

Training and Qualifications

Autumn 2026



Invest in YOUR Skills. Unlock YOUR Potential.

Build confidence in your role, develop practical skills, and take your career further with The Property Institute's (TPI) nationally-accredited training courses.

Learn from expert trainers with hands-on experience across the property sector. Close knowledge gaps, develop technical expertise, and gain the tools to help you in your daily role. Whether you're looking to learn new topics, meet the latest sector demands, or refresh existing knowledge, TPI Training has the right course for YOU.

Choose from over **30 courses** covering Health & Safety, Fire Safety, Property Management, HR & Wellbeing, Legal, Finance and RMC/RTM.

Plus, explore **TPI Training Collection**, a **NEW** accessible way to build specialist skills and technical knowledge, and enjoy bite-sized learning over lunch through TPI's **FREE member-only BrainGain series**.

Earn CPD hours, stay up to date with industry requirements, and invest in your professional development.

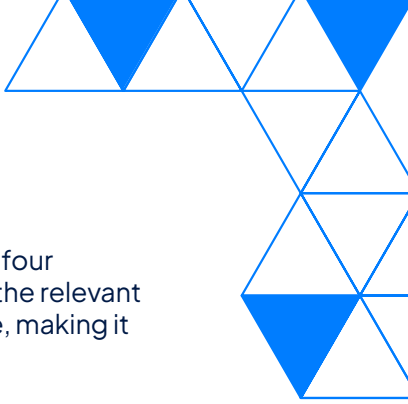
All courses are delivered online unless otherwise stated, with flexible options available for team bookings.

Spaces fill quickly, so book your place today!

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



TPI Training Collection



The Property Institute (TPI) Training Team brings you four carefully curated learning collections, providing all the relevant training and helpful webinars you need, in one place, making it the most accessible way to learn yet.

4 Collections. Choose Which One is Right for YOU:

TPI Training Collection

1 | Property Management Essentials

2 | Professional Property Management

3 | Financial Control

4 | Fire Safety

Each **TPI Training Collection** has been designed around a specific area of professional practice, providing a cost-effective way to build specialist knowledge, strengthen technical expertise, and support continuing professional development.

Whether you're short on time, new to the sector, or simply after a comprehensive learning experience, **TPI Training Collection** makes it easier than ever to advance your career, without missing a single step.

Exclusively available to TPI Company and Individual Members only.

Please note: all TPI Training Collection bookings are for personal use only and are non-transferable.

TPI Training Collection 1 | Property Management Essentials

Ideal for: New and aspiring property managers.

TPI Training Collection 1 provides a comprehensive introduction to the essential principles of managing residential buildings.

Covering leases, service charges, Section 20 consultation, fire safety, governance, complaints handling and resident-managed companies, this collection spans the full range of property management topics.

This pathway builds the practical knowledge and confidence you need to manage developments effectively.

Training Collection:



TC1: Introduction to Residential Property Management



TC27: The Procedural and Technical Issues of Section 20



TC44: Introduction to Accounting for Service Charges



TC39: Reading Leases



TC66: Introduction to Fire Safety for Property Managers



W32: A Property Manager's Guide to Working Well With Resident-Managed Buildings



TC119: Reading and Understanding Memorandum and Articles of Association



TC105: Effective Complaints Handling

Includes:

- Total of **8 courses**
- 5 full-day courses
- 2 half-day courses
- 1 webinar

Individual Course Value: £655

Collection Price: £175

YOU Save: £480

**BOOK
ONLINE** 

TPI Training Collection 2 |

Professional Property Management

Ideal for: Property managers looking to broaden their technical knowledge and develop specialist expertise.

TPI Training Collection 2 builds on core residential property management principles to develop greater technical confidence.

Covering advanced topics including commonhold, licences to alter, service charge management, arrears, governance, health and safety, complaints handling and time management, this collection deepens the skills that shape day-to-day property management.

This pathway supports you in delivering best practice across a wide range of residential developments.

Studying Towards TPI Level 3 Qualification?

TPI Training Collection 2 covers key syllabus topics to reinforce learning, build confidence, and support your preparation for the written examination and ATPi designation.

Training Collection:

 TC1: Introduction to Residential Property Management	 TC105: Effective Complaints Handling
 TC39: Reading Leases	 TC104: Effective Time Management
 TC27: The Procedural and Technical Issues of Section 20	 TC98: Granting Consent and Licences to Alter
 TC118: Taking On New Estates – New Site Mobilisation and Handovers	 W32: A Property Manager's Guide to Working Well With Resident-Managed Buildings
 TC132: Effective Debt Recovery, Cash Flow Management and the Service Charge Cycle	 W31: An Introduction to Commonhold – What Is it? What Isn't It?
 TC66: Introduction to Fire Safety for Property Managers	

Includes:

- Total of **12 courses**
- 6 full-day courses
- 4 half-day courses
- 2 webinars

Individual Course Value: £910

Collection Price: £275

YOU Save: £635

TPI Training Collection 3 |

Financial Control

Ideal for: Service charge accountants, finance professionals, line managers and experienced property managers.

TPI Training Collection 3 provides a comprehensive understanding of service charge finance and financial control.

Covering residential service charge accounting, reserve funds, debt recovery, cash flow management, financial handovers and the complete service charge cycle, this collection builds the financial knowledge behind effective property management.

This pathway strengthens financial oversight and supporting your decision-making.

Training Collection:



TC11: Residential Service Charge Accounts Guidance



TC44: Introduction to Accounting for Service Charges



TC98: Granting Consent and Licences to Alter



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



W33: Running Compliant Financial Handovers

Includes:

- Total of **5 courses**
- 3 full-day courses
- 1 half-day course
- 1 webinar

Individual Course Value: £395

Collection Price: £175

YOU Save: £220

**BOOK
ONLINE** 



TPI Training Collection 4 |

Fire Safety

Ideal for: Senior property managers, building safety professionals and those responsible for fire safety compliance.

TPI Training Collection 4 provides a comprehensive understanding of fire safety responsibilities within residential property management.

Covering current legislation, procurement, leaseholder protections, remediation, PEEPs, the Regulatory Reform (Fire Safety) Order 2005 and Building Safety Case Reports, equipping you with the knowledge and confidence to meet your legal and professional obligations.

Training Collection:



TC126: The New Building Safety Regime Part 4 – Higher Risk Buildings (Advanced Level)



W28: Residential PEEPS – Understanding What the Legislation Requires



TC129: A Guide To Effective Procurement



TC124: Structural Risk Assessments and Management



TC130: A Detailed Guide to Leaseholder Protections and Remediation Orders and Remediation Contribution Orders



TC112: Building Safety Case Reports and Managing Agents

Includes:

- Total of **6 courses**
- 2 full-day courses
- 3 half-day courses
- 1 webinar

Individual Course Value: £415

Collection Price: £175

YOU Save: £240

**BOOK
ONLINE** 

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

Annie McGrandles FTPI, MRICS – PMR

Jackie Dickens

7th–8th September, 9:30am to 12:30pm

Annie McGrandles

20th–21st October, 9:30am to 12:30pm

Joe Mallon

17th–18th November, 9:30am to 12:30pm

Anna Mercer

8th–9th December, 9:30am to 12:30pm

Delivered over two days, this six-hour online course is designed for those new to residential leasehold property management.

Led by experienced industry professionals, it provides a comprehensive introduction to the key principles, controls and processes required to manage a leasehold block effectively and with confidence.

**BOOK YOUR
PLACE HERE**

Property Management

TC27: The Procedural and Technical Issues of Section 20

Jackie Dickens – HQN

Anna Mercer FTPI, AssocRICS

Adam Coombs MTPI – Coombs Property Consultancy

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

Anna Mercer

3rd–4th September, 9:30am to 12:30pm

Jackie Dickens

22nd–23rd October, 9:30am to 12:30pm

Adam Coombs

30th November–1st December, 9:30am to 12:30pm

Joe Mallon

8th–9th December, 9:30am to 12:30pm

Delivered across two three-hour online sessions, this practical workshop provides a clear and comprehensive 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** 

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

Rupert Mackay – Data Energy

21st October, 9:30am to 12:30pm

Gain a practical understanding of communal heating, hot water and CHP systems in this three-hour online course.

Covering the evolving energy landscape and increasing regulatory requirements, the session equips you with the knowledge needed to support compliance with the Heat Network (Metering and Billing) Regulations.

**BOOK YOUR
PLACE HERE** 

Property Management



TC69: Pools and Gyms in Residential Blocks

Rob Clarke – Motive8

14th December, 9:30am to 12:30pm

Explore current best practice for managing and maintaining leisure facilities in residential developments in this three-hour online webinar.

This session provides property managers with a practical understanding of the management of gyms, swimming pools and other shared leisure facilities.

**BOOK YOUR
PLACE HERE** 

TC81: Lift Maintenance

David Smith + David Marks – Ilacs Lift Maintenance

24th November, 9:30am to 12:30pm

This three-hour online webinar introduces managing agents and property managers to lift systems, maintenance requirements and their responsibilities under legislation.

You will gain practical knowledge of lift operation, maintenance management, applicable standards and how to plan 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

23rd September, 9:30am to 12:30pm

Designed to support managing agents, this three-hour course explores the mobilisation process for new sites and developments.

You will develop a practical mobilisation checklist and gain the confidence to manage new estates effectively.

**BOOK YOUR
PLACE HERE** 

Property Management

W31: An Introduction to Commonhold – What Is it? What Isn't It?

Mari Knowles – Commonhold + Leasehold Experts

1st October, 10am to 12pm

Discover the principles of commonhold in this introductory course designed for managing agents and property professionals.

This session explains how commonhold differs from leasehold, provides a foundation in commonhold management and explores proposed reforms and what they may mean for the sector.

**BOOK YOUR
PLACE HERE** 

W32: A Property Manager's Guide to Working Well with Resident-Managed Buildings

Mari Knowles – Commonhold + Leasehold Experts

17th September, 10am to 12pm

Designed to support managing agents and property professionals, this course provides a practical introduction to resident-managed buildings.

The session explores the key principles, responsibilities, common challenges, dispute resolution and future developments affecting resident-managed schemes.

**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
13th November, 10am to 12:30pm

Learn how to manage complaints effectively and use them as an opportunity to improve customer relationships and service delivery.

This practical session explores complaint handling approaches, communication techniques and methods for identifying root causes, helping you resolve issues professionally and support continuous improvement.

**BOOK YOUR
PLACE HERE** 

TC104: Effective Time Management

Shelley Jacobs – Michael Laurie Magar
11th September, 9:30am to 12:30pm

This half-day course helps professionals understand how to use their time more effectively by equipping them with practical tools for prioritising, planning, and maintaining focus.

With an emphasis on improving productivity, managing stress, and achieving work-life balance, this interactive session is ideal for anyone seeking to take control of their workload.

**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
24th September, 1pm to 2:30pm

Build awareness of menopause in the workplace with this introductory webinar designed for the whole workforce.

The session explores what menopause is, how it can affect individuals at work and why creating an open and supportive workplace culture matters.

**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**
19th–20th October, 1pm to 4pm

If you are a Director of a Residents' Management Company (RMC) or Right to Manage Company (RTM), or are considering taking on the role, this online training provides an essential introduction to the responsibilities and practical considerations involved.

You will explore the key components of being an RMC/RTM Director, developing an understanding of their duties and how to carry out the role effectively.

**BOOK YOUR
PLACE HERE** 

TC90: Fire Safety Management for RMC and RTM Directors

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

Designed specifically for Directors of Residents' Management Companies (RMCs) and Right to Manage (RTM) companies, this course provides a practical introduction to managing fire safety responsibilities within residential blocks of flats.

**BOOK YOUR
PLACE HERE** 

All courses delivered online unless stated otherwise.



Health and Safety and Fire Safety



TC66: Introduction to Fire Safety for Property Managers

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

This course is designed to support block managers looking to learn the basics of fire safety for residential buildings.

You will develop an understanding of the Regulatory Reform (Fire Safety) Order 2005, key responsibilities and the latest developments affecting residential block management.

**BOOK YOUR
PLACE HERE** 

TC108: Introduction to The Building Safety Act

Shaun Lundy – Tetra Consulting
14th–15th December, 9:30am to 12:30pm

Develop a clear understanding of the Building Safety Act 2022 in this interactive online course.

Through engaging content, You will gain the knowledge and confidence needed to support positive building safety outcomes within their areas of responsibility.

**BOOK YOUR
PLACE HERE** 

TC112: Building Safety Case Reports and Managing Agents

David Hills – Ark Workplace Risk
6th November, 9:30am to 12:30pm

The introduction of the Building Safety Act 2022 brings new responsibilities to owners and managers of high-rise residential properties.

This webinar explores the key accountabilities and outlines the essential steps required to support compliance.

**BOOK YOUR
PLACE HERE** 

Health and Safety and Fire Safety



TC116: Resident Engagement Strategies

David Hills – Ark Workplace Risk

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

Designed to equip managing agents with the tools necessary to support Accountable Persons (APs) and Principal Accountable Persons (PAPs) in fulfilling their obligations to engage residents effectively.

As part of the new building safety regime, a well-constructed Resident Engagement Strategy is a mandatory component of the Building Assessment Certificate application, directly impacting a building's continued occupancy status.

**BOOK YOUR
PLACE HERE** 

TC123: Crisis Management and Effective Disaster Recovery

Paul Robertson – Managing Director Midway Insurance

16th November, 1pm to 4pm

Prepare for the unexpected with this three-hour online course, which combines real-world experience with specialist insurance expertise.

Drawing on lessons from major incidents, including those examined during the Grenfell Inquiry, you will develop the knowledge and confidence needed to manage crises effectively and support residents throughout the recovery process.

**BOOK YOUR
PLACE HERE** 

TC124: Structural Risk Assessments and Management

David Hills – Ark Workplace Risk

9th October, 9:30am to 12:30pm

Structural risk assessments (SRAs) are crucial for identifying and mitigating potential hazards that could compromise a building's structural integrity, ensuring safety and preventing costly repairs.

This course will highlight why buildings fail, the importance of good SRAs, how to identify defects, and the guidance available to support best practice.

**BOOK YOUR
PLACE HERE** 

Health and Safety and Fire Safety

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

David Hills – Ark Workplace Risk

22nd–23rd September, 9:30am to 12:30pm

The Grenfell Tower Inquiry (GTI) raised concerns that the evidence they obtained suggested that the property management team did not fully understand their role and responsibilities under the Regulatory Reform (Fire Safety) Order 2005 (Fire Safety Order).

This course is designed to provide you with a detailed outline of the Fire Safety Order and related legislation.

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

**BOOK YOUR
PLACE HERE** 

TC126: The New Building Safety Regime Part 4 – Higher Risk Buildings (Advanced Level)

Mark Snelling – TPI Health + Safety Consultant

+ Cassandra Zanelli FTPI – PMLS

+ Al Bins – Enevo

22nd–24th September, 9:30am to 12:30pm

This advanced course provides a detailed overview of the building safety regime for higher-risk buildings.

You will explore the duties relating to managing building safety risks, current approaches to compliance, and the Building Safety Act provisions governing the recovery of building safety costs by Accountable Persons and Principal Accountable Persons.

**BOOK YOUR
PLACE HERE** 

Health and Safety and Fire Safety



TC129: A Guide to Effective Procurement

Mark Snelling – TPI Health & Safety Consultant
6th October, 1pm to 4pm

Changes to the Building Regulations have created new client duties with criminal penalties, bringing into sharp focus the risks to managing agents when procuring building works for their clients. However, procurement of any kind carries significant risks.

This course explores what procurement is, why it matters, the potential consequences of getting it wrong, what good procurement looks like, and the competencies needed to procure effectively.

**BOOK YOUR
PLACE HERE** 

TC130: A Detailed Guide to Leaseholder Protections and Remediation Orders and Remediation Contribution Orders

Cassandra Zanelli – PMLS
4th–5th November, 9:30am to 12:30pm

Delivered over two three-hour online sessions, this six-hour course provides a detailed exploration of leaseholder protections under the Building Safety Act 2022, helping you develop a clear understanding of the legislation and its practical application.

**BOOK YOUR
PLACE HERE** 

W12: Flat Front Doors – Conducting Basic Fire Door Checks

Richard Coleman – Tetra Consulting
29th September, 2pm to 4pm

Develop the practical skills needed to carry out basic fire door checks in accordance with Regulation 10 of the Fire Safety (England) Regulations 2022.

This two-hour training course explains the purpose of fire doors, their role in protecting residents and how to identify common defects requiring remediation.

Additional dates will be added throughout the year on The Property Institute website.

**BOOK YOUR
PLACE HERE** 

Health and Safety and Fire Safety

W28: Residential PEEPS – Understanding What The Legislation Requires

Shaun Lundy – Tetra Consulting
13th October, 10am to 12pm

Designed to support managing agents and those responsible for arranging Person-Centred Fire Risk Assessments (PCFAs) and subsequent Residential Personal Emergency Evacuation Plan (R-PEEP) / Emergency Evacuation Statements (EES) documentation.

This session provides a structured approach to producing compliant, person-centred documentation that supports resident safety and meets current regulatory requirements.

**BOOK YOUR
PLACE HERE** 

W29: Developing Effective Fire Strategies

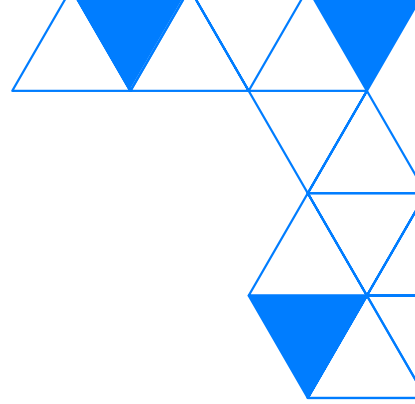
Russell Pallister – Karntek
27th October, 10am to 12pm

Gain a practical understanding of fire strategies and their role in supporting safe, legally compliant residential buildings.

The course explores key legislation, the responsibilities of duty holders and the types of buildings that require a formal fire strategy.

**BOOK YOUR
PLACE HERE** 

All courses delivered online unless stated otherwise.



TC39: Reading Leases

Emily Gray FTPI, AssocRICS – Burns Hamilton
Annie McGrandles FTPI, MRICS – PMR

Emily Gray
16th–17th September, 9:30am to 12:30pm
10th–11th November, 9:30am to 12:30pm

Annie McGrandles
10th–11th December, 9:30am to 12:30pm

Delivered over two consecutive days, this comprehensive online course provides the practical skills needed to read residential leases confidently and understand how lease provisions apply in day-to-day property management.

**BOOK YOUR
PLACE HERE** 

TC98: Granting Consent and Licences to Alter

Mark North + Roger Hardwick – Brethertons Solicitors LLP
10th September, 9:30am to 12:30pm

Property managers dealing with leasehold properties are often faced with requests from leaseholders to carry out alterations to their flat, sublet their property or keep pets.

They may also need to deal with situations where changes have been made without the necessary consent.

This practical course provides a clear understanding of when permission is required, the legal principles behind granting or refusing consent, and how to manage applications with confidence.

**BOOK YOUR
PLACE HERE** 



TC102: Company Directors and Secretarial Duties and Responsibilities

Cassandra Zanelli – PMLS

16th–17th September, 9:30am to 12:30pm

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

This online training course highlights the key responsibilities and duties of Company Secretaries and Directors in relation to RMCs and RTM companies.

**BOOK YOUR
PLACE HERE** 

TC100: Company Law Basics for Management Companies

Cassandra Zanelli – PMLS

23rd November, 9:30am to 12:30pm

Designed to support managing agents, this interactive session provides essential knowledge of company law as it applies to Residents' Management Companies (RMCs) and Right to Manage (RTM) companies.

You will gain practical guidance on meeting statutory obligations and resolving common company law issues with confidence.

**BOOK YOUR
PLACE HERE** 

TC103: Property Transfers – Implications for Property Managers

Cassandra Zanelli – PMLS

13th–14th October, 9:30am to 12:30pm

Develop a practical understanding of property transfers within leasehold management.

The course explores lease requirements, compliance obligations, the roles of all parties involved in the conveyancing process and best practice for managing arrears and onboarding new leaseholders.

**BOOK YOUR
PLACE HERE** 

TC82: Insurance in Residential Leasehold Property Management

Rob Mayo – Insurety Limited
27th October, 9:30am to 12:30pm

Gain a practical introduction to insurance within residential leasehold property management.

This foundational course explores the insurance landscape, claims management, FCA compliance and how to support clients with confidence.

**BOOK YOUR
PLACE HERE** 

TC119: Reading and Understanding Memorandum and Articles of Association

Cassandra Zanelli FTPI – PMLS
29th October, 9:30am to 12:30pm

Develop the practical skills and confidence needed to read, interpret and apply the memorandum and articles of association for Residents' Management Companies (RMCs) and Right to Manage (RTM) companies.

**BOOK YOUR
PLACE HERE** 

All courses delivered online unless stated otherwise.

TC44: Introduction to Accounting for Service Charges

Lisa Warren – RMG

6th–7th October, 9:30am to 12:30pm

Delivered over two consecutive days, this six-hour online course guides you through the financial year of a residential property.

Designed for those with less than 18 months' experience in the sector, it provides a practical introduction to service charge accounting.

**BOOK YOUR
PLACE HERE** 

TC11: Residential Service Charge Accounts Guidance

Lisa Warren – RMG

1st–2nd September, 9:30am to 12:30pm

1st–2nd December, 9:30am to 12:30pm

This online session provides a comprehensive overview of best practice in residential service charge accounting.

NOTE: This course is not designed to teach bookkeeping and is not suitable for relatively inexperienced accounts staff or property managers.

**BOOK YOUR
PLACE HERE** 

TC97: To Reserve Fund or Not to Reserve Fund?

Lisa Warren – RMG + Neil Maloney – MyHomeSurveyor

3rd November, 9:30am to 1:30pm

Explore the purpose and practical application of reserve funds in this interactive half-day online workshop.

You will examine the legal framework governing reserve funds, their accumulation and use, and the factors to consider when advising clients.

This course is ideal for professionals who advise clients on reserve fund strategy, including when reserve funds should be used and how appropriate contributions are calculated.

**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

8th–9th September, 9:30am to 12:30pm

This practical course brings together the lessons and learning outcomes from a variety of TPI's financial management courses into one convenient, all-encompassing course.

Offering both the soft and hard skills needed to legally, compliantly and ethically manage the cash flow of an estate, its service charge cycle and any outstanding arrears.

**BOOK YOUR
PLACE HERE** 

All courses delivered online unless stated otherwise.



In-Person Training

Learning alongside fellow professionals is one of the most effective ways to develop new skills, which is why TPI offer as much in-person training as possible.

Most courses shown in this brochure can also be delivered online or tailored specifically for your team. To find out more, contact: training@tpi.org.uk.



TC46: Basic Building Construction and Common Defects

Neil Maloney FRICS, FTPI
TPI Wimbledon Office
22nd October, 9:30am to 4:30pm

Develop a practical understanding of how residential buildings are constructed and the common defects that can affect them in this one-day, in-person course.

Designed for non-technical professionals, the session provides valuable insight into traditional and low-rise construction methods, helping you identify potential issues and communicate more effectively with technical specialists.

**BOOK YOUR
PLACE HERE** 

TC131: Introduction to Site Inspections for Large and Complex Developments

Sandeep Singh FTPI – The Property People
Dates in Birmingham/Manchester/London this Autumn

This practical training session takes place within a High-Risk Building (HRB) with dedicated on-site staff, giving attendees the opportunity to experience how to effectively 'walk the building', record findings, and respond to emerging issues.

You will explore common areas and amenities, including cinemas, swimming pools, gyms, residents' lounges, car parks, plant rooms and mechanical and electrical systems.

The session also includes a visit to a sample apartment to examine shared services and interfaces between units.

A trained fire door inspector will demonstrate how to carry out and document a compliant fire door check.

The session concludes with an informal Q&A with Sandeep Singh over light refreshments, covering best practice for inspecting unmanned or remotely managed properties and providing valuable insights for those working across smaller developments.

For more information, contact: training@tpi.org.uk or click [here](#).



Professional Skills

The Property Institute (TPI) is delighted to introduce [Professional Skills](#), a **NEW** dedicated online space for interactive, simulation-based learning.

By working through real life-scenarios, you can apply your knowledge in a supported environment, strengthen your decision-making, develop practical skills, and build confidence in your role.

Designed to complement TPI Training Courses, each simulation reinforces your learning and gives you the opportunity to put your knowledge into action.

Upon successful completion of a simulation, you will receive a digital credential detailing the content covered, which you can share on social media or directly with your employer.

In line with TPI learning resources, each completed simulation contributes towards your Continuing Professional Development (CPD), supporting your ongoing learning and career growth.

Basic Fire Door Checks

Designed for anyone carrying out routine fire door checks, this practical simulation provides an introduction to completing basic fire door checks in a residential setting.

You'll learn how to:

- Identify fire-critical defects using the appropriate tools
- Accurately record observations in a checklist
- Understand when issues should be escalated and who to report them to

Simulations are designed to complement TPI Training Courses, reinforcing, and building on what you've learned.

For the best experience, complete this simulation on a laptop or desktop with a stable internet connection.

Upon successful completion, you will receive a digital badge, certificate and 30 minutes of CPD.

Course Enrolment: [Book Here](#)

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 is when 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
4 Core Elements:

Technical, Health and Safety, Customer and Consumer, and **Ethics and 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 a full qualification with this online, on-demand programme. The course includes includes five modules, each ending with a short knowledge quiz, followed by a final online exam.

Modules:

- | | |
|---|---|
| 1 Introduction to Leasehold Property Management | 4 Introduction to the Customer and Consumer in Property Management |
| 2 Introduction to the Legal Framework in Leasehold Property Management | 5 Introduction to Ethics and Behaviours in Property Management |
| 3 Introduction to Health and Safety 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:

**BOOK
ONLINE** 

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. The course comprises of six modules, each featuring a short knowledge quiz.

Modules:

- | | |
|---|---|
| 1 Introduction to Leasehold Property Management for Retirement Scheme Managers and On-Site Staff | 4 Introduction to the Customer and Consumer in Property Management |
| 2 Introduction to the Legal Framework in Leasehold Property Management | 5 Introduction to Ethics and Behaviours in the Build Environment |
| 3 Introduction to Health and Safety in Property Management | 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.

The course 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:

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

Final Exam:

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

Exam date:

- 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.

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

Modules:

- | | |
|--|--------------------------------|
| 1 Building Technology | 4 Project Management |
| 2 Staff and Team Management and Development | 5 Customer and Consumer |
| 3 Property Management Topics | 6 Ethics and Behaviours |

Final Exam:

Following the qualification syllabus on TPI website, the exam is held online every six months.

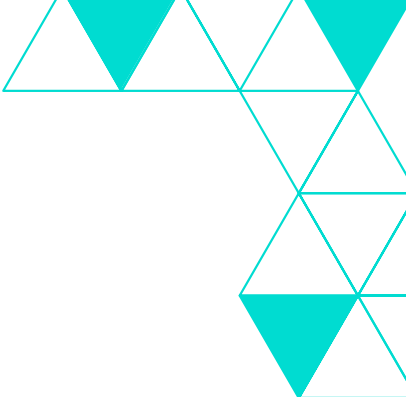
It can be taken from any location with a stable and secure internet connection and is invigilated through secure software, with technical support available throughout. The exam lasts 2 hours and 30 minutes, and the pass mark is 60%.

Exam date:

- Wed 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. The course includes five modules, each with a short knowledge quiz, and concludes with a final online exam.

Modules:

- | | |
|--|--|
| 1 An Introduction to Build to Rent Property Management | 4 An Introduction to the Customer and Consumer in Property Management |
| 2 An Introduction to the Legal Framework in Build to Rent Property Management | 5 An Introduction to Ethics and Behaviours in Property Management |
| 3 An Introduction to Health and Safety 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

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

Modules:

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

The course consists of nine modules, each with a short knowledge quiz, and includes a mock exam to help prepare for the online final exam.

Modules:

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

Final Exam:

Based on the qualification syllabus available on TPI website, the assessment takes place online every six months and can be taken from any location with a stable, secure internet connection.

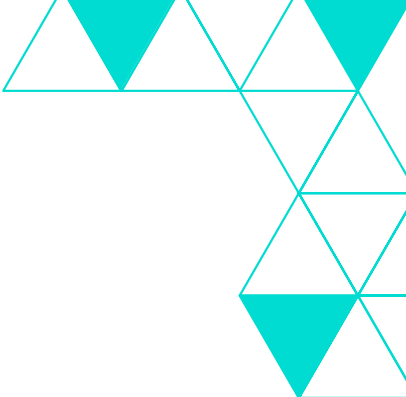
It is invigilated using secure software, with technical support available throughout. The assessment duration is two hours and 30 minutes, with a pass mark of 60%.

Exam date:

- Wed 9th September 2026 at 10am

Course enrolment:

**BOOK
ONLINE** 



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.

The course 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:

- | | |
|--|-------------------------------------|
| 1 Introduction to Property Factoring | 4 Managing Factored Property |
| 2 Property Factoring – Historical, Legislative and Cultural Context | 5 Building Technology |
| 3 Legal Matters in Factoring Practice | 6 Health and Safety |
| | 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 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 3rd September 2026 – 9:00am or 1:30pm

Tue 8th September 2026 – 9:00am

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

Workshop booking:

**BOOK
ONLINE** 

Level 4 Member Exam in Leasehold Management

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

Workshop booking:

**BOOK
ONLINE** 

NEW On-Demand Learning

Study at Your Own Pace

TPI is delighted to bring you two 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: Indefinite

Study hours: 75 (*guidance purposes only*)

Start: Any time

Price: Free of charge to TPI members

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:

**BOOK
ONLINE** 

Introduction to Leasehold Management for RMC / RTM Directors

Modules: 6

Course content access: Indefinite

Study hours: 75 (*guidance purposes only*)

Start: Any time

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:

**BOOK
ONLINE** 

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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