

# Training and Qualifications

Winter 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** spanning Health & Safety, Property Management, HR & Wellbeing, Legal, Finance, BTR, and RMC/RTM. 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.

Don't miss out, spaces fill quickly – book your place today!

For enquiries or more information, email: [training@tpi.org.uk](mailto:training@tpi.org.uk)



## Helping you Grow. Your Way.

The New Year can be a challenging time to navigate, and short days combined with winter weather can take their toll. To help put a spring back in your step, The Property Institute has collaborated with its wellbeing team to develop a series of supportive webinars.

Available to all TPI members, these free sessions are designed to guide you through the winter months and into the brighter days of spring.

To book your place, click [HERE](#).

### Reset. Reboot. Recharge.

Refresh your habits, mindset, and wellbeing for the year ahead.

Shelley Jacobs – MLM/TPI Wellbeing Group

15th January, 1pm to 2pm

**BOOK YOUR FREE  
PLACE HERE**



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### Challenging the Stigma of Mental Health

An Insight into a Troubled Mind and What You Can Do to Help.

Joery Kolirin – Full Power Utilities/Oli Leigh Trust Trustee

23rd January, 1pm to 2pm

**BOOK YOUR FREE  
PLACE HERE**



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### From Self–Care to Team Care The Leadership Connection

Emily Gray FTPI, AssocRICS – Burns Hamilton/TPI Wellbeing Group

30th January, 1pm to 2pm

**BOOK YOUR FREE  
PLACE HERE**



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### Menopause Unfiltered

An Honest and Compassionate Conversation About Understanding and Supporting Menopause in the Workplace

Shelley Jacobs – MLM/TPI Wellbeing Group & Jenny O’Doherty –

Hillcrest Estate Management/Work Place Menopause Awareness Trainer

6th February, 1pm to 2pm

**BOOK YOUR FREE  
PLACE HERE**



## Recognise and Respond

How to Spot and Deal with Potential Domestic Abuse Within the Developments you Manage – With the Hollie Gazzard Trust

Jodie Fraser – JMJ/TPI Wellbeing Group &

Jane Harvey – CEO Hollie Gazzard Trust

13th February, 1pm to 2pm

**BOOK YOUR FREE  
PLACE HERE**



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## Let's Talk About Neurodiversity

A Practical, Uplifting Look at Neurodiversity in the Workplace

Shelley Jacobs – MLM/TPI Wellbeing Group

19th February, 1pm to 2pm

**BOOK YOUR FREE  
PLACE HERE**



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Our regular BrainGain webinars will continue throughout the year, including:

## Insurance from a Compliance Perspective

Glenys Dibieliuss – TPI Compliance Manager &

Waqas Mahmood – TPI Compliance Team

25th February, 12pm to 2pm

**BOOK YOUR FREE  
PLACE HERE**



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## Residential Personal Emergency Evacuation Plans (RPEEPs)

What Property Managers Need to Know in 60 Minutes

Shaun Lundy – Tetra Consulting

13th January, 10am to 11am

**BOOK YOUR FREE  
PLACE HERE**



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All courses delivered online.

# Two Day Live Masterclass on Building Safety



**Mark Snelling – TPI Health and Safety Consultant**  
**Cassandra Zanelli – CEO, PMLS**

24th and 25th March

TPI Office, 2-4 St George's Road, Wimbledon, SW19 4DP

Following the success of last year's Building Safety Series, we continue to explore new ways to provide essential learning on the BSA and the ongoing implementation of the new Building Safety Regime. As part of this commitment, we are hosting a two-day, in-person workshop with **Mark Snelling** and **Cassandra Zanelli**.

This course is designed to support anyone responsible for their firm's compliance, with the BSA and associated legislation. It offers a thorough overview of the key legislation for managing agents, supported by case studies, template documents, updates on pending secondary legislation, and a comprehensive Q&A session.

A buffet breakfast and lunch will be provided on both days.

**Book your place online [HERE](#), or email [training@tpi.org.uk](mailto:training@tpi.org.uk) for further details**

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# Property Management



## **TC1: Introduction to Residential Leasehold Management**

**Jackie Dickens – TPI Qualifications Workshop Leader**  
**20th and 21st January, 9:30am to 12:30pm**

**Anna Mercer FTPI, AssocRICS**  
**23rd and 24th February, 9:30am to 12:30pm**

**Angela Wheeler – Ark Housing Consultancy**  
**16th and 17th March, 9:30am to 12:30pm**

This six-hour interactive training course, delivered over two days (three hours per day), is ideal for those new to residential leasehold property management.

Led by experienced industry professionals, the course will provide a comprehensive overview of the controls and processes required to effectively manage a leasehold block.

**BOOK YOUR  
PLACE HERE** 

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## **TC27: The Procedural and Technical Issues of Section 20**

**Joe Mallon FTPI, MRICS – JFM/The Block Coach**  
**29th and 30th January, 9:30am to 12:30pm**

**Anna Mercer FTPI, AssocRICS**  
**23rd and 24th March, 9:30am to 12:30pm**

This six-hour practical workshop is delivered over two three-hour online sessions and covers the requirements and procedures of Section 20, (Qualifying Works and Qualifying Long-term Agreements), dispensation, and the expanding body of case law.

**BOOK YOUR  
PLACE HERE** 

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**All courses delivered online.**

# Property Management

## TC46: Basic Building Construction and Common Defects

**Neil Maloney – FTPI/FRICS**

**12th February, 9:30am to 4:30pm – In person**

**TPI Office, 2–4 St George’s Road, Wimbledon, SW19 4DP**

An introductory one-day, in-person course covering the fundamental aspects of traditional and low-rise residential construction. The course provides an understanding of key construction elements and highlights common defects typically encountered in such buildings.

**BOOK YOUR  
PLACE HERE** 

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## TC82: Insurance In Residential Leasehold Property Management

**Rob Mayo – Insurety**

**12th March, 9:30am to 12:30pm**

This three-hour introductory course is designed to provide property management professionals with a solid understanding of insurance within the residential leasehold sector. The course equips participants with essential knowledge to offer informed guidance to clients in accordance with UK regulatory standards.

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PLACE HERE** 

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## TC111: Managing Mixed Use Developments

**Michael Maunder–Taylor FTPI – Maunder Taylor /**

**Bruce Maunder–Taylor FTPI – Maunder Taylor**

**2nd and 3rd February, 9:30am to 12:30pm**

This six-hour course, delivered online over two days (three hours per day), provides practical training and expert industry guidance for managing the often conflicting demands and legal structures of Leasehold and Commercial buildings.

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PLACE HERE** 

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**All courses delivered online unless stated otherwise.**

# Property Management



## **TC123: Crisis Management and Effective Disaster Recovery**

**Paul Robertson – Midway Insurance Services**

**6th February, 9:30am to 12:30pm**

While all firms have resilience plans in place for incidents at their own premises, managing agents also need to implement similar planning for disasters at their clients' properties.

Drawing on the trainer's extensive experience in the insurance sector for blocks of flats, this course provides guidance on what to expect and offers practical steps to prepare for unexpected events.

**BOOK YOUR  
PLACE HERE** 

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## **W26: Planning & Managing Residential EV Charging Infrastructure**

**Jamie Willsdon – Future Group**

**3rd March, 12pm to 2pm**

This practical, fast-paced workshop demystifies the technical, regulatory, and commercial aspects of installing and managing electric vehicle charge points (EVCPs) in blocks of flats and managed estates.

Using real-world case studies, it guides property professionals through every stage, from the initial leaseholder enquiry to long-term operation – ensuring schemes are safe, scalable, and financially viable.

**BOOK YOUR  
PLACE HERE** 

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**All courses delivered online unless stated otherwise.**



# RMC/RTM Training

## TC90: Fire Safety Management for RMC and RTM Directors

**Richard Coleman – Tetra Consulting**  
**16th and 17th February, 9:30am to 12:30pm**

Delivered over two consecutive days, this six-hour course equips directors of Resident's Management Companies (RMCs) and Right to Manage (RTM) Companies with the knowledge and confidence essential for effective fire safety management in residential blocks of flats.

**BOOK YOUR  
PLACE HERE** 

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**All courses delivered online.**



# Health & Safety and Fire Safety



## **TC55: Introduction to General Health and Safety for Property Managers**

**Richard Coleman – Tetra Consulting**  
**4th and 5th February, 9:30am to 12:30pm**

This six-hour course is designed to provide new entrants to the sector with the essential Health & Safety knowledge required for their role.

It is not intended to turn beginners or new on-site staff into Fire Safety Risk Assessors, CDM experts, or specialists, but rather to equip them with the awareness needed to perform their day-to-day duties safely and responsibly.

**BOOK YOUR  
PLACE HERE** 

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## **TC66: Introduction to Fire Safety For Property Managers**

**Richard Coleman – Tetra Consulting**  
**26th and 27th March, 9:30am to 12:30pm**

This course is designed for block managers seeking a foundational understanding of fire safety in residential buildings. It provides essential guidance on managing fire risks in common areas of blocks of flats and offers a grounding in the Regulatory Reform (Fire Safety) Order 2005.

By the end of the course, participants will have a clear understanding of responsibilities in relation to fire safety and a basic knowledge of recent and upcoming changes in this critical area of block management.

**BOOK YOUR  
PLACE HERE** 

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## **TC80: Advanced Health and Safety For Residential Property Managers**

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

An advanced webinar for directors and senior managers who are responsible for overseeing health and safety risks within their own organisation and on behalf of their clients, ensuring compliance with current health and safety law.

**BOOK YOUR  
PLACE HERE** 

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**All courses delivered online.**

# Health & Safety and Fire Safety

## TC108: Introduction to The Building Safety Act

**Shaun Lundy – Tetra Consulting**

**27th and 28th January, 9:30am to 12:30pm**

Through interactive and engaging content, this session provides guidance on managing buildings covered by the Building Safety Act 2022 and helps participants develop the knowledge and confidence to deliver positive building safety outcomes within their areas of responsibility.

**BOOK YOUR  
PLACE HERE** 

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## TC116: Resident Engagement Strategies

**David Hills – Ark Workplace Risk**

**5th March, 9:30am to 12:30pm**

This three-hour course aims to help teams and clients understand who holds accountability for developing a Resident Engagement Strategy. It also covers the importance of capturing and understanding residents' demographics, needs, and preferences, outlines the components of an effective strategy, and highlights the support that can be offered to APs/PAPs.

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

**David Hills – Ark Workplace Risk**

**9th February, 9:30am to 12:30pm**

The Grenfell Tower Inquiry (GTI) highlighted concerns that the evidence suggested property management teams did not fully understand their roles and responsibilities under the Regulatory Reform (Fire Safety) Order 2005 (Fire Safety Order). This course provides delegates with a detailed overview of the Fire Safety Order and related legislation.

**Note:** The course will also cover equivalent legislation in Scotland and Northern Ireland.

**BOOK YOUR  
PLACE HERE** 

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**All courses delivered online.**

# Health & Safety and Fire Safety



## **W12: Flat Front Doors – Conducting Basic Fire Door Checks**

**Richard Coleman – Tetra Consulting**

**26th January, 1pm to 3pm**

**18th March, 1pm to 3pm**

This two-hour training course provides instruction on conducting basic fire door checks in accordance with Regulation 10 of the Fire Safety (England) Regulations 2022.

It is aimed at those responsible for routine fire door inspections, helping them understand the purpose and function of fire doors and how to identify common faults for remediation.

Additional dates will be added throughout the autumn, so please check [The Property Institute website](#) for updates.

**BOOK YOUR  
PLACE HERE** 

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## **W17: Preparing for a Building Assessment Certificate Under The Building Safety Act**

**Shaun Lundy – Tetra Consulting**

**21st January, 1pm to 3pm**

An important and timely two-hour webinar on Building Assessment Certificate (BAC) applications. It covers the core submission requirements, including the safety case report, resident engagement strategy, and mandatory occurrence reporting. The webinar also outlines the application process, potential submission outcomes, and associated costs.

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**All courses delivered online.**

# Health & Safety and Fire Safety

## **W28: Designing and Implementing Effective Residential Personal Emergency Evacuation Plans (RPEEPs)**

**Shaun Lundy – Tetra Consulting**

**28th February, 10am to 12pm**

Designed for those responsible for building safety management, this two-hour workshop takes a deeper dive into implementing Residential Personal Emergency Evacuation Plans (RPEEPs) as required by the Fire Safety (Residential Evacuation Plans) (England) Regulations 2025. Through interactive case studies and exercises, participants will learn how to conduct person-centred fire risk assessments, develop evacuation statements, and evaluate mitigation options in line with the new legal requirements.

**BOOK YOUR  
PLACE HERE** 

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**All courses delivered online.**



## TC39: Reading Leases

**Anna Mercer FTPI, AssocRICS**

**22nd and 23rd January, 9:30am to 12:30pm**

**Emily Gray FTPI, AssocRICS – Burns Hamilton**

**30th and 31st March, 9:30am to 12:30pm**

This comprehensive course, delivered over two consecutive days (three hours per day), provides guidance on interpreting leases constructively and understanding the practical application of their principles.

**BOOK YOUR  
PLACE HERE** 

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## TC102: Company Directors and Secretarial Duties and Responsibilities

**Cassandra Zanelli – PMLS**

**22nd and 23rd January, 9:30am to 12:30pm**

Residents' Management Companies (RMCs) and Right to Manage (RTM) companies are subject to the same rules and regulations as other limited companies in England and Wales.

This training course, delivered over two consecutive days (three hours per day), focuses on the key responsibilities and duties of directors and Company Secretaries and Directors in relation to RMCs and RTM companies.

**BOOK YOUR  
PLACE HERE** 

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**All courses delivered online.**



## **TC103: Property Transfers – Implications For Property Managers**

**Cassandra Zanelli – PMLS**

**19th and 20th March, 9:30am to 12:30pm**

This training course, delivered over two consecutive days (three hours per day), explores the typical lease requirements relating to property transfers. It provides attendees with the knowledge to interpret leases constructively and manage the transfer process, ensuring a smooth transition to the purchaser.

The course also covers the treatment of arrears, addressing key questions such as: what happens to outstanding service charges on a sale, transfer, or disposition? Who should be pursued—the outgoing leaseholder or the incoming one? And what procedures can and should be followed?

**BOOK YOUR  
PLACE HERE** 

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## **W1: The Problems With Short Term Lets**

**Cassandra Zanelli – PMLS**

**13th March, 1pm to 2pm**

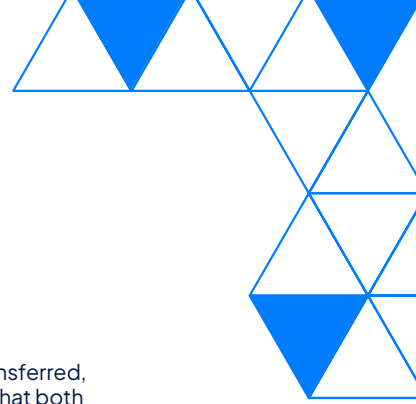
Even the briefest of visits to websites, such as Airbnb, reveal the common problem of residential flats being let out on a short-term (and often nightly) basis.

This webinar examines the lease clauses that may be breached by such activity, and the potential recourse a management company or landlord may have.

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**All courses delivered online.**



## **W9: Dealing With Property Transfers**

**Cassandra Zanelli – PMLS**  
**20th February, 1pm to 2pm**

During the life of a lease, the leasehold interest may be sold, transferred, or otherwise disposed of. The lease will set out the obligations that both outgoing and incoming lessees will need to adhere to.

This one-hour webinar will explore typical lease requirements. It also considers how managing agents should approach and enforce compliance effectively.

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PLACE HERE** 

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## **W14: Deeds of Variation**

**Cassandra Zanelli – PMLS**  
**27th January, 1pm to 2pm**

This session is aimed at property managers dealing with an increasing number of requests for deeds of variation. It explores the reasons behind these requests and discusses the common types of variations sought by both leaseholders and freehold property owners, including the increased demand for mortgage protection clauses.

**BOOK YOUR  
PLACE HERE** 

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**All courses delivered online.**



# Finance

## TC44: Introduction to Accounting for Service Charge

**Lisa Warren – RMG**

**17th and 18th February, 9:30am to 12:30pm**

Designed for individuals with less than 18 months' experience, this six-hour course delivers a clear, step-by-step overview of a property's financial year.

**BOOK YOUR  
PLACE HERE** 

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## TC11: Residential Service Charge Accounts Guidance

**Lisa Warren – RMG**

**27th and 28th January, 9:30am to 12:30pm**

This comprehensive six-hour course, delivered over two days (three hours per day), will cover best practices in service charge accounting.

**NOTE:** This course is not intended to teach bookkeeping and is not suitable for property managers or accounts staff with limited experience.

**BOOK YOUR  
PLACE HERE** 

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## TC106: Effective Debt Recovery

**Benjamin Hume – Evolve Block Management & LMP /**

**Zainab Khatoun – Realty Law**

**20th January, 1pm to 4pm**

This course provides the tools and strategies to carry out arrears recovery effectively and professionally, while also considering the challenges faced by both leaseholders and clients in the current cost-of-living climate.

**BOOK YOUR  
PLACE HERE** 

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**All courses delivered online.**

# Finance

## **W20: Dealing with Client's Money – A Guide To Compliance**

**Glenys Diebelius MAAT, ATPI – TPI Compliance Manager /  
Waqas Mahmood ACA – TPI Compliance Officer**  
**25th March, 1pm to 3pm**

This focused and informative course provides essential guidance on the correct handling of client money. It aligns with current legislation, the RICS Residential Service Charge Code, and The Property Institute's Consumer Charter and Standards. Designed to improve compliance and reduce risk, the session ensures delegates understand their key responsibilities when managing funds that do not belong to the Managing Agent.

**BOOK HERE** 

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**All courses delivered online.**



## Your Future. Qualified.

With **The Property Institute (TPI)**, 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, leasehold means owning 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.

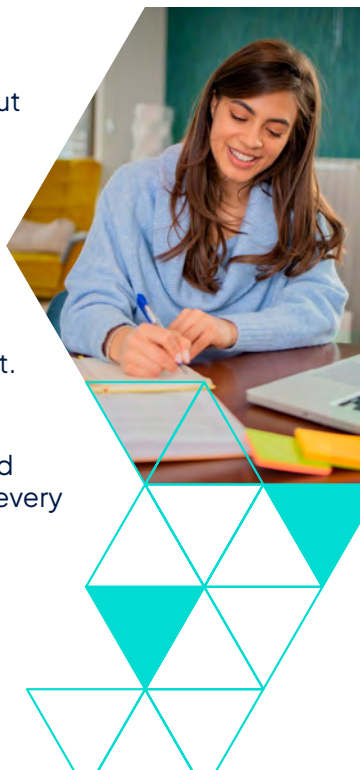
### Build to Rent

This is when one owner (person or company) holds the entire building, including flats and grounds, and rents out the homes. The property manager oversees everything from communal areas to individual units, acting for 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 built around our **4 Core Elements**: **Technical**, **Health & Safety**, **Customer & Consumer**, and **Ethics & Behaviours** – the essential building blocks for every property professional.



# 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

This is an online, on-demand course that starts the journey to full qualification. It consists of five modules, with a short knowledge quiz at the end of each module.

The course is concluded with an online final 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:**

Multiple choice online exam that learners can access after completing all five modules of the course. It consists of 60 questions and must be completed within an hour. Learners have three attempts to pass the exam. The attempts must be at least 7 days apart. 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

This is an online, on-demand course that starts the journey to full qualification. It consists of six modules, with a short knowledge quiz at the end of each module.

The course is concluded with an online final exam.

## 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:

Multiple choice online exam that learners can access after completing all six modules of the course. It consists of 60 questions and must be completed within an hour. Learners have three attempts to pass the exam. The attempts must be at least 7 days apart. The pass mark is 70%.

## 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.

This is an online, on-demand course learners can enrol onto 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 4th March 2026 at 10am
- Wed 3rd June 2026 at 10am
- Wed 16th September 2026 at 10am
- Wed 2nd December 2026 – 10am

## **Course enrolment:**

**BOOK  
ONLINE** 

# 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

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

This is an online, on-demand course learners can enrol onto after passing the Level 3 Associate course and exam in leasehold management.

It builds on the L3 Associate course and consists of an additional six modules. There is 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.

The course is concluded with a written final exam, delivered online.

Successful candidates can start using MTPI post-nominal letters after their name.

## **Modules:**

Module 1 Building Technology

Module 4 Project Management

Module 2 Staff and Team  
Management and  
Development

Module 5 Customer and Consumer

Module 6 Ethics and Behaviours

Module 3 Property Management  
Topics

## **Final Exam:**

It is based on the qualification syllabus that can be found on our website. The exam takes place every six months. It is an online exam that can be taken from anywhere with stable and secure internet connection. The exam is invigilated via secure software with technical support available too. The exam takes 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:**



# 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

This is an online, on-demand course that opens the journey to the full qualification. It consists of five modules with a short knowledge quiz at the end of each module. The course is concluded with an online final exam.

Successful candidates are eligible to receive free membership to The Association For Rental Living (ARL).

## 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:

It is based on the qualification syllabus that can be found on our website. Multiple choice online exam that learners can access after completing all five modules of the course. It consists of 60 questions and must be completed within an hour. Learners have three attempts to pass the exam. The attempts must be at least 7 days apart. The pass mark is 70%.

## Exam date:

- Any time

## Course enrolment:





# 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:** Launch January 2026

**Price:** £249 (Special launch price £149)

This is an online, on demand course that opens the journey to the full qualification. It consists of six modules with a short knowledge quiz at the end of each module. The course is concluded 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:

It is based on the qualification syllabus. A multiple-choice online exam that learners can access after completing all six modules of the course. It consists of 60 questions and must be completed within an hour. Learners have three attempts to pass the exam. The attempts must be at least 7 days apart. The pass mark is 70%.

## Exam date:

- Any time

## Course enrolment:



# 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

This is a nationally recognised qualification accredited by Ofqual.

This is an online, on-demand course learners can enrol onto after passing the Level 2 Foundation course and exam in Build to Rent management.

The course consists of nine 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.

The course is concluded with an online final exam.

Successful candidates can start using MTPI post-nominal letters after their name and will be eligible to receive free membership to The Association For Rental Living (ARL).

## **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:**

It is based on the qualification syllabus that can be found on our website. The exam takes place every six months. It is an online exam that can be taken from anywhere with stable and secure internet connection. The exam is invigilated via secure software with technical support available too. The exam takes 2 hours and 30 minutes, and the pass mark is 60%.

## **Exam date:**

- Wed 18th March 2026 at 10am
- Wed 9th September 2026 at 10am

## **Course enrolment:**



# Professional Diploma in Property Factoring

**Modules:** 7

**Course content access:** 24 months

**Study hours:** 280 (*guidance purposes only*)

**Start:** Anytime

**Price:** £595

The qualification is on the Scottish Credit and Qualification Framework (SCQF).

This is an online, on-demand course learners can enrol onto without prior qualification in Factoring.

The course consists of seven 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.

The course is concluded with a written final exam, delivered online.

Successful candidates can start using MTPI post-nominal letters after their name.

## **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 6	Health and Safety
Module 3	Legal Matters in Factoring Practice	Module 7	Finance and its Management

## **Final Exam:**

It is based on the qualification syllabus that can be found on our website. The exam takes place every six months. It is an online exam that can be taken from anywhere with stable and secure internet connection. The exam is invigilated via secure software with technical support available too. The exam takes 2 hours and 30 minutes, and the pass mark is 60%.

## **Exam date:**

- Wed 11th March 2026 at 10am
- Wed 16th September 2026 at 10am

## **Course enrolment:**



# Exam Workshops

## Exam Preparatory Workshops for Level 3 Associate Exam in Leasehold Management and Level 4 Member Exam in Leasehold Management

Workshops are half-day online sessions run as webinars, and they look at the detailed requirements of the syllabus and structure of the exams. Attendees are given 'tips' on how to prepare and how to manage their time on the day.

Exam questions are often based on practical property management scenarios, and the workshop includes interactive discussions to share experiences of good practice.

The next workshops are:

### Level 3 Associate Exam in Leasehold Management

Thu 5th February 2026 – 9:00am or 1:30pm  
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:**

**BOOK  
ONLINE** 

### 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:**

**BOOK  
ONLINE** 

# How Do I Start?

## Joining is Easy – [Register Online](#)

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 exclusive to members.

### Membership levels:

#### Affiliate

**ATPI**  **Associate**

**MTPI**  **Member**

**FTPI**  **Fellow**

For membership enquiries, email [info@TPI.org.uk](mailto:info@TPI.org.uk) with your CV, certificates, and completed application form.



## CONTACT US

**Company Memberships:** 0207 978 2607

**Individual Memberships:** 0203 319 7575

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**E:** [info@tpi.org.uk](mailto:info@tpi.org.uk)

**W:** [www.tpi.org.uk](http://www.tpi.org.uk)