

## **IRPM Exam Preparation Guidelines**

### **Foundation, Associate and Member Exam**

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### **Learning requirements**

Success in the IRPM Foundation, Associate and Member exams requires exam candidates to undertake independent learning based on an awareness of the syllabus and understanding of the exam structure. There are workshops and technical materials available to the candidates.

The IRPM has had some exam tips available to candidates for some time. Those taking the foundation paper over many years have been advised to “Read each question carefully”. The role of the IRPM examination is to test candidate’s knowledge and skills. There is no attempt to set trick questions, indeed, where possible, the questions relate to everyday activity in the candidate’s own organisation.

#### **Foundation exam**

The Foundation exam is an on-line test based on 50 multiple choice questions. The Foundation level requires the demonstration of the knowledge and understanding necessary to undertake the work of the residential property manager. This is factual information and an awareness of the terminology used. The pass mark is 70%. The IRPM consider this will be equivalent to a standard NVQ level 2.

The knowledge required for the Foundation exam is contained in the Foundation course.

The learning material is structured into five modules and there is a knowledge check questions at the end of each module. You must successfully complete the knowledge check at the end of each module before you will be able to commence the final exam.

#### **Associate Exam** *(leasehold only)*

The Associate exam is a written exam of 1½ hours answering 20 short questions and three essay questions. The Associate level requires the demonstration of the application of the knowledge and understanding to real life situations by describing how and when such information should be used.

The knowledge and skills required for the Associate exam includes the requirements of the Associate course but, in addition, requires an awareness of the practise of residential management covering the additional elements of the IRPM syllabus of Leasehold Property Management, and Affordable housing and mixed tenure management. The knowledge and skills requirement is based on technical, commodified knowledge drawn from: work experience, the RICS service charge residential management code, ARMA guidance, IRPM Monthly updates and wider reading including important case law.

Candidates will have to reach the pass mark in both the Foundation and the Associate exam to move to Associate membership. The Associate examination will be available online four times a year.

**Members Exam**

The Member level requires the demonstration of reasoned advice supported by a depth of technical knowledge through the ability to explain how and why good practice is implemented and to analyse and relate the learning to a range of problems faced by residential property managers.

The Member examination will be available online twice a year.

IRPM delivers exam preparatory workshops for candidates preparing for the Associate and Member exams. There are currently no workshops run for the Build to Rent exams.

**Exam structure**

**Associate Exam Structure**

The Associate exam will consist of two parts. Part 1 will set compulsory questions and Part 2 will offer options on specialist areas of the work of residential property managers. The exam will take one and a half hours.

**Part 1** will present a number of different issues that might be faced by a residential property manager and each issue will require a number of factual answers. A total of 10 marks will be awarded for each scenario question. An outline of the likely marking framework is noted below.

**Part 2** will require candidates to provide detailed answers to **three questions from a choice of eight** from a range of specialist areas including service charge accounting, general property management, technical/building/surveying and affordable housing. Two questions will be set for each specialist area.

The likely structure of the questions and the manner of the possible awarding of marks are shown below.

Part 1					Part 2								Total 100
	S1	S2	S3	S4	1	2	3	4	5	6	7	8	
Question	2	2	2	2		20		20			20		
Question	2	2	2	2									
Question	2	2	2	2									
Question	2	2	2	2									
Total	10	10	10	10		20		20			20		

The pass mark will be 60%. This qualification has been listed on the Regulated Qualifications Framework (RQF) at: Level 3.

**Member Exam Structure**

The member examination will consist of TWO parts. The time allowed for this exam will be two and a half hours.

**Part 1** will consist of a single compulsory question and will carry a potential 40 marks. It will present a detailed problem or ‘crisis’ and candidates will be asked to respond to this problem from the perspective of their specialist area of expertise as well as being expected to understand the wider implications of block management.

**Part 2** will require candidates to answer three questions from a total of eight questions taken from a range of four specialist areas: service charge accounting, general property management, technical / building surveying and affordable housing.

In case of a Build to Rent exam, these specialist areas may include: customer care; portfolio investment; Build to Rent performance; portfolio management; building management; health and safety; design, planning & sustainability.

The likely structure of the questions and the manner of awarding of marks are noted below.

Part 1		Part 2								Total
Question	1	1	2	3	4	5	6	7	8	
	40			20	20				20	100

The pass mark for this exam is set at 60%. This qualification has been listed on the Regulated Qualifications Framework (RQF) at: Level 4.

## Instructions to candidates

You will see the following on the front page of the exam paper

### Associate Exam

*Your personal experience may be related to managing property as freeholder, as an employee of the freeholder, as an employee of a fully owned subsidiary of the freeholder or as a managing agent employed by either the freeholder or a Residents’ Management Company. Unless the question states specific criteria you may make any assumptions as to the ownership and your management role. If necessary state any assumptions you are making within your answer.*

The time allowed for this examination is ONE and a HALF HOURS.

PART A of this paper contains TWENTY questions based on a number of practical points that a property manager might face in the course of their duties. You are required to answer ALL the questions in the boxes set out in this exam paper. Two marks are awarded for each question and 40 marks are awarded for this part of the paper. Make at least some attempt to answer all the questions.

PART B of this paper contains EIGHT questions in FOUR sections. You are required to answer THREE questions on the separate sheets of paper provided with this exam paper. Each question carries 20 marks and 60 marks are awarded for this part of the paper.

### **Special Instructions**

Candidates must not take anything into the examination that could be construed as being notes, papers or other information relating to the examination.

Do not make notes which may indicate your identity and do not put your name or your company’s name on the paper or in your answers. If you need to illustrate an example for a question you may use a ‘made up’ name for a company. You may submit the exam when you finish answering the questions. The system will advise when there is 5 minutes remaining.

## **Member Exam**

The Time allowed for this examination is TWO AND A HALF HOURS.

PART A of this paper contains ONE compulsory question.

PART B of this paper contains EIGHT questions in FOUR sections, one for each of: service charge accounts, general property management, technical/building/surveying and affordable housing. You are required to answer THREE questions in total and you can answer any of the questions from any section.

PART B BUILD TO RENT exam - these specialist areas may include customer care, portfolio investment, Build to Rent performance, portfolio management, building management, health and safety, design, planning & sustainability. You are required to answer THREE questions in total and you can answer any of the questions from any section.

The compulsory question at Part A carries 40 marks and this part makes up 40% of the total marks awarded.

The questions in Part B carry 20 marks each and this part makes up 60% of the total marks awarded.

### **Special Instructions**

Candidates must not take anything into the examination that could be construed as being notes, papers or other information relating to the examination. Do not put your name on the paper.

Candidates may submit the exam when you finish answering the questions. The system will advise when there is 5 minutes remaining.

There is no break between parts A and B in this paper.

*Your personal experience may be related to managing property as freeholder, as an employee of the freeholder, as an employee of a fully owned subsidiary of the freeholder or as a managing agent employed by either the freeholder or a Residents' Management Company. Unless the question states specific criteria you may make any assumptions as to the ownership and your management role. If necessary state any assumptions you are making within your answer.*