation Course and Exam in Purpose-Built Student Accommodation Property Management

Modules: 6

Course content access: 12 months

Study hours: 75 (*guidance purposes only*)

Start: Anytime

Price: £249 (Special launch price £149 available until 30 April 2026)

Start your journey to full qualification with this flexible online course. It comprises six modules, each including a short quiz, and concludes with an online final exam.

Modules:

| | | | |
|----------|---|----------|---|
| Module 1 | An Introduction to Purpose-Built Student Accommodation Property Management | Module 4 | An Introduction to the Customer and Consumer in Property Management |
| Module 2 | An Introduction to the Legal Framework in Purpose-Built Student Accommodation Property Management | Module 5 | An Introduction to Ethics and Behaviours in Property Management |
| Module 3 | An Introduction to Health and Safety in Purpose-Built Student Accommodation Property Management | Module 6 | An Introduction to Mental Health and Wellbeing in Purpose-Built Student Accommodation Property Management |

Final Exam:

Following the qualification syllabus on TPI website, the exam is held online every six months. It can be taken from any location with a stable and secure internet connection and is invigilated through secure software, with technical support available throughout. The exam lasts 2 hours and 30 minutes, and the pass mark is 60%.

Exam date:

- Any time

Course enrolment:

BOOK ONLINE 

Level 4 Member Course and Exam in Build to Rent

Modules: 9

Course content access: 24 months

Study hours: 173 (*guidance purposes only*)

Start: Anytime

Price: £1,198

Nationally recognised and accredited by Ofqual, this online qualification is available to those who have completed the Level 2 Foundation course and exam in Build to Rent management. It consists of nine modules, each with a short knowledge quiz, and includes a mock exam to help prepare for the online final exam.

Modules:

| | | | |
|----------|---|----------|--------------------------------------|
| Module 1 | Key Principles | Module 6 | Building Management |
| Module 2 | Customer Care | Module 7 | Residential Letting and Management 1 |
| Module 3 | Portfolio Management | Module 8 | Residential Letting and Management 2 |
| Module 4 | The PRS, BTR, Design, Planning and Sustainability | Module 9 | Health & Safety |
| Module 5 | An Introduction to Traditional Residential management | | |

Final Exam:

Based on the qualification syllabus available on the TPI website, the assessment takes place online every six months and can be taken from any location with a stable, secure internet connection. It is invigilated using secure software, with technical support available throughout. The assessment duration is two hours and 30 minutes, with a pass mark of 60%.

Exam date:

- Wed 9th September 2026 at 10am

Course enrolment:



Factoring Qualification

Professional Diploma in Property Factoring

Modules: 7

Course content access: 24 months

Study hours: 280 (*guidance purposes only*)

Start: Anytime

Price: £595

Recognised on the Scottish Credit and Qualifications Framework (SCQF), this online qualification is open to all, with no prior experience in Factoring required. It consists of seven modules, each with a short knowledge quiz, and includes a mock exam to support preparation for the final written exam, delivered online. Successful candidates may use MTPI post-nominal letters.

Modules:

| | | | |
|----------|---|----------|----------------------------|
| Module 1 | Introduction to Property Factoring | Module 4 | Managing Factored Property |
| Module 2 | Property Factoring – Historical, Legislative and Cultural Context | Module 5 | Building Technology |
| Module 3 | Legal Matters in Factoring Practice | Module 6 | Health and Safety |
| | | Module 7 | Finance and its Management |

Final Exam:

Based on the qualification syllabus available onTPI website, the assessment takes place online every six months and can be taken from any location with a stable, secure internet connection. It is invigilated using secure software, with technical support available throughout. The assessment lasts two hours and 30 minutes, with a pass mark of 60%.

Exam date:

- Wed 16th September 2026 at 10am

Course enrolment:



Exam Workshops

Exam Preparatory Workshops for the Level 3 Associate and Level 4 Member Exams in Leasehold Management.

These half-day online workshops are delivered as webinars and explore the detailed requirements of the syllabus and exam structure. Attendees receive practical tips on how to prepare and manage their time on the day.

As exam questions are often based on real property management scenarios, the workshops include interactive discussions to share experiences of good practice.

Upcoming workshop dates:

Level 3 Associate Exam in Leasehold Management

Thu 30th April 2026 – 9:00am or 1:30pm

Thu 3rd September 2026 – 9:00am or 1:30pm

Thu 4th November 2026 – 9:00am or 1:30pm

Workshop booking:



Level 4 Member Exam in Leasehold Management

Thu 16th April 2026 – 9:00am or 1:30pm

Thu 15th October 2026 – 9:00am or 1:30pm

Workshop booking:





NEW

On-Demand Learning

Study at Your Own Pace

TPI is delighted to introduce two new online, self-study courses, available on demand.

Designed to support flexible, independent learning, these courses can be started at any time and completed at your own pace, wherever you have an internet connection. Each module is guided by AI tutors and features engaging content, including narrated presentations tailored to suit a range of learning styles.

Whether you are looking to build your knowledge, refresh your understanding, or explore specific topics in more depth, this offering provides a convenient and accessible alternative to more time-intensive qualifications or scheduled training programmes.

Upon successful completion of all modules, you will receive a certificate of completion. In line with TPI learning resources, these courses contribute towards your Continuing Professional Development (CPD) and is automatically recorded in your TPI member account.



Introduction to Commonhold For Leasehold Managers

Modules: 8

Course content access: Until 31 May 2026

Study hours: 75 (*guidance purposes only*)

Start: Any time

Price: Free until 31 May 2026, £149 thereafter

This online, on-demand course provides a basic understanding of commonhold tenure. Access is free for TPI members until 31 May 2026.

After this date, a fee of £149 will apply to all new and existing registrations. The course provides eight hours of CPD, and a certificate is issued upon completion.

Modules:

Module 1 The Legal Framework

Module 2 Management Functions

Module 3 Company Functions

Module 4 Statutory Obligations

Module 5 Unit Management

Module 6 Financial Management

Module 7 Dispute Resolution

Module 8 Reform

Course enrolment:



Introduction to Leasehold Management for RMC / RTM Directors

Modules: 6

Course content access: Indefinite

Study hours: 75 (*guidance purposes only*)

Start: Release scheduled for April 2026

Price: Free of charge to TPI members and non-members

This online, on-demand session is ideal for professionals looking to understand the responsibilities of RMC and RTM company directors. Each module includes a short quiz to reinforce learning. The full course provides eight hours of CPD, and a certificate is issued upon completion.

Modules:

Module 1 An Introduction to Leasehold Property Management

Module 2 An Introduction to the Legal Framework in Leasehold Property Management

Module 3 An Introduction to Service Charges and Ground Rent

Module 4 An Introduction to Other Block Management Areas

Module 5 An Introduction to Being a Director of the RMC / RTM Company

Module 6 An Introduction to Health and Safety in Property Management

Course enrolment:



How Do I Start?

Joining is Easy – [Start Your Membership Here](#)

All new members begin at Affiliate level. Associate (ATPI) and Member (MTPI) status may be available to existing Affiliates or new applicants, subject to passing the Level 3 or 4 exam. TPI Qualifications are available exclusively to members.

Membership levels:

Affiliate

ATPI  **Associate**

MTPI  **Member**

FTPI  **Fellow**

For membership enquiries, email info@TPI.org.uk with your CV, certificates, and completed application form.



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