The Property Institute

TRAINING & QUALIFICATIONS PROGRAMME

Q1. 2025

Lead the Way with TPI Training and Qualifications

Unlock your potential and elevate your career with **The Property Institute's (TPI) Training & Qualifications programme**. Specifically designed to help property management professionals develop the skills and credentials necessary to take the next step in their careers.

TPI qualifications cater to all levels of expertise, offering three key pathways: Leasehold, Build to Rent and Factoring. Advance through the Leasehold Management pathway to achieve the Ofqual-accredited Level 4 Certificate in Leasehold Management.

The Level 4 qualification in Build to Rent (BTR) is also Ofqual-accredited, and the Factoring qualification is recognised by the Scottish Credit and Qualification Framework (SCQF). Completion of these qualification pathways also earns you the right to use the designatory letters of MTPI.

All TPI courses and workshops are led by industry experts who share first-hand insights, ensuring you gain actionable knowledge that can be applied directly to your role.

In addition, explore TPI's extensive range of training courses covering every aspect of the sector—from understanding leases and resolving complaints to managing service charge accounts.

Each course is CPD certified and offered in various formats: in-person, online, and in-house. In-house training allows you to upskill entire teams, departments, or groups of new starters all at once, with content tailored to your company's specific needs. TPI also offers discounts for larger groups and can deliver training sessions at your offices or online, ensuring flexibility with your schedule.

Whether you're seeking a course on *Introduction to Residential Property Management* for new starters, or specialist courses such as *Service Charge Accounting* or *Reading Leases*, TPI Training offers a wide array of courses, and our team are happy to discuss the best fit for your organisation.

Both TPI individual and company members enjoy exclusive discounted pricing. Company members can also benefit from the block booking offer: purchase 10 training credits and receive 20% off.

Continue reading for a full list of upcoming training courses and detailed information regarding the qualification pathways.

For any questions about TPI Training & Qualifications, please contact: **info@tpi.org.uk**

PROPERTY MANAGEMENT

TC1: Introduction To Residential Leasehold Management

Trainers: Anna Mercer (MTPI/AssocRICS) / Angela Wheeler – Ark Housing Consultancy / Emily Gray (FTPI/AssocRics)

Dates:

29th and 30th January – 9:30am to 12:30pm
Emily Gray: Online

24th and 25th February – 9:30am to 12:30pm
Angela Wheeler: Online

24th and 25th March – 9:30am to 12:30pm
Anner Mercer: Online

This 6-hour interactive training course, delivered over two days (three hours per day), is designed for those new to residential leasehold property management. Led by respected industry professionals, the course will provide a comprehensive overview of the controls and processes required to effectively manage a leasehold block.

BOOK HERE

TC27: The Procedural and Technical Issues of Section 20

Trainer: Joe Mallon (MRICS/FTPI) – The Block Coach / Jakie Dickens – HQN

Dates:

19th and 20th February – 9:30am to 12:30pm
Joe Mallon: Online

31st March and 1st April – 9:30am to 12:30pm
Jackie Dickens: Online

This one-day practical workshop is offered over two 3-hour online sessions, covering the requirements and procedures of Section 20 (Qualifying Works and Qualifying Long-term Agreements), dispensation, OJEU Public Notices and the growing body of case law.

BOOK HERE

PROPERTY MANAGEMENT

TC53: Managing Contractors, Building and Construction Works

Trainers: Neil Maloney (FTPI/FRICS) & Mark Snelling (TPI Health & Safety Consultant)

Date: 18th February – 9:30am to 4:30pm at TPI's Wimbledon office *(in-person)*

This 6-hour IN-PERSON course covers a managing agents' legal duties under:

- The Health and Safety at Work etc. Act 1974 when instructing or employing contractors.
- The Building Regulations (as amended by the Building Safety Act 2022) when undertaking work to which the Building Regulations apply.
- Construction (Design and Management) Regulations 2015 when the work 'requires construction skills and uses construction materials'.

It will help you understand your legal duties and will explain what actions you need to take to ensure compliance.

BOOK HERE

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

Trainer: Rupert Mackay – Data Energy

Date: 5th March – 9:30am to 12:30pm – Online

This engaging 3-hour online session is essential for any property manager overseeing a block with communal heating, hot water and/or CHP installed.

Looking closely at the evolving energy landscape and new challenges affecting managing agents' responsibilities, this practical course will provide members with specific knowledge to ensure compliance under the Heat Network (Metering and Billing) Regulations.

BOOK HERE

PROPERTY MANAGEMENT

TC111: Managing Mixed-Use Development

Trainers: Michael Maunder Taylor/Bruce Maunder Taylor

Date: 19th and 20th February – 9:30am to 12:30pm – Online

This 6-hour course delivered over two days provides industry advice and practical training to deal with the conflicting demands and legal set ups of Leasehold and Commercial buildings.

The course will explain the practical difficulties imposed by the different statutory and regulatory regimes for commercial and residential property. Pulling on case studies and up-to-date trainer knowledge you will learn to navigate the demands of managing mixed use developments.

BOOK HERE ▶

TC118: Taking On New Estates and New Site Mobilisation

Trainer: John Ward – Insight Property Consultants

Date: 6th February – 9:30am to 12:30pm – Online

This training will help managing agents develop their understanding of mobilisation requirements and create a practical checklist. This checklist will equip property managers with all the essential tools needed to effectively manage their sites and estates.

BOOK HERE ▶

RMC/RTM TRAINING

TC114: Introduction To Being An RMC/RTM Director

Trainers: Alan Walker – TPI Conference Co-Ordinator and Long Term RMC/RTM Director / Shabnam Ali-Khan – Russell Cooke

Dates: 3rd and 4th March – 1pm to 4pm – Online

If you are a Director of a Residents' Management Company (RMC) or Right to Manage Company (RTM), or thinking of becoming a Director, this online course is right for you.

This course will introduce you to the key components of being an RMC/RTM Director, helping you to understand the different elements involved in being a Director and supporting you to carry out the role effectively.

BOOK HERE

HEALTH & SAFETY AND FIRE SAFETY

TC55: Introduction To General Health and Safety For Property Managers

Trainer: Richard Coleman – Tetra

Date: 20th and 21st January – 9:30am to 12:30pm – Online

This 6-hour course, delivered over two days (three hours per day), is designed to equip new entrants with the foundational Health & Safety knowledge essential for their career. While not intended to train participants as Fire Safety Risk Assessors or CDM experts, it provides the necessary awareness to perform their daily tasks safely, offering reassurance to their employers.

BOOK HERE

TC108: An Introduction to the Building Safety Act

Trainer: Richard Coleman – Tetra

Date: 26th and 27th February – 9:30am to 12:30pm – Online

This 6-hour course delivers guidance on managing buildings in scope of the Building Safety Act 2022. Through interactive and engaging content, participants will gain confidence in delivering positive building safety outcomes in their areas of responsibilities.

BOOK HERE

TC107: The Building Safety Act And Higher Risk Buildings (Advanced Level)

Trainers: Cassandra Zanelli – PMLS & Mark Snelling (TPI Health & Safety Consultant)

Date: 10th and 11th March – 9:30am to 12:30pm – Online

This advanced course will cover the practicalities and details of the new building safety regime, providing a focused and forensic look at what the new Building Safety Act means for company directors and senior property managers involved in preparing their companies for the new regime.

BOOK HERE

HEALTH & SAFETY AND FIRE SAFETY

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

Trainer: Cassandra Zanelli – PMLS

Date: 10th February – 9:30am to 12:30pm – Online

This 3-hour webinar explores the leaseholder protections under the Building Safety Act.

BOOK HERE ⟩

TC112: Building Safety Case Reports and Managing Agents

Trainer: David Hills – Ark Workplace Risk

Date: 12th February – 9:30am to 12:30pm – Online

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

BOOK HERE ⟩

TC116: Resident Engagement Strategies

Trainer: David Hills – Ark Workplace Risk

Date: 19th March – 9:30am to 12:30pm – Online

The aim of this course is to help you, your team, and your clients understand who has accountability for the development of a Resident Engagement Strategy.

Equally, it will help you to understand the importance of capturing the demographics, needs, and preferences of residents, what a strategy must include, what support can be offered to AP/PAPs, and how best to manage resident engagement long-term.

BOOK HERE ⟩

W12: Flat Front Doors – Conducting Basic Fire Door Checks

Trainer: Richard Coleman – Tetra

Dates:
28th January – 10am to 12pm – Online

13th March – 1pm to 3pm – Online

This 2-hour training course delivers instruction on how to conduct basic fire door checks under Regulation 10 of the Fire Safety (England) Regulations 2022. It will aim to enable those with the responsibility for conducting routine fire door checks to appreciate the purpose and role of a fire door, and how to identify common faults in fire doors for remediation.

BOOK HERE ▶

W17: Preparing for Building Assessment Certificate Under The Building Safety Act

Trainer: Shaun Lundy – Tetra

Date: 12th March – 10am to 12pm – Online

This is an important and timely 2-hour webinar on Building Assessment Certificate (BAC) applications. Covering the core submission requirements e.g. safety case report, resident engagement strategy and mandatory occurrence reporting. This course will also outline the nature of the process of the applications, likely submission outcomes, and costs.

BOOK HERE ▶

TC39: Reading Leases

Trainers: Annie McGrandles – PMR

Dates: 22nd and 23rd January – 9:30am to 12:30pm

Annie McGrandles: Online

This comprehensive course being be run over two consecutive days (three hours per day) will teach you to read leases constructively and understand the practical application of the principles.

BOOK HERE

TC82: Insurance In Residential Leasehold Property Management

Trainer: Rob Mayo – Insurety

Date: 21st February – 9:30am to 12:30pm – Online

This 3-hour introductory insurance course (one 3-hour online session) is designed to provide property management staff with a sound knowledge of the insurance industry within the residential leasehold sector. The course will equip your staff with valuable information to deliver informed advice to clients in line with UK regulatory standards.

BOOK HERE

TC100: Company Law Basics For Management Companies

Trainer: Cassandra Zanelli – PMLS

Date: 24th January – 9:30am to 12:30pm – Online

Residents' Management Companies and RTM Companies are subject to the same rules and regulations as all other limited companies. With corporate-based challenges from members on the increase, it is important that managing agents are familiar with company law basics.

At the request of members, TPI has designed an interactive 3-hour online workshop focusing on the fundamentals of company law for management companies and troubleshooting some of the most common challenges facing managing agents.

BOOK HERE ▶

TC119: Reading and Understanding Mem and Arts

Trainer: Cassandra Zanelli – PMLS

Date: 19th March – 1pm to 4pm – Online

Residents' Management Companies and RTM Companies operate under a memorandum and articles of association. As with leases, managing agents will be called upon to read, understand and implement those articles.

This workshop-style online training course is designed to equip delegates with the knowledge and confidence to read articles of association.

BOOK HERE ▶

W14: Deeds of Variation –
A Practical Guide For Property Managers

Trainer: Cassandra Zanelli – PMLS

Date: 18th February – 1pm to 2pm – Online

In this session, you'll explore the reasons behind the requests and discuss the common types of requests for variation sought by both leaseholders and owners of freehold properties, including the increased demand for mortgage protection clauses.

BOOK HERE ▶

W22: An Introduction To The Electronic
Communications Code for Managing Agents

Trainer: Richard Bagwell – Stephen Scown

Date: 12th February – 1pm to 3pm – Online

This 2-hour webinar will cover the Electronic Communications Code for Managing Agents. Starting with an introduction and its key concepts, the course will then also look at Telecommunications Infrastructure (Leasehold Property) Act 2021, associate regulations, multi skilled visits, new agreements (wayleaves and masts), and the effect on service charges.

BOOK HERE ▶

FINANCE

TC44: Introduction To Accounting For Service Charge

Trainer: Lisa Warren – RMG

Dates: 4th and 5th February – 9:30am to 12:30pm – Online

This 6-hour course being run over two consecutive days (three hours per day) will walk you through the financial year of a property. This course is aimed at individuals with less than 18 months experience in the industry.

BOOK HERE

TC11: Residential Service Charge Accounts Guidance

Trainer: Lisa Warren – RMG

Dates: 25th and 26th March – 9:30am to 12:30pm – Online

This comprehensive 6-hour course (three hours per day over two days) addresses best practice for service charge accounting.

[NOTE: This course is not designed to teach book-keeping and is not suitable for relatively inexperienced accounts staff or property managers.]

BOOK HERE

BUILD TO RENT

TC120: An Introduction To Letting Management In The Build To Rent Environment

Trainer: Karen Williamson

Date: 11th February – 10am to 5pm at TPI's Wimbledon Office *(in-person)*

A 6-hour IN-PERSON training course, run by a respected industry professional, this workshop is designed for those new to lettings and management within the Build to Rent sector. It provides an overview of the legal framework in which new entrants need to work and guides them through the life cycle of a tenancy.

BOOK HERE

W24: An Introduction To Hospitality in Build To Rent

Trainer: Susan Moritz – Moricon

Date: 6th March – 1pm to 3pm – Online

With the expanding BTR market and growing expectations of renters for extra hospitality services, this webinar explores the concepts of hospitality in the BTR sector.

The course will introduce the basic concepts of hospitality needed to provide a great rental experience for tenants and look at real-world scenarios based on BTR for you to learn from.

BOOK HERE

HR AND WELLBEING

TC84: Developing Leadership
Trainer: Shelley Jacobs (TPI Wellbeing Group) – MLM
Dates: 22nd – 24th January – 9:30am to 12:00pm – Online

This comprehensive online course being run over three consecutive days (2.5-hours per day - with 30 minutes each day for questions), covers practical solutions to today's leadership challenges and the resources to develop resilient, engaged, and trusting teams.

BOOK HERE ▶

TC104: Effective Time Management
Trainer: Shelley Jacobs (TPI Wellbeing Group) – MLM
Date: 14th March – 9:30am to 12:30pm – Online

This practical and engaging half-day course provides you with a range of tools and techniques needed to manage your time more effectively, providing significant benefits to work output, mental wellbeing, work-life balance, and motivation.

BOOK HERE ▶

W23: Dealing with Difficult and Vulnerable People
Trainer: Shelley Jacobs (TPI Wellbeing Group) – MLM
Date: 6th February – 1pm to 3pm – Online

Working in residential property management often involves engaging with people facing challenging circumstances, whether due to personal vulnerabilities, financial difficulties, or complex disputes. This workshop will equip you with the skills and strategies needed to navigate these interactions effectively and compassionately.

This course has been specifically designed to highlight some of the key challenges faced by difficult and vulnerable people in the residential property management sector.

BOOK HERE ▶

Why Study with The Property Institute?

There are three routes for a full qualification with TPI – Leasehold, Build to Rent and Factoring. What do these mean?

Leasehold Management – Leasehold is a type of home ownership in England and Wales where a person owns the right to occupy a property for a set period of time and this occupation is governed by a lease.

Leasehold properties are usually flats (although leasehold houses exist as well) and the communal areas including hallways, roofs, building structure, car parks, gardens etc. are owned by a freeholder.

A block property manager manages the communal areas and the building structure on behalf of the freeholder, and leaseholders pay a service charge for the upkeep of those areas.

Build to Rent – Build to Rent is a form of ownership where one entity (individual or a company), owns the building/s, grounds and individual Properties (e.g. flats) too.

Individual properties are then let out to tenants. A Build to Rent property manager manages the block and units, usually on behalf of the landlord, including rental and upkeep of the individual units too.

Factoring – Block management in Scotland is called factoring. Individual owners of flats are collectively responsible for the management and upkeep of their building too. They usually outsource this task to a professional called a factor.

All our qualifications have been developed around **TPI's 4 Elements of residential property management**: Technical, Health and Safety, Customer and Consumer and Ethics and Behaviours. These 4 Elements are the foundations for any residential property management professional.

QUALIFICATIONS IN LEASEHOLD MANAGEMENT

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: An Introduction to Leasehold Property Management

Module 2: An Introduction to the Legal Framework in Leasehold 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

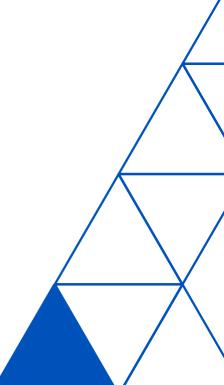Module 5: An Introduction to Ethics and Behaviours in Property Management

Final Exam:

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:

BOOK HERE

QUALIFICATIONS IN LEASEHOLD MANAGEMENT

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: £149

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:

It is based on the qualification syllabus that can be found on our website. The exam takes place every three 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 1 hour and 30 minutes, and the pass mark is 60%.

Exam date:
- Wed 5th March 2025 at 10am
- Wed 4th June 2025 at 10am
- Wed 1st October 2025 at 10am
- Wed 3rd December 2025 at 10am

Course enrolment:

BOOK HERE ▶

QUALIFICATIONS IN LEASEHOLD MANAGEMENT

Level 3 Associate Course and Exam in Leasehold Management

Modules: 13
Course content access: 18 months
Study hours: 162 hours (guidance purposes only)
Start: Any time
Price: £449

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

Final Exam:

It is based on the qualification syllabus that can be found on our website. The exam takes place every three 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 1 hour and 30 minutes, and the pass mark is 60%.

Exam date:

- Wed 5th March 2025 at 10am
- Wed 4th June 2025 at 10am
- Wed 1st October 2025 at 10am
- Wed 3rd December 2025 at 10am

Course enrolment and exam booking:

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QUALIFICATIONS IN LEASEHOLD MANAGEMENT

Level 4 Member Course and Exam in Leasehold Management

Modules: 6
Course content access: 24 months
Study hours: 205 (guidance purposes only)
Start: Any time
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 2   Staff and Team Management and Development
Module 3   Property Management Topics
Module 4   Project Management
Module 5   Customer and Consumer
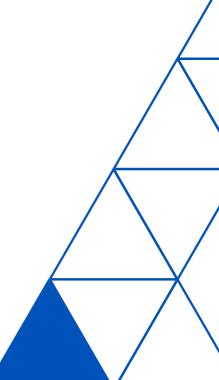Module 6   Ethics and Behaviours

Final Exam:

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 21st May 2025 at 10am
- Wed 19th November 2025 at 10am

Course enrolment and exam booking:

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QUALIFICATIONS IN BUILD TO RENT

Level 2 Foundation Course and Exam in Build to Rent

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 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.
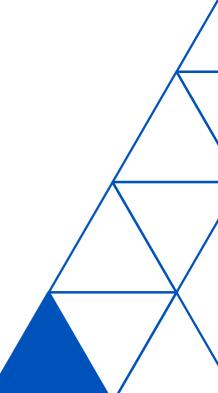
The pass mark is 70%.

Exam date:

- Any time

Course enrolment:

BOOK HERE ▶

QUALIFICATIONS IN BUILD TO RENT

Level 4 Member Course and Exam in Build to Rent

Modules: 9
Course content access: 24 months
Study hours: 173 (guidance purposes only)
Start: Any time
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 2   Customer Care
Module 3   Portfolio Management
Module 4   The PRS, BTR, Design, Planning and Sustainability
Module 5   An Introduction to Traditional Residential management
Module 6   Building Management
Module 7   Residential Letting and Management 1
Module 8   Residential Letting and Management 2
Module 9   Health & Safety

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 19th March 2025 at 10am
- Wed 17th September 2025 at 10am

Course enrolment and exam booking:

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FACTORING QUALIFICATION

Professional Diploma in Property Factoring

Modules: 7
Course content access: 24 months
Study hours: 280 (guidance purposes only)
Start: Any time
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 2   Property Factoring – Historical, Legislative and Cultural Context

Module 3   Legal Matters in Factoring Practice

Module 4   Managing Factored Property

Module 5   Building Technology

Module 6   Health and Safety

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 12th March 2025 at 10am
- Wed 10th September 2025 at 10am

Course enrolment and exam booking:

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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 6th February 2025 – 9:00am or 1:30pm
Thu 20th February 2025 – 9:00am or 1:30pm

Thu 1st May 2025 – 9:00am or 1:30pm
Thu 22nd May 2025 – 9:00am or 1:30pm

Thu 4th September 2025 – 9:00am or 1:30pm
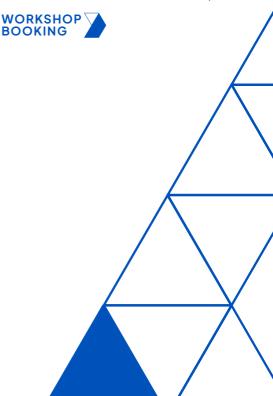Thu 18th September 2025 – 9:00am or 1:30pm

Wed 5th November 2025 – 9:00am or 1:30pm
Thu 20th November 2025 – 9:00am or 1:30pm

WORKSHOP BOOKING

Level 4 Member Exam in Leasehold Management

Thu 17th April 2025 – 9:00am or 1:30pm
Thu 8th May 2025 – 9:00am or 1:30pm

Thu 16th October 2025 – 9:00am or 1:30pm
Thu 6th November 2025 – 9:00am or 1:30pm

WORKSHOP BOOKING

HOW DO I START?

Becoming a member is simple –
visit our website to complete the process

All new members join at the Affiliate level. Associate (ATPI) or Member (MTPI) status may be offered to existing Affiliates or new applicants. If successful, in most cases you will still be required to sit and pass either our Level 3 or Level 4 exam in order to be upgraded to Associate (ATPI) or Member (MTPI).

All TPI qualifications and the use of post-nominal letters are exclusively available to TPI members.

There are four levels of membership:

Affiliate

ATPI   **Associate**

MTPI   **Member**

FTPI   **Fellow**

Please contact the Membership Team on **info@TPI.org.uk** who will require copies of relevant documents such as certificates, CV and completed application form.

The Property Institute

CONTACT US

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W: www.tpi.org.uk

Company Memberships:

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Individual Memberships:

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